

# Concurrent Breakout Session Presentation Guidelines

Oral sessions provide an opportunity for speakers to present their findings/papers or projects in a formal setting. Presenters can expect to have approximately 15 minutes allocated for their presentation and 5 minutes for Q&A.

## NPHA Presenter Policy

- Presenters must be individual members of NPHA to present
- Presenters, session organizers, and moderators must register for the meeting. Additional information about the agenda and registration here: [Conference Information](#)
- All presenters must be registered by April 12, 2024.
- Speakers who fail to show up for their scheduled presentations without previously notifying the program planner of cancellation will not be permitted to present papers or posters at any NPHA-sponsored meeting for two years following the "no-show."

## Presentation Details

- Concurrent breakout sessions will take place in the morning or afternoon of April 17<sup>th</sup>. You will be assigned a 20-minute slot within that time frame.
- Concurrent breakout sessions will be presented via Zoom. Using PowerPoint is recommended for all oral presentations. The Zoom link and technical support will be provided to you.
- Plan to log-in to the session 15 minutes prior to the session start time in order to troubleshoot any technical issues.
- A moderator will be present in the Zoom meeting to assist you and to keep the session on time.
- If you have sound or video to accompany your presentation, please let the conference organizers know prior to the conference.
- This year, we are requesting that all breakout presenters incorporate opportunities for interactive discussions and creative and dynamic visual presentations (e.g., polling), focusing on each topic's relevance to today's public health practitioner. Session moderators may request that session learning outcomes be modified to focus on this relevance to practice. Moderators will be in touch with you as the conference nears. Please be prepared to provide updated learning outcomes and modifications to your presentation based on this request.

## Presenters, Co-Presenters and Additional Authors

- You will be listed as the primary presenter on the conference webpage. If you will have co-presenters, they must be registered for the conference.
- If you have additional authors on your abstract that will not be presenting with you, please list them as additional authors on your presentation.

## Presentation Tips

- Give an opening statement to acquaint the audience with the nature and purpose of the research.
- Discuss the same material as reported in the abstract.
- Rehearse your presentation beforehand, timing it. Remember that PowerPoint slides add seconds to the talk.
- Stay within your allotted time to ensure that all presenters have equal time on the program and allow the audience the opportunity to ask questions.
- Know what to omit if you start to go over your allotted time. Session moderators will hold you to the allotted time.