

# Concurrent Breakout Session Presentation Guidelines

Oral sessions provide an opportunity for several speakers to present their findings/papers or projects in a formal setting. Groupings of three abstracts focusing on a similar area of public health are combined to create a 90-minute breakout session. Presenters can expect to have approximately 25 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 (full or one-day). Additional information about the agenda, registration, location and lodging can be found here: [Conference Information](#)
- All presenters must be registered by the Early Registration Deadline (August 1, 2018)
- 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

- Using PowerPoint is recommended for all oral presentations. LCD Projectors and computers are included as part of the standard audiovisual (AV) package in each concurrent breakout session room.
- Each presenter should bring a copy of their presentation to the session on a USB drive.
- Plan to arrive in the session room 15 minutes prior to the session to pre-load your presentation on to the provided computer.
- A moderator will be present in the room to assist you and to keep the session on time.
- A copy of the abstract that you submitted will be included in the conference program. You will have the opportunity to make edits to your abstract. You will receive a link notifying you that the system is open for edits. Edits must be made prior to August 29, 2018.
- This year, we are requesting that all breakout presenters incorporate interactive discussions and/or creative and dynamic visual presentations, 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. We look forward to an engaging conference providing topics pertinent to current public health practice.

## Handouts

- Presenters who wish to provide handouts to accompany their presentation should bring approximately 30 copies to the session.
- A copy of the presentation abstract and presenter information will be provided in the conference handouts.

## 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 assure 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.