

SCMR Oral Presentation Guidelines

SCMR 22ND ANNUAL SCIENTIFIC SESSIONS



Global CMR: Innovation And Clinical Outcomes

February 6 - 9, 2019

Bellevue, WA USA

Hyatt Regency Bellevue on Seattle's Eastside

**Society for Cardiovascular
Magnetic Resonance (SCMR)**

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www.scmr2019.org

Slide Template and Format

Template

- All speakers are **REQUIRED** to use the 16:9 widescreen format
- If your presentation is setup as 4:3, please convert it to 16:9 widescreen format.
- Speakers are encouraged to use the SCMR Annual Scientific Sessions PowerPoint slide template [here](#).

Fonts

- Highly recommended fonts to use include Times New Roman, Arial, and Tahoma.
- Usage of fonts not included in Windows can lead to words that bleed into graphics or bullet points that may be of the wrong style.
- Any fonts other than those not included in Windows will need to be embedded into your PowerPoint presentation.

Embed Fonts into PowerPoint Presentations

Microsoft Office 2010 and 2013

1. Click File, and then Options.
2. Select the Save button.
3. Check the Embed Fonts box.

Microsoft Office 2007

1. Click the Office button, and then Options.
2. Select the Save tab.
3. Check the Embed Fonts box.

Microsoft Office 2003

1. On the File menu, click Save As.
2. On the toolbar, click Tools, click Save Options, select the Embed True Type Fonts check box.
3. To embed all the characters in the font set, select Embed All Characters (best for editing by others).

Note: If you plan to have others review and edit your file, it is best to embed the full font set, although this will create larger files. PowerPoint 2011 for Mac cannot embed fonts.

Apple Computers

- If you are creating your presentation on an Apple computer, please be aware of the following matters:
 - Movies
 - QuickTime movies may not play during your presentation.
 - It is highly recommended to convert your video files to .mp4 (h.264) to allow for proper operation in PowerPoint for Mac or PC.
 - Pictures
 - Use common image formats: JPG, PNG, and GIF.
 - Animations
 - Use simple entry animation effects: fly in/out, appear, and dissolve.

Uploading Your Presentation

Advance Upload - Available until Monday, February 4, 2019

- Although submitting in advance is not required, it is strongly encouraged.
- Speakers who submit in advance will have a faster check-in at the Speaker Ready Room.
- Speakers will receive an email with login credentials and instructions to submit online two weeks prior to the conference.

Onsite Upload & Speaker Ready Room – Balsam (Second Floor – Cascade Tower)

- All speakers are **REQUIRED** to check in at the Speaker Ready Room, preferably the day before your session to preview your presentation.
- If you are checking in on the day of your session, please come by at least 3 hours prior to the start of your session.
- Technicians will assist with the upload of your files and provide the opportunity to preview and/or edit the presentation as necessary. You may bring your presentation on any of the following media devices:
 - CD-COM
 - Compact flash card
 - Memory stick or USB flash drive
 - Multi-media card or SD card
 - Laptop
- In the instance that you are using PowerPoint 2010, 2013 or 365, which allows for embedding of video into the PowerPoint presentation, it is suggested that you bring the separate video files with you, in case of any issues.
- When reviewing your presentation in the Speaker Ready Room, make sure all fonts, images, and animations appear as expected and that all audio or video clips are working properly. The Mac and Windows computers in the meeting rooms are identical in configuration to the computers in the Speaker Ready Room.

Date	Speaker Ready Room Hours
Tuesday, February 5	5:00 PM - 8:00 PM
Wednesday, February 6	7:00 AM - 8:00 PM
Thursday, February 7	7:00 AM - 6:00 PM
Friday, February 8	7:00 AM - 6:00 PM
Saturday, February 9	7:00 AM - 5:00 PM

During Your Presentation

- When the presentation is to be given, the file will be accessed via the conference menu on the computer in the meeting room. Once the presentation is launched, you will control the program from the podium using a computer mouse.

Security

- USB ports on the computers are configured to prevent files from being copied back to devices.
- Cameras and video equipment are NOT permitted in the Speaker Ready Room.
- All files on the computers are deleted at the end of the conference.

Oral Presentations

Basic Presentation Guidelines

1. Review the title of your session and the other presentations within your session in the online program [here](#) to understand the context in which you are presenting.
2. **Time limits will be strictly enforced** by the moderators. Please refer to pages 4-5 for your allotted times.

Case Presenters:

- For effective coverage of the contents of your case, we suggest that you focus on the role of CMR to make the diagnosis, leaving clinical and laboratory presentation with limited slides.
- Deliver a clear and substantive underlying take-home message from your case.

Abstract Presenters:

- For effective coverage of the contents of your abstract, we suggest that you focus on the methods and results of your work, leaving background and discussion to a minimum.
- Remember that the interest lies on how you did your work and what you achieved as result of that – spend time on new evidence. Usually the audience will already have enough information on motivation and the background at which your work is advancing current knowledge.

Quick Fire Presenters:

- For effective coverage of the contents of your abstract, a maximum of four slides should be used, typically including Title/Methods/Results/Conclusions. A conflict-of-interest slide should not be presented, as this information should be contained in the accompanying poster.

Allotted Oral Presentation Times

Case Sessions				
Session(s)	Role	Presentation Time	Q&A Time	Total Time
1-6	Invited Speaker	7 Minutes	3 Minutes	10 Minutes
1-6	Case Presenter	7 Minutes	3 Minutes	10 Minutes

Congenital Pre-Conference				
Session(s)	Role	Presentation Time	Q&A Time	Total Time
1-3	Invited Speaker	12 Minutes	3 Minutes	15 Minutes

Focus Sessions				
Session(s)	Role	Presentation Time	Q&A Time	Total Time
1-8	Invited Speaker	12 Minutes	3 Minutes	15 Minutes
1	Abstract Presenter	6 Minutes	2 Minutes	8 Minutes
2-5, 7	Abstract Presenter	7 Minutes	2 Minutes	9 Minutes
6, 10	Abstract Presenter	7 Minutes	3 Minutes	10 Minutes

Fundamentals of Cardiology Course				
Session(s)	Role	Presentation Time	Q&A Time	Total Time
1	Invited Speaker	11 Minutes	3 Minutes	14 Minutes
2-3	Invited Speaker	9 Minutes	3 Minutes	12 Minutes

Interventional CMR Course				
Session(s)	Role	Presentation Time	Q&A Time	Total Time
1	Invited Speaker	6 Minutes	2 Minutes	8 Minutes
3	Invited Speaker	7 Minutes	3 Minutes	10 Minutes
2	Abstract Presenter	7 Minutes	3 Minutes	10 Minutes

Invited Lecture Sessions				
Session(s)	Role	Presentation Time	Q&A Time	Total Time
1-3, 6	Invited Speaker	12 Minutes	3 Minutes	15 Minutes
4	Invited Speaker	9 Minutes	3 Minutes	12 Minutes
5	Invited Speaker	11 Minutes	3 Minutes	14 Minutes

Joint Sessions				
Session(s)	Role	Presentation Time	Q&A Time	Total Time
1, 3-6	Invited Speaker	12 Minutes	3 Minutes	15 Minutes
2	Invited Speaker	10 Minutes	3 Minutes	13 Minutes
6	Abstract Presenter	12 Minutes	3 Minutes	15 Minutes

Oral Abstract Session				
Session(s)	Role	Presentation Time	Q&A Time	Total Time
1-5	Abstract Presenter	8 Minutes	3 Minutes	11 Minutes

Pediatric Track Session				
Session(s)	Role	Presentation Time	Q&A Time	Total Time
1, 4	Invited Speaker	12 Minutes	3 Minutes	15 Minutes
2	Invited Speaker	6 Minutes	2 Minutes	8 Minutes
2	Abstract Presenter	4 Minutes	2 Minutes	6 Minutes
3	Abstract Presenter	12 Minutes	3 Minutes	15 Minutes

Physician's Preconference				
Session(s)	Role	Presentation Time	Q&A Time	Total Time
1	Invited Speaker	11 Minutes	3 Minutes	14 Minutes
2-3	Invited Speaker	9 Minutes	3 Minutes	12 Minutes

SCMR/ISMRM Co-Provided Workshop				
Session(s)	Role	Presentation Time	Q&A Time	Total Time
1-4, 6-7	Invited Speaker	15 Minutes	5 Minutes	20 Minutes
2-4, 6	Abstract Presenter	7 Minutes	3 Minutes	10 Minutes

Short Lecture Sessions				
Session(s)	Role	Presentation Time	Q&A Time	Total Time
1, 3, 5-7	Invited Speaker	12 Minutes	3 Minutes	15 Minutes
2	Invited Speaker	9 Minutes	3 Minutes	12 Minutes
4	Invited Speaker	10 Minutes	3 Minutes	13 Minutes

Special Sessions				
Session(s)	Role	Presentation Time	Q&A Time	Total Time
1, 3	Invited Speaker	12 Minutes	3 Minutes	15 Minutes
2	Panelist	Special	Special	25 Minutes
4	Jeopardy Teams	Special	Special	Special

Technologist Track Sessions				
Session(s)	Role	Presentation Time	Q&A Time	Total Time
1, 3, 7-8	Invited Speaker	15 Minutes	5 Minutes	20 Minutes
2, 4, 6	Invited Speaker	12 Minutes	3 Minutes	15 Minutes
5	Abstract Presenter	15 Minutes	5 Minutes	20 Minutes

Quick Fire Sessions				
Session(s)	Role	Presentation Time	Q&A Time	Total Time
1-3	Abstract Presenter	3 Minutes	N/A	3 Minutes