



Society of Gynecologic Oncology

## **SGO ANNUAL WINTER MEETING RESPONSIBILITIES & GUIDELINES**

Please review the following Responsibilities & Guidelines document pertinent to your role in the SGO Annual Winter Meeting. You may review each document by clicking on its link below or scrolling through each page individually.

[Presenter Responsibilities & Guidelines](#)

[Poster Responsibilities & Guidelines](#)

[Moderator Responsibilities & Guidelines](#)

## SGO's Annual Winter Meeting Presenter Responsibilities & Guidelines

### Presentation Format

For Scientific Plenary Sessions, all presentations **MUST** be in PowerPoint format on the SGO template, which can be found in your Speaker Center.

- ALL presentations **MUST** be uploaded in your Speaker Center by the deadline date provided in your acceptance email. Any presentation that is not uploaded by the deadline date will **NOT** project during your session and you will forfeit your opportunity to present at future SGO Winter Meetings for the next 2 years.
- A PowerPoint template for The Annual Winter Meeting is available in your Speaker Center for your convenience. **This template is required for all presentations that utilize PowerPoint presentations.**
- You will be required to save and upload your presentation in the two following formats: PowerPoint (PPT, PPTX) to be used for your actual presentation and .PDF so it may be posted on the SGO website to be accessed by attendees. Other file types will not be accepted.
- Name your presentation file using: "PresentationLastNameFirstName.ppt". For example, if the presenters name is Dr. Jayne Smith, the file should be saved using this file name: SmithJayne.ppt.
- If you will be preparing your PowerPoint presentation from a Mac, please review your slide presentation at the IT table prior to your scheduled session to make sure the format of the slides converted correctly.
- If video is embedded in your presentation, please be sure you also have a separate copy of the video file itself in addition to your presentation.
- Because presentation slides will have gone through a compliance review and approval process, you will **NOT** be able to utilize a USB file or upload slides immediately before your presentation. USB files will only be utilized as backup due to a technical issue.
- Note: All presentations will be available on-line for two weeks following the conclusion of the Annual Winter Meeting.

### Presentation Content

- **Disclosures, objectives, and conclusions are required in all PowerPoint presentations**
  - It is recommended to use the last slide for a list of conclusions.
  - All materials must be in compliance with the SGO Disclosure and Conflict of Interest policies. To ensure that all SGO CE-accredited activities are fair and unbiased, all participating faculty are required to complete the Annual Winter Meeting Disclosure Form.
- For the most effective presentation:
  - Font style and size yielding maximum visibility on the large, conference screens have been specified and set within the template so you simply need to right click on the area where you will be placing text and type in your own information. Additional slides will automatically default to

the template. San-serif fonts are generally best for PowerPoint presentations, with the exception of Helvetica. Use the same font throughout your presentation.

- Limit your object builds and slide transition animations
- Each slide should include only one idea, simple enough to comprehend at a glance. A limit of one minute for explanation per slide is a useful rule of thumb. Avoid large paragraphs or blocks of text.
- The slide presentation should **supplement** your presentation, rather than **be** your presentation.
- Title slides are recommended as a means of orienting the audience. Titles need not reiterate every point made during your presentation.
- If you intend to refer to a particular slide more than once during the presentation, make a duplicate of the slide to avoid the projection of the wrong slide and unnecessary confusion.

### **Presentation of Charts, Graphs and Pictures**

- Charts and graphs add visual interest to your presentation and provide powerful means of illustrating important trends or comparisons. Photographs, photomicrographs and line art may also be appropriate.
- For the most effective presentation:
  - Choose colors for your charts and graphs that contrast well.
  - No more than two or three curves or bars should be on any graph. These should be well separated and clearly differentiated.
  - Tables should contain no more than four to six columns and a maximum of ten lines. Substantial spacing should be used between lines of data.
  - All symbols on charts should be the same size as the lettering used.
  - Vertical lettering on charts and graphs is very difficult to read and should be avoided.
  - Slides of photographs, halftones and photomicrographs should be carefully prepared to ensure clarity. These visuals should be labeled when appropriate for easy reference.

### **Oral Presentations**

Program time is limited and will be **STRICTLY** enforced by the moderator of each session. Please allow for discussion by finishing your presentation on time. Presentations that exceed the allotted time will be interrupted by the moderator. Please rehearse your presentation to be sure that you will complete it within the time allowed. Standard presentations times can range from 5-25 minutes, dependent upon the allotted time of the session; however, these may be adjusted at SGO Education and Planning Committee discussion. You will be notified by email if your presentation will be of any time other than those listed below.

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- SGO recommends discussion on one slide per minute of presentation
  - As a guideline, a written script should be specifically prepared for your oral presentation. Your copy should be highly legible, double or triple spaced and should include well-marked cues for each slide. Each page of your copy should be numbered. To ensure that your paper lies flat and allows for easy page turning. Please avoid the use of paper clips and/or staples.
  - Please arrive at least 15 to 20 minutes before your session begins. SGO Staff will be available to acquaint you with the podium and stage as well as answer any questions you may have.
  - A special section in the front of the scientific session room is reserved for speakers. It is important that you sit in these rows so that you can access the podium in a short amount of time. There will be a hand

held slide advancer and laser pointer at the podium. When you push the button the next slide in your sequence will appear. Feel free to arrive before the sessions to familiarize yourself with the slide advancer.

- There will be a confidence monitor on the floor in front of the speaker's podium. This monitor shows your slides as they are being projected to the audience. This purpose of this monitor is to have the ability to view your presentation without having to turn around. This makes for a better presentation and also keeps your voice projected toward the audience. Please be careful to speak in accordance with your slide sequence.

*The following is a concise checklist to plan for uploading your document to the speaker ready room:*

**Before the Meeting**

- Read and agree to the SGO Presenter Guidelines.
- Review presentation for any bias or trade names used.
- Ensure that original disclosures made are still accurate.
- Upload slides to my online Speaker Center, date will be provided in speaker invite email.

Note: You will be able to make minor revisions to your presentation after this due date; however, in order to fulfill all accreditation regulations, it is necessary that the SGO receive a draft of your presentation by the date included in the email. All presentations must be reviewed by the Education Committee for compliance before they are presented.

**SGO's Annual Winter Meeting**  
**Poster Presenter Responsibilities & Guidelines**

**Printed Poster Display and Presentation**

- All presenters are responsible for printing, bringing, and removing their poster display(s).
- All materials must be in compliance with the SGO Disclosure and Conflict of Interest policies. To ensure that all SGO CE-accredited activities are fair and unbiased, all participating faculty are required to complete the Annual Winter Meeting Disclosure Form.
- 4ft (height) x 8ft (length) bulletin boards will be on display in the Exhibit Hall. The physical poster needs to be 3ft (height) x 7ft (width) or (91 cm height x 213 cm width). ***Note please refer to your Speaker Center for any updates on the physical poster sizes.***
- We request that one of the poster authors are available to field questions during the Poster Session where attendees will be encouraged to visit the poster area and discuss with the presenting author. Dates and times will be noted in the meeting schedule.

## **SGO's Annual Winter Meeting** **Moderator Responsibilities & Guidelines**

The Annual Winter Meeting is designed to allow significant discussion for oral presentations and to build synthesis within a session. We ask that you focus on the synthesis of the session and, if you have a Q & A segment, engage the audience to better understand the connotations of the science that is being presented rather than highlighting the strengths and weaknesses of the paper and re-presenting the scientific data. Your goal is to help the audience better understand the impact of the science and how, ultimately, the attendee can utilize the information to better treat the patient or allow them take-home information to change their practice.

Prior to the Annual Winter Meeting, a detailed schedule of your session with specific timing as well as general session scripting, to assist in keeping your session on-time, will be emailed to you. This scripting will also be placed on the lectern prior to the start of your session.

*The following list highlights your responsibilities and guidelines as a Moderator.*

### **CONTACT Lecturers**

There is one item that we ask you to attend to at your earliest ability, please contact each of your lecturers (if applicable) to review this year's interactive discussion format. We ask that you stress the importance of a dialogue, with questions offered and answered one at a time. Remind your presenters that thoughtful questions to help clarify important issues with the presenter should be emphasized. Also remind each discussant of the time limit for their interaction. Please let us know if you have any trouble reaching your speakers, and please also send an e-mail note to [education@sgo.org](mailto:education@sgo.org) when you have contacted all of your speakers so that we can track progress with this effort.

### **Guidelines for presentations that may occur during the session you moderate:**

- Prepare **4-7 slides maximum**: 1 minute per slide is optimal
- Disclosures, objectives, and conclusions are required in all PowerPoint presentations
- It is recommended to use the last slide for a list of conclusions.
- All materials must be in compliance with the SGO Disclosure and Conflict of Interest policies. To ensure that all SGO CE-accredited activities are fair and unbiased, all participating faculty are required to complete the Annual Winter Meeting Disclosure form.
- Make sure when preparing your presentation to do the following:
  - Define the goal of the presentation
  - Define 3-5 major points to focus on during your presentation
  - Define the take away message or "call to action" for the audience
  - The goal of the presentation is to engage the impact of the science presented in the session for which you are presented. Please do not simply summarize the information presented in the sessions.
  - Do not include time for Q&A when developing your presentation; note there will be additional time in the majority of the sessions provided for a floor discussion.
  - Individual session instructions will be sent and discussed on how the conversation and story should evolve based on the science that is presented.

### **ARRIVE 15 TO 20 MINUTES BEFORE THE START OF SESSION**

This time should be used to become acquainted with lighting, microphone and computer setup (all audiovisual equipment will be in place prior to your arrival; all presentations will be pushed from a central location into the course room; **no personal laptops will be used**).

### **OPENING YOUR SESSION**

Briefly introduce yourself, your institution, verbalize any financial disclosures and the session title. And then introduce the first speaker. **It is essential that all sessions start on time.**

### **KEEP THE SESSION ON SCHEDULE**

Each speaker (even the last one) should receive the time he or she has been allotted for his/her presentation. Moderators should alert panelists at the three-minute mark, with a sign or hand signal, and when panelists' time is up. If a panelist is rambling or exceeding their allotted time, interrupt her or him gently ("Thank you; however, due to time constraints we really need to move on...") and turn the floor over to the next speaker.

### **FOLLOWING ACCREDITATION STANDARDS**

SGO is an accredited association; therefore, it is imperative that all speakers present information that is free from commercial bias. All presentations should be fair and balanced. If you recognize a biased presentation, interrupt the speaker gently ("This is a CE event and presentations must not include any promotion of a product or service...") and request that the speaker move on or turn the floor over to the next speaker. An SGO CE Proctor will attend each session. The CE Proctor will be responsible for monitoring the speaker, presentation, and discussion.

If biased material is presented, it will be noted and further action will be taken. Please also ensure that every speaker verbally states and presents his/her disclosures on the slides for the presentation. Should a speaker fail to do so, it is your responsibility to remind that speaker to do so.

### **QUESTION AND ANSWER SEGMENT**

If necessary and applicable, during the question and answer period, ensure that the speaker and attendees stay on the intended topic of discussion. Also, if the speaker neglects to repeat a question, it is your responsibility to request the speaker to repeat them to ensure that all attendees can hear the question. We suggest preparing one or two questions of your own for each abstract, so that you can promote further interchange if important points have not been aired.

*The following is a concise checklist to plan for your session:*

#### **Before**

- Read the biographies of the presenters in my session.
- Check with presenters on pronunciation of their names.
- Read the presentations that are part of my session.
- Write 2 questions for each presenter that is part of my session.
- Email the presenters that are part of my session and ask if they have any questions.
- Write two sentences that summarize each presentation to act as a transition.
- Read the scripting that has been prepared for my session.
- Read the learning objectives that are part of my session.

#### **During**

- Look and be engaged while sitting on the panel.
- Take note of any potential bias statements from presenters and take action accordingly according to above accreditation standards.

#### **After**

- Thank the presenters and the audience for their time.
- Follow up with SGO Staff or send an email to [education@sgo.org](mailto:education@sgo.org) with any bias noted.