



AMERICAN COLLEGE  
of CHEST PHYSICIANS

## **Original Investigation & Case Report Slide Presentation Guidelines**

### **Presentation**

- \* Commercial logos are prohibited from appearing on slide presentations.
- \* You should create a PowerPoint presentation detailing the scientific work/case report in approximately 15 slides with an understanding that no more than 10 minutes will be allotted for the presentation.

**\* The presentation MUST include an author disclosure slide. You are required to fully read the disclosure slide at the start of the presentation.**

- \* Patient confidentiality must be protected. Please be sure there are no patient names or other identifiers on the slides.
- \* You will have 10 minutes to present your abstract/case report, with 5 minutes for questions and answers. If you do not show up or do not have a coauthor present in your place, you may not be invited to present at future meetings.
- \* Each abstract/case report session will have moderators/experts to help facilitate discussion, questions, and answers.
- \* If you are scheduled to present more than one abstract at the same time at different locations, please arrange for a coauthor to present or contact CHEST as soon as possible at [abstracts@chestnet.org](mailto:abstracts@chestnet.org).
- \* Expenses associated with the preparation, submission, and presentation of abstracts/case reports are your responsibility. If accepted, you are required to pay all fees associated with the meeting, including, but not limited to, travel, housing accommodations, meeting registration, etc.

\* Changes to accepted abstracts/case reports will be considered on a case-by-case basis. All changes must be submitted in writing, including the abstract title, author, presentation type, presentation category, and presentation day and time. The last day to edit or withdraw your accepted abstract is **June 29, 2018**. To withdraw your abstract/case report, e-mail Abie Betts at [abstracts@chestnet.org](mailto:abstracts@chestnet.org). Please include your abstract/case report control ID number.

**Effective case report presentations answer the following questions:**

- What happened to the patient? (history, physical examination, pertinent lab data)
- What was the chronologic clinical course of the events?
- What management strategy was chosen and why?
- What was learned?

**Effective abstract/scientific presentations answer the following questions:**

- Why is your research important?
- What were your objectives and methods?
- What results did you discover?
- What are your conclusions?

**Practice**

\* Many institutions host practice sessions prior to presentation at annual meetings. We encourage you to practice presenting before you come to CHEST. Practice your

presentation until you can deliver it clearly and understandably in the time allotted. If you exceed your time, the moderator may be forced to interrupt your presentation.

## **Uploading Presentations**

- \* Information will be sent with instructions for uploading your presentation to our Website prior to the meeting.
- \* You may also upload your presentations in the Speaker Ready Room
- \* You will not be able to upload your presentations IN the presentation room. All slides must be uploaded prior to the meeting or on-site in the Speaker Ready Room.

## **At the Meeting**

On the day of your presentation, please be sure to:

- \* Visit the Speaker Ready Room to make sure your slides are ready for presentation.
- \* Arrive at your presentation room at least 5 minutes early.
- \* Check in with the session moderator(s).
- \* Have fun!
- \* Support your fellow presenters in your session by staying until all presentations in your session have been given and by being attentive, asking questions, and keeping noise level to a minimum.