



22nd Annual Conference Presenter Information Guide

Conference Registration

All presenters are required to register for the ASBH Annual Conference. Registration for the 2020 Annual Conference is now open and available [online](#).

Presenting Your Flash Session

You will have 5 minutes to present 3 slides: one with a title and your name and institution, a second with key points on a work-in-progress or a completed project, and a third with a bibliography. In preparing your slides, please refer to the general guidelines below. Your presentation will be pre-recorded through the virtual conference platform. You are required to upload your slides and record your audio by **Monday, October 5**. Your Q&A will take place live via the virtual conference platform during your scheduled date and time.

Presenting Your Paper Session

You will have 15 minutes to present a brief structured discussion or lecture of your work. Your presentation will be pre-recorded through the virtual conference platform. You are required to upload your slides and record your audio by **Monday, October 5**. Your Q&A will take place live via the virtual conference platform during your scheduled date and time. You will be grouped with two other presenters in a 30-minute Q&A. Each presenter will have 10 minutes to answer questions.

Preparing Your Slides

- Use the [ASBH Branded Conference PowerPoint template](#) if possible.
- Your first slide must disclose any or no financial interests or other relationships that could be considered a conflict of interest by participants. Refer to the section on Continuing Education below.
- **Your last slide should contain the date and time for you scheduled Q&A session.**
- Convert the PowerPoint into a PDF. **The recording system requires all presentations are uploaded as PDFs before recording audio.** [Click here](#) for more information on how to convert your PowerPoint into a PDF.
- Slides cannot contain any advertising, trade names, or product group messages.
- If you wish to identify a facility or institution, do so only on the introductory or concluding slide.
- All slides should be in horizontal (landscape) format, not vertical (portrait).
- Leave ½ inch margins on all sides of each slide.
- Use white or yellow text only on a medium dark background.
- Choose a legible font like Arial in as large a size as possible; anything below 24 point is likely too small.
- Pay special attention to the size and appearance of graphs and figures.
- Use graphics to add visual stimulation. Use video clips to help demonstrate specific topic points and/or techniques. Use audio clips to demonstrate interactions that can bring to life a point you want to make.
- Keep the text short to hold the audience's attention. If your slides are text heavy and you simply read them, your audience will figure that out and read ahead. They can read faster than you can speak, which will prevent you and your audience from being in sync.
- Using a small number of slides and a large font will force you to highlight the concepts that you want to emphasize and will concentrate the participants' attention on your message.

- Consider the 4/4 and the 10/20/30 rules:
 - No more than 4 bullet points per slide and no more than 4 words per bullet point
 - 10 slides per 20-minute segment with a 30-point font.
- Rehearse your talk aloud before recording.

Uploading your presentation to the Virtual Conference Platform

Your presentation will be pre-recorded through the virtual conference platform. You will upload your presentation into the system and record audio over your slides. **Convert your PowerPoint into a PDF format. The recording system requires all presentations are uploaded as PDFs before recording audio.** You are required to upload your slides and record your audio by **Monday, October 5**. Please refer to the [Recording Instructions Document](#) for information on how exactly to upload and submit your presentation.

Your Session as a Continuing Education Activity

We ask you to work with us to ensure that together we provide continuing education of the highest standard. Your presentation is planned to achieve and will be evaluated against the outcomes expressed as learning objectives in your proposal, which will be provided to meeting attendees.

Any presenter who has financial interests or other relationships that could be considered a conflict of interest by participants must complete the disclosure forms in order for their session(s) to be offered as a CE activity through the joint sponsorship of this meeting with Creighton University Health Sciences Continuing Education. Presenters who do not have financial interests or other relationships that could be considered a conflict of interest by participants and all co-authors are NOT required to complete disclosure forms.

Disclosure Slide

All presenters are required to start their presentations by disclosing any or no financial interest or other relationships that could be considered a conflict of interest by participants. Such disclosure must be included in the opening slide of each presentation, followed by a verbal acknowledgement. Speakers must also disclose intent to discuss unlabeled uses of a commercial product, or an investigational use of a product not yet approved for this purpose.

It is considered to be a conflict of interest if any presenter indicates that he/she has relevant financial relationships that can affect the content of the educational activity and that have occurred within the last 12 months. These conflicts of interest must be resolved before the CME activity is delivered to the learners.

Commercial Bias

Slides cannot contain any advertising, single examples of trade or brand names, or product-group messages. Creighton University Health Sciences Continuing Education and ASBH will seek feedback from the learners on the effectiveness of this CME activity through the use of a post-activity questionnaire that will ask learners about perceived bias during any presentations.

Copyright Information

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Summary of Copyright Law

Most copyright law can be summarized in one thought: **Everything belongs to the copyright holder.** The creator of the work is the copyright holder, unless the creator has assigned copyright to another party.

There are two exceptions to this rule:

1. Works created in the course of employment automatically belong to the employer. If an employee writes an article or book as part of employment duties, the work would not automatically belong to the

employer. If the writing was part of the person's job, it does automatically belong to the employer unless this is waived under an employment agreement.

2. Everything produced by the federal government is not under copyright; we already paid for it once as taxpayers.

An Author's Use of Others' Materials

The copyright holder has the sole right under law to display, copy, and distribute the works owned by him. In general, an author may not utilize the works of others without the permission of the copyright holder.

The Fair Use Exception

Fair use refers to an exception of the copyright law which permits certain limited uses of the work of others without their permission. Section 107 of the United States Copyright Act sets out four factors to be considered in determining whether or not a particular use is fair:

1. the purpose and character of the use, including whether such use is of commercial nature or is for non-profit educational purposes;
2. the nature of the copyrighted work;
3. amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work.

The distinction between "fair use" and infringement may be unclear and not easily defined. There is no specific number of words, lines, or notes that may safely be taken without permission. Acknowledging the source of the copyrighted material does not substitute for obtaining permission.

The fair use exception permits the educational use of an excerpt of a work in certain settings, such as a classroom or scholarly article. The use cannot diminish the commercial market for the work. In other words, it must be such a small excerpt that it would not lessen the chance that someone would buy the whole work.

The fair use exception does not apply to cartoons, because a cartoon is considered an entire work. The author did not merely distribute an excerpt; the author has violated the cartoonist's copyright and could be liable for damages.

Common Practice

The safest course is always to get permission from the copyright owner before using copyrighted material.