

# Guide to Presenting @



## Objective:

The purpose of this document is to guide delegates at the EMINDIA conference to present at an elevated standard.

## Presentation Formats:

1. Podium Presentation
2. Poster Presentation

# Case Based Learning

## IMPACT

*Your presentation should reveal: What made you chose this case? Why is it important that others know about it? What was your unique experience and perspective?*

*Case choices are usually driven by -*

- Common presentation of uncommon cases
- Uncommon presentation of common cases
- Unexpected events
- Challenges in management
- Clinical variants

## SLIDESHOW

- Introduction Slide - Title of your talk, Your name and affiliation
- Disclosure - of any commercial or financial interests, or other affiliations
- Body of presentation - Generally 1 minute per slide. Keep it simple. Do not overload with text.
- Summary slide - with brief and clear learning points (takehome points)
- Last slide - Thanks and References

### ***Avoid Information Overload***

*If you and your slideshow are saying the same thing, then one of the two is unnecessary.*

## CASE PRESENTATION

- Intro - Describe the context and relevance (stats/impact)
- History - Positives & relevant negatives. **Keep It Short and Simple (K.I.S.S.)**
- Physical exam - Vitals, positive findings, & relevant negatives
- Investigations - Highlight the positives, include relevant negatives
- Differentials - Demonstrate your deductive reasoning skills
- Discussion - Few important points. You don't need to recite the textbook.

## BASIC RULES

- Confidentiality - Must be maintained. No patient identifiers!
- Copyrights - Do not use copyrighted images/videos
- Use - generic names for meds  
Use - official abbreviations  
Use the full term in the beginning  
(PID = prolapsed intervertebral disc and pelvic inflammatory disease)
- Preparedness - Arrive early, check the tech, stick to time

# Original Research Work

- Guide to the basic rules, impact, and slideshow remain the same as those for Case Based Learning
- Slide Titles - Use standard terminology in your headlines (e.g., Objectives, Study Design, Methodology, Results and Analysis, Discussion)
- Graphics - Visual representation is an especially useful tool when presenting research. Large amounts of data become easier to absorb. Use this to your advantage.

## Point of View

- Guide to the basic rules, impact, and slideshow remain the same as those for Case Based Learning
- Learning points - Clear and concise points that the audience can take home to enhance their practice
- Graphics - Include relevant graphics, tables and flowcharts where possible and appropriate
- Discussion on practical, actionable points from ***your point of view*** but grounded in evidence based medicine and accepted standards of care.



## **PowerPoint Specifications:**

Aspect ratio: 16:9 - This is the default setup in modern versions of PowerPoint. However, if you are on an older version, or you are unsure, you can check by following these steps:

File > Page Setup > Slide sized for > On Screen Show 16:9

## **Poster Presentations:**

This is delivered in PowerPoint format, as a single slide. Save a copy in your email inbox, and bring your presentation to the conference loaded on a USB drive (pendrive)

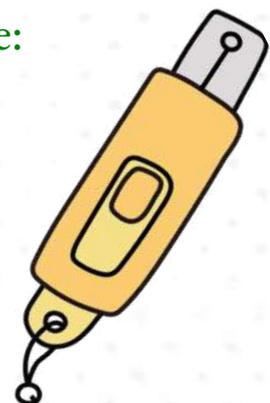
## **Submitting your Presentation:**

Please bring your presentation to the conference loaded in a USB drive (pendrive).

The file should be saved with the following name:

"Author Name\_Abstract Number"

e.g., **John Doe\_77.ppt** or **John Doe\_77.pdf**





## **Punctuality:**



We want to deliver the best experience to both speakers and audience. To that end, we will be following some basic rules. Arrive early at your allocated hall, and introduce yourself to the moderator

## **Allocated Time:**



Podium Presentations - 12 minutes to present, 3 minutes for Q&A

Poster Presentation - 7 minutes to present, 3 minutes for Q&A

## **Template:**



We have created separate PowerPoint Templates for Case Based Learning, Original Research Work, and Point of View. You must download these, edit and save as your own.



# Frequently Asked Question

## **Must we stick to the Template?**

Yes, but you can modify it to an extent. You must use the slide background. But beyond that you can change your font, change your layout, relabel the titles, etc. Remember to avoid overcrowding of slides, and use readable fonts.

## **Is there a limit to the number of slides?**

No. You can use as many slides as you like as long as you adhere to the presentation time limit.

## **What time will my presentation be at?**

Presentations have been allocated a session (e.g., 'Afternoon Session of Day 5). Arrive at the hall early, introduce yourself to the moderator. The Moderators will curate the order of presentations. You are expected to stay for the entirety of the session in order to receive your certificate.



## **Submitting Abstracts:**

Please visit [emindia.co](http://emindia.co) and click on the Abstract Submission link.

## **Questions**

You can contact us by emailing [scicom.emindia@gmail.com](mailto:scicom.emindia@gmail.com)