



NUTRITION 2019

Where the **Best** in Science & Health Meet
JUNE 8 - 11, 2019 | BALTIMORE, MARYLAND

Abstract Presentation Guidelines: Oral Sessions, Poster Theater Flash Sessions, and Poster Presentations

Congratulations on having your abstract selected for presentation at the American Society for Nutrition's flagship meeting, Nutrition 2019, being held from June 8-11, 2019 in Baltimore, MD!

Abstracts will be presented in three ways:

- Oral Sessions
- Poster Theater Flash Sessions
- Poster Sessions

Please review the following guidelines to ensure a successful presentation.

Questions? Please contact education@nutrition.org.

Meeting Participation

Submission of an abstract constitutes a commitment by the author to present it if accepted. If an abstract must be withdrawn due to an unforeseen circumstance, please contact education@nutrition.org immediately. In the subject line, please include "Abstract Withdrawal." Failure to present at the meeting, if not justified, will jeopardize future acceptance of abstracts for ASN conferences.

- **Housing and Registration:** All meeting expenses, including housing, transportation and registration are the responsibility of the presenter unless you have been otherwise notified. If you have not registered or made your hotel room arrangements, please do so immediately! [Click here](#) for Nutrition 2019 registration and housing information. **The advance registration deadline is April 26.** Full registration rates will apply after this date.
- **Visa Information for International Registrants:** If applicable, please start your visa application process as soon as possible to determine the requirements needed for your travel to the US. Requirements may include a face-to-face interview at an embassy or consulate, an Electronic System for Travel Authorization (ESTA) application, a machine-readable passport, an e-Passport with an integrated chip, and/or other regulations. Requirements vary per country. For more information, [please click here](#).
- **Letter of Invitation:** Invitation letters will be available for print or download upon completion of your online meeting registration. This invitation is intended to facilitate travel and visa arrangements but does not extend financial support. For assistance, please contact meetings@nutrition.org.

- **Change of Presenting Author:** If you are unable to attend Nutrition 2019 to present your research, you may recruit a co-author who is listed on the abstract at the time of submission. You must inform ASN of any such change. Please email education@nutrition.org with the abstract's presentation number, title and the name and contact information (organization, email address, and mailing address) of the new presenting author. In the subject line, please include "Change of Presenting Author."

Embargo Policy

Information and data included in abstracts accepted for Nutrition 2019 are embargoed until the beginning of the first session in which they are presented. Lead authors will be notified if the Nutrition 2019 communications staff decides to release an abstract earlier to support additional media promotion.

An embargo means that information and data from any abstract selected for poster or oral presentation may not be announced, publicized or distributed before the embargo date and time. Members of the media, bloggers, investigators and public information officers as well as organizations issuing press releases are required to abide by the embargo policy.

Promotion of general topics, speakers or presentation times is allowed and encouraged as long as specific findings and data to be presented are not included in the announcement. Use the hashtag #nutrition2019 to join the online conversation.

If you have questions about the embargo policy, please contact the communications team at media@nutrition.org

Abstract Publication

Abstracts accepted for presentation at Nutrition 2019 will be published online in the ASN journal *Current Developments in Nutrition*.

Prior Publication

If the accepted abstract is also submitted as a manuscript for publication, authors are responsible for coordinating a publication date that abides by Nutrition 2019's embargo policy. If publication occurs online or in print before the specific embargo date and time, the abstract must be withdrawn. Please notify ASN via e-mail at education@nutrition.org.

Oral Sessions

Typically 120 minutes, these sessions feature the presentation of multiple abstracts organized around a common theme. Session chairs will introduce presenters and facilitate audience questions. If your abstract was selected for an oral session, details about the date, time and location of the oral session will be emailed to you.

Please arrive for your designated oral session at least 10 minutes prior to the start of the session.

If your abstract is chosen for a special competition, you may have another presentation assignment. Notices of award competitions will be sent by late April.

Instructions

- **Timing:** Please allocate 10 minutes for your presentation and 5 minutes for questions and answers. If your presentation exceeds 10 minutes, the session chairs will shorten the Q&A period for your abstract. During your presentation, you should review the background/aim of your study, methods, results and conclusions, as well as any other information of interest (e.g., future research direction).
- **Title Slide:** All speakers are encouraged to use the Nutrition 2019 title slide for their presentation. [Click here](#) to download the title slide for Nutrition 2019.
- **Disclosure/Non-Disclosure Slide:** After your title slide, all speakers must include a disclosure slide to list study funding sources and relevant personal financial relationships with commercial entities. If you have no funding sources or relationships to disclose, your slide should read “no conflicts to disclose.” The intent of this disclosure is not to prevent a presenter from being involved in the activity, but rather to provide participants with information on which they can make their own judgements. [Click here](#) to download the sample disclosure slide for Nutrition 2019.
- **Content Slides:** Up to 10 content slides is optimal, allowing 1 minute per slide. You may choose to use more than 10 slides, but please be sure to complete your presentation within the allocated 10 minutes. [Click here](#) to download the template slides for Nutrition 2019.
- **Slide Submission:** In early May, you will receive instructions to upload your presentation to the Nutrition 2019 presentation management portal. You may also bring your slides on a portable drive to the Speaker Ready Room (ROOM 321/322) so that slides can be uploaded to the presentation computer. All oral abstract presenters are encouraged to visit the Speaker Ready Room at least 2 hours in advance of their presentation to review and approve their presentation, regardless of whether or not the presentation was uploaded in advance. Once you have viewed your presentation, it will be uploaded to a secure server and sent electronically to the meeting room in which you are presenting. All presentations must be uploaded into the Nutrition 2019 presentation management system.

| SPEAKER READY ROOM HOURS | |
|--------------------------------------------------|--------------------|
| <i>ROOM 321/322, Baltimore Convention Center</i> | |
| Friday, June 7 | 9:00 AM – 5:00 PM |
| Saturday, June 8 | 7:00 AM – 6:00 PM |
| Sunday, June 9 | 7:00 AM – 6:00 PM |
| Monday, June 10 | 7:00 AM – 6:00 PM |
| Tuesday, June 11 | 7:00 AM – 11:30 AM |

Tips for Content Slides

- Make slides as simple as possible.
- Aim for no more than 7 lines per slide.
- List main points and expand on them verbally.
- Presentations will be projected in 16:9 format; however, screens can accommodate a 4:3 format, as well.
- Use standard fonts, such as Arial, Times or Helvetica.
- A font size of 32 is ideal; a font size of 28 is easy to see; a font size below 20 is difficult to see from the back of a large room.

Session Room Equipment

Standard equipment for each room includes:

- Standing podium with microphone
- Computer at podium
- Projection screen
- LCD projector
- Moderator microphone
- Audience microphone
- Speaker timer

If you have special audio-visual needs, please email education@nutrition.org. In the subject line, please include "Special AV Request."

Poster Theater Flash Sessions

Nutrition 2019 will feature a new presentation format, the Poster Theater Flash Session. This new format will feature flash talks followed by discussion time by a poster board during a 90-minute session. Each speaker will have up to 4 minutes (and up to 3 slides without animation) to highlight major findings and other noteworthy or interesting details. After the flash talks, presenters will stand by their poster for dialogue with Nutrition 2019 attendees. In summary, you will need to prepare up to 3 slides AND a printed poster for your presentation.

Poster Theater Flash Sessions will take place in two Poster Theaters located in Halls A and B of the Baltimore Convention Center which are part of **The Hub**, the Nutrition 2019 expo hall.

Please arrive for your Poster Theater Flash Session at least 15 minutes prior to the start of the session.

If your abstract is chosen for a special competition, you may have another presentation assignment. Notices of award competitions will be sent by late April.

Don't forget: Poster Theater Flash Sessions combine an oral presentation with a poster presentation. You will need to prepare up to 3 slides AND a printed poster for your presentation.

Poster Theater Flash Session Format

- The Poster Theater Flash Session will have seating for approximately 50 attendees.
- Poster boards will be located at the perimeter of the room. Presenters should attach their posters to their assigned poster board 10 minutes in advance of the session's start time.
- Each presenter will discuss their research as a 4-minute flash talk. Instead of presenting a general overview of the research, focus on specific areas of the research you find noteworthy or interesting.
- The session moderator will monitor the timing of the flash session.
- After all presenters have given their flash talk, presenters will stand by their poster for the remaining 45 minutes to answer questions and discuss their research with Nutrition 2019 attendees.

Instructions

- **Timing:** Please allocate 4 minutes for your presentation.
- **Disclosure/Non-Disclosure Slide:** Separate from your 3 presentation slides, all speakers must include a disclosure slide to list study funding sources and relevant personal financial relationships with commercial entities. If you have no funding sources or relationships to disclose, your slide should read "no conflicts to disclose." The intent of this disclosure is not to prevent a presenter from being involved in the activity, but rather to provide participants with information on which they can make their own judgements. [Click here](#) to download the sample disclosure slide for Nutrition 2019.
- **Content Slides:** Up to 3 content slides is optimal but please be sure to complete your presentation within the allocated 4 minutes. [Click here](#) to download the template slides for Nutrition 2019.
- **Slide Submission:** Please bring your slides on a flash drive to your assigned Poster Theater 15 minutes prior to your session's start time. Technical staff will be onsite to assist with loading your slides onto the computer to be used for the session.

Session Room Equipment

Standard equipment for each room poster theater includes:

- Standing podium with microphone
- Computer at podium
- Projection screen
- LCD projector
- Moderator microphone
- Speaker timer

Tips for Presenters

- Make slides as simple as possible.
 - Aim for no more than 7 lines per slide.
 - List main points and expand on them verbally.
 - Presentations will be projected in 16:9 format; however, screens can accommodate a 4:3 format, as well.
 - Use standard fonts, such as Arial, Times or Helvetica.
 - A font size of 32 is ideal; a font size of 28 is easy to see; a font size below 20 is difficult to see from the back of a large room.
 - Resist the urge to cram text into your slides to overcome the 4-minute time limit!
- Even though the talks are short, be sure to follow standard presentation techniques: stand straight, make eye contact, speak clearly and don't read from your slides.
- Since your time is short, consider getting right to the heart of your topic. Focus on the most interesting details, significant learnings, how your study adds to the literature, etc.
- Rehearse ahead of time. Think about delivery – what you will say and how you will say it. Use a timer to be sure you stick to 4 minutes.
- Talk slow and steady. Limit your talk to the essentials only. Make sure you don't speak fast, trying to cram everything in.
- Keep it fun and upbeat, if possible, to engage your audience.

Resources

- [Five secrets of a successful TED talk](#) (a bit of general advice on getting the audience's attention)

Poster Sessions

If your abstract was selected for a poster session, your poster will be displayed during one of three main poster sessions during Nutrition 2019. These poster sessions will take place on June 8, June 9, and June 10. Each day, presenters will stand by their posters for one hour during assigned poster presentation times (see below).

All poster presentations will take place in Halls A and B of the Baltimore Convention Center which are part of **The Hub**, the Nutrition 2019 expo hall.

Your assigned poster board number and poster presentation time will be sent by separate email in late April.

Please arrive for your poster presentation at least 10 minutes prior to the start of the poster presentation time.

If your abstract is chosen for a special competition, you may have another presentation assignment. Notices of award competitions will be sent by late April.

Please follow the schedule below for hanging, presenting, and removing your poster. Pushpins will be provided for you to attach your materials to the poster board. ASN is not responsible for posters that remain after the removal time.

| POSTER SESSIONS <i>HALLS A and B, Baltimore Convention Center</i> | | | | |
|-----------------------------------------------------------------------------|--------------------|-------------------------|--------------------------------------------------|----------------------|
| Day | Hang Poster | Poster Displayed | Poster Presentation (stand by poster) | Remove Poster |
| Saturday, June 8 | 7:00 AM – 8:00 AM | 8:00 AM – 5:00 PM | 11:00 AM – 12:00 PM or 12:00 PM – 1:00 PM | 5:00 PM |
| Sunday, June 9 | 7:00 AM – 8:00 AM | 8:00 AM – 5:00 PM | 12:45 PM – 1:45 PM or 1:45 PM – 2:45 PM | 5:00 PM |
| Monday, June 10 | 7:00 AM – 8:00 AM | 8:00 AM – 2:45 PM | 12:45 PM – 1:45 PM or 1:45 PM – 2:45 PM | 2:45 PM |

Instructions

Posters should be readable by viewers three feet away. Use large print and shade or color block letters when possible. A minimum font size of 28 point and a maximum of 600 words are recommended. The message should be clear and understandable without oral explanation.

The poster-board surface area is 4 feet high and 6 feet wide. Prepare a 6 inch high headline strip that runs the full width of the poster. Include the title, presenting author, co-authors, and affiliations on the strip in letters not less than 1 inch high. Remember to leave space on the board for colleagues to leave notes and include an email address for viewers to contact you later. You may attach business cards and/or copies of your abstract to your poster board.

Guidelines

The following guidelines will help improve the effectiveness of your poster communication:

- **Initial Sketch:** Plan your poster early. Focus your attention on a few key points that follows the main headings in your abstract typically Objectives, Methods, Results, and Conclusions.
- **Rough Layout:** Enlarge your best initial sketch, keeping the dimensions in proportion to the final poster. Ideally, the rough layout should be full size. A blackboard is a convenient place to work. Print the title and headlines. Draw rough graphs and tables.
- **Final Layout:** The artwork is now complete. The text and tables are typed. Now ask, is the message clear? Do the important points stand out? Is there a balance between words and illustrations? Is there spatial balance? Is the flow from Objectives, Methods, Results and Conclusions easy to follow?
- **Balance:** The figures and tables should cover slightly more than 50% of the poster area. If you have only a few illustrations, make them large. Do not omit the text, but keep it brief. The poster should be understandable without oral explanation.
- **Topography:** Avoid abbreviations, acronyms, and jargon. Use a consistent font throughout. An 8.5" x 11" sheet of paper enlarged 50% makes the text readable from a distance of three to five feet.
- **Eye Movement:** The movement of the eye over the poster should be natural, down the columns or along the rows. Size attracts attention. Arrows, pointing hands, numbers, and letters can help clarify the sequence.
- **Simplicity:** Resist the temptation to overload the poster.

Poster Printing Services

Presenters have the ability to print their posters at local FedEx Office locations listed below. Please contact the FedEx Office locations directly to discuss and confirm all poster printing matters.

- FedEx Office, 11 South Charles Street, Baltimore, MD 21201, 410-625-5862, usa1812@fedex.com
 - Place an order online by clicking here: <https://local.fedex.com/md/baltimore/office-1812/> and send it to the 11 South Charles Street location **OR** email FedEx at usa1812@fedex.com with the file and instructions with your contact information and FedEx will place the order and print. Orders must be placed 48 hours in advance.
 - Hours of Operation:

| | |
|----------------------------|--------------------------|
| Monday 7:00 AM–10:00 PM | Friday 7:00 AM–10:00 PM |
| Tuesday 7:00 AM–10:00 PM | Saturday 8:00 AM–8:00 PM |
| Wednesday 7:00 AM–10:00 PM | Sunday 10:00 AM–8:00 PM |
| Thursday 7:00 AM–10:00 PM | |
- FedEx Office, Renaissance Baltimore Harborplace Hotel, 202 E. Pratt Street, Baltimore, MD 21202, 410-528-1057, usa5602@fedex.com
 - Place an order online by clicking here: <https://local.fedex.com/md/baltimore/office-5602/> and send it to the 202 E. Pratt Street location **OR** email FedEx at usa5602@fedex.com with the file and instructions with your contact information and FedEx will place the order and print. Orders must be placed 48 hours in advance. *Note:* To accommodate guest pick-ups outside of hours of operation, FedEx receives method of payment upon completion by phone and leaves items at front desk labeled by name and email receipt.
 - Hours of Operation:

| | |
|---------------------------|--------------------------|
| Monday 8:00 AM–6:00 PM | Thursday 8:00 AM–6:00 PM |
| Tuesday 8:00 AM–6:00 PM | Friday 7:00 AM–6:00 PM |
| Wednesday 8:00 AM–6:00 PM | |

Resources

[Click here](#) to view a video with helpful tips for presenting your research at Nutrition 2019.