



## Tips for Lectern (Podium) Presenters at 65<sup>th</sup> TRF Forum

- Arrive in the room 10 minutes early for setup. Introduce yourself to the moderator and session monitor (who will provide your introduction during the session).
- Please bring your presentation on a flash drive. We will have a laser pointer in each room. Only those registered for the conference can attend or co-present.
- You will be assigned a 26–28-minute slot. Pace yourself appropriately so that you have plenty of time to discuss your methods and findings in some depth. We generally do not recommend having more than 10 – 12 slides but leave that up to the presenter’s discretion.
- Limit your presentation to 15 minutes. The session moderator will alert you when you have 3 minutes left and 1 minute left. After 16 minutes, the moderator will ask you to promptly end the presentation so that we can move into Q&A. We take questions after each presentation rather than saving them for the end of all presentations. A discussant may have up to three minutes of feedback after your remarks.
- A common problem with presentations is that authors spend too much time on background and literature views. The “TRF audience” is usually particularly interested in your data, methods, findings-- and the implications of those findings.
- If you are presenting multivariate modeling, feel free to share a table or two with your full results. However, be judicious in sharing numerous data-intensive tables, as the audience often doesn’t have enough time to absorb them quickly. Think about ways to convey complex results in a digestible format.
- Running late? Text Joe at 312.869.0131

## Tips for Poster Presenters to 64<sup>th</sup> TRF Forum

- We recommend a 3' x 4' poster. If you instead bring a 3' x 5' poster, we will have cardboard extenders on hand. You are also welcome to bring a foam-backed poster. We’ll have a few easels on hand. We have extended the poster deadline to **April 2**.
- We expect a sizeable audience at the poster session, which will be held from 5 to 6:30 pm on Thursday, April 4, in the Multipurpose Room.
- Posters are due April 17 (we have extended the deadline).
- Bring your poster, sized at 3' x 5'. Please email if you have an existing poster that is a different size).
- We provide a 3 x 4 cardboard trifold in which you can affix your poster, along with push pins and tape. Here are the specific dimensions. We will have tri-fold posters available for pickup starting at 1 pm.
- Your poster will be atop a table, so feel free to bring a laptop or other table items to display
- Be assertive in inviting those passing by your poster for discussion and try to find ways to share your results with clusters of people.
- Please stay at your poster until at least 6:10 pm to remain eligible for consideration for the Best Poster Award.