

# ASB 2024 Guidelines for Presenters and Presentations

There are four types of parallel sessions at the ASB 2024 meeting: symposia, podiums, posters, and thematic posters. Please see the guidelines below for preparing and giving your presentation in each of these types of sessions.

## SYMPOSIUM PRESENTATION GUIDELINES

Each symposium is 90 minutes in length including time for audience questions and answers. Kindly ensure that there is ample time for audience participation and discussion during the scheduled symposium time.

### **The meeting room will be equipped with:**

- Projector and screen (please use 16:9 aspect ratio)
- Lectern microphone
- Laser pointer and slide advancer

You will be required to use your own laptop to connect to the LCD projector. Please note, HDMI cables will be provided for connecting laptops to the projector. If your computer does not have an HDMI port, please provide your own adapters/dongles. You can test your laptop during the lunch break or during coffee breaks prior to your session.

For ease of transition time, it is recommended that presenters load presentations to one laptop. Please note this is not required, only recommended. Please test your presentation in advance to ensure that all slides/images/videos are working properly.

## PODIUM PRESENTATION GUIDELINES

Each podium presentation is 15 minutes in length, consisting of 10 minutes for the speaker to present, and five minutes for audience questions and answers. There will be a session chair who will introduce each speaker and will advise speakers on time remaining. Please observe the time limits out of respect for other speakers and for keeping the program on schedule.

### **Podium presentation recommendations from the Program Chair:**

- Introductory content should focus on the background and motivation for the study; tell the audience why this problem is interesting and important.
- For hypothesis-driven research, include a full scientific hypothesis: the expected result AND the reason for this expectation.
- Enough methods should be presented for the audience to understand the main approach taken and the analysis performed.
- Data for primary results in most cases of podium presentations are best presented visually, e.g., figures instead of tables unless the audience really needs to see the data with a certain precision to understand the findings.
- Discussion should emphasize the scientific contribution(s) of the results to biomechanics, e.g., the gap in knowledge filled and why this gap is important.

- Avoid lengthy full sentences and blocks of text on slides that are read to the audience; use the slides as your visual cues on what you want to tell the audience.

**The meeting room will be equipped with:**

- Projector and screen (please use 16:9 aspect ratio)
- Lectern microphone
- Laser pointer and slide advancer

You will be required to use your own laptop to connect to the LCD projector. Please note, HDMI cables will be provided for connecting laptops to the projector. If your computer does not have an HDMI port, please provide your own adapters/dongles. You can test your laptop during the lunch break or during coffee breaks prior to your session. If you are giving a podium presentation and do not have a laptop that you can bring, please contact the Program Chair ([asbprogramchair@asbweb.org](mailto:asbprogramchair@asbweb.org)).

Please test your presentation in advance to ensure that all slides/images/videos are working properly.

## POSTER PRESENTATION GUIDELINES

There are two designated poster sessions, Tuesday & Wednesday. Kindly set up and remove your posters during the allocated poster times so as not to impact other presenters.

**Poster formatting recommendations from the Program Chair:**

- Include a title block that clearly indicates the title of the study, full names of all authors, and the affiliation and email for at least the first/presenting author.
- Keep the amount of text to a minimum; include plenty of blank space and avoid long blocks of text.
- Use a large font, typically at least 36-point for the main text.
- Graphics can help to indicate methods clearly and concisely, e.g., screenshots of models, cartoons of experimental setups, overall workflows.
- Main results are usually best presented visually with figures; tables should be reserved for cases where readers need to see data with certain precision.
- Ensure contents have a logical flow.
- Include appropriate in-text citations, with a reference list that presents enough information for readers to unambiguously locate the reference.

The maximum size for your poster is 40x40 inches, but you do not need to use the full space. Push pins will be provided for you to adhere the poster to the board.

**Where can I print my poster on-site?**

A 10-minute walk from the Monona Terrace convention center (just across Capitol Square).

<https://www.allegramarketingprint.com/locations/madison-wi/services/print>

The following two are each about a mile away from the convention center.

<https://stuprint.org/services#largeformat>

<https://local.fedex.com/en-us/wi/madison/office-0416>

This is about a mile in the other direction:

<https://www.alphagraphics.com/us-wisconsin-madison-us470>

Removal of posters at the end of the display period is the responsibility of the author(s). Posters not removed by the deadline will be removed and disposed of by meeting staff. Please note that the posters will be held at the registration desk until the end of the conference, after which time they will be recycled.

There are two poster sessions, kindly take note of your poster session and the set up/tear down times. Please note, poster presenters are expected to stand by their posters for at least the first 90 minutes of their scheduled poster session.

**Poster Set-up/tear-down times:**

Poster Session #1: Tuesday, Aug 6 at 16:30-18:30

Set-up time – From 8:00 to 16:00

Tear-down time – Immediate after the session at 18:30

Poster Session #2: Wednesday, Aug 7 at 16:00-18:00

Set-up time – From 8:00 to 15:30

Tear-down time – Immediately after the session at 18:00

## THEMATIC POSTER PRESENTATION GUIDELINES

Thematic poster sessions occur in parallel with the podium presentation sessions. Guidelines for poster design are the same as those above for all posters. The maximum size for your poster is 40x40 inches, but you do not need to use the full space. Push pins will be provided for you to adhere the poster to the board.

The session will begin with 15 minutes of poster viewing. Each speaker will then have five minutes to present their poster to the audience, without using slides, followed by five minutes of discussion. The discussion is expected to broadly cover the topic of the presentation among the audience and the speaker, not just questions/comments directed to the speaker. Speakers are encouraged to end their presentation with a question for the audience to facilitate discussion. Thematic poster sessions will end with 15 minutes of open discussion.

**Poster Set-up/tear-down times:**

Applicable to all Thematic Poster Sessions on Tuesday to Thursday

Set-up time – Directly before the start of the session

Tear-down time – Immediate after the session

## SOCIAL MEDIA POLICY

The use of social media on conferences is on the rise, and this may create some opportunities, but may also be considered by some as a threat. We propose to emphasize the opportunities; increased exposure, openness, and inclusiveness, while also providing opportunity to those that see social media exposure as a threat with some ways to prevent unwanted exposure.

ASB encourages communication between members and the use of social media.

### **Please note the following guidelines:**

- Presenters are encouraged to explicitly indicate if they permit their work to be photographed, videoed, or shared via social media.
- ASB provides icons for permission or prohibition of photography, video recording, and sharing in social media. These icons are available as stickers onsite at the conference.
- Respect presenters' wishes if they indicate the information presented is not to be captured or shared.
- If there's no explicit indication of intention, please ask presenters their wishes and take into consideration the possibility that presenters do not want their presentation to be recorded or shared