



## **CLINICAL CASE SLIDE SESSIONS**

### **Clinical Case Slide Session Format**

Each session will have a chair and two discussants as a discussion panel, all with experience and special interest in the case to be discussed. Your presentation will follow the Clinical Pathophysiologic Correlation (CPC) format below. Each case presentation will be allowed 15 minutes. Please adhere to the following outline and DO NOT prepare a lecture for the presentation as the Program Committee is striving to adhere to the case discussion model.

1. Presenter will present history and physical findings and significant positive and negative laboratory values, EKG, images, x-rays, etc. [4 minutes]
2. Chair will address audience and/or panel to ask for additional information, discuss laboratory data and interpretation of ancillary studies. [2 minutes]
3. Presenter will discuss his/her differential diagnosis, laboratory data including rationale for ordering diagnostic tests, final diagnosis, treatment, and outcome. [4 minutes]
4. Chair will ask audience and/or panel for additional questions and to elaborate on key points. [5 minutes]

Presenting author must have been involved with significant treatment of the patient and have a thorough understanding of the entire case and the outcome.

The overall session will begin with a 5-minute introduction and welcome by the session chair, followed by the 15-minute presentation of each presenter, then the session will end with a 10-minute overall discussion time.

### **AV Equipment in Meeting Rooms**

Flat monitor and mouse, floor lectern with microphone, laser pointer, screen (16:9 format), speaker timer, audience microphone

### **Laptops**

**Personal laptops cannot be used in the session rooms.** You must load your files via the Speaker Ready Room. However, support is available in the Speaker Ready Room for file transfers from your laptop. You should still bring a backup of the presentation on alternate media. Please make sure you have all power, video, and networking adapters with you.

### **Slide Instructions**

LCD projection will be provided for Free Communication/Slide, Clinical Case, and Rapid Fire Platform sessions. Below are instructions and recommendations for presentations that include slides.

### **During Your Presentation**

Each session room will be staffed with an AV technician who will assist in starting each presentation. Once the presentation is launched, the presenter will control the program from the podium using a computer mouse or the up/down/right/left keys on a keyboard.

### **How to Submit Your Slides**

In early May, you will be contacted by email with the opportunity to upload your presentation in advance of the meeting.

## **Speaker Ready Room**

You are required to check in at the Speaker Ready Room 24 hours prior to your session. Checking in at the Speaker Ready Room is the most important step you will take to ensure a successful presentation.

All presenters are required to check in to the Speaker Ready Room, preferably the day before. If you are unavoidably delayed, you must still go directly to the Speaker Ready Room. **Do not bring a laptop or other media device to the session room.** It is very possible that your laptop may not be compatible with the system computer, and this could cause a malfunction and difficulties in presenting your materials.

When reviewing your presentation in the Speaker Ready Room, make sure all fonts, images, and animations appear as expected and that all audio or video clips are working properly. The computers in the meeting rooms are the same as the computers in the Speaker Ready Room, therefore:

**IF THE PRESENTATION DOES NOT PLAY PROPERLY IN THE SPEAKER READY ROOM, IT WILL NOT PLAY PROPERLY IN THE MEETING ROOM.**

### **Speaker Ready Room Hours**

Tuesday, May 30 — noon to 5 p.m.

Wednesday, May 31 through Friday, June 2 — 7 a.m. to 5 p.m.

Please refer to the mobile app for the location of the Speaker Ready Room.

### **On-site Submission**

Check in at the Speaker Ready Room preferably the day before your session to submit your files and to preview your presentation. If checking in on the day of your session, please come by at least 4 hours prior to the start of your session (note: this refers to the session start time, not the presentation start time). The AV technicians will assist with the upload of your files and provide the opportunity to preview and/or edit the presentation as necessary.

### **Bring a Backup**

Be sure to bring a backup copy of your presentation with you to the meeting. If you plan to upload files on-site, bring two copies.

### **Security**

- Presenters are required to provide identification in order to submit their presentation as well as to access it in the Speaker Ready Room.
- Cameras and video equipment are not permitted in the Speaker Ready Room.
- All files are deleted at the end of the conference, unless permission has been granted to the conference association to retain the presentation files.