

LECTERN GUIDELINES

There will be two lectern sessions (Lectern Session 1 at 1:40PM-2:25PM; and Lectern Session 2 at 3:05PM-3:50PM). All lecterns will be presented in the main meeting room: Dr. Beatriz Solis Hall. Please refer to your acceptance letter to determine your poster's assigned session. Upon arrival at the event, lectern presenters should check-in with the registration desk to confirm that their PowerPoint has already been uploaded to the presentation laptop. If not, they should provide event staff with their USB/flash drive so that it can be uploaded prior to the start of the event.

Your presentation should be eight minutes, including background/method and data, with two minutes for questions. Due to time constraints, your entire presentation, including Q&A can only take 10 minutes.

Recommended:

- 1-2 slides for background/methods: state objective or hypothesis
- 2-4 slides for data/findings that directly address the objective and/or test the hypothesis
- 1-2 slides on summary/conclusion, limitations, and take home message

Please email a copy of your PowerPoint presentation to LSheehan@mednet.ucla.edu by May 17. Please also bring a back-up copy on a USB/flash drive on the day of the event.

Tips:

- Keep your slides easy to read; pictures are often better than text (where appropriate)
- Practice to ensure that you can present within the time constraints
- If more than one author will be presenting, be sure to clarify ahead of time who is presenting what
- All presentations will be saved to the desktop of the presenting laptop. At the conclusion of your presentation/Q&A, please close your file so that the next speaker can swiftly access theirs.
- After presenting, please depart the stage promptly to facilitate a smooth transition and to ensure that all speakers have enough time to present.

More information, including the event agenda, can be found on our [Research Day Website](#). If you have any questions, please feel free to reach out to LSheehan@mednet.ucla.edu.

Please do not forget to [RSVP](#) by May 7!