

Dear Podium and/or Focused Paper Presenter,

Congratulations on your research being accepted to be presented as an oral presentation at the 25th Annual Meeting, October 5-9, 2010, at the Orange County Convention Center in Orlando, Florida. This letter contains important information that you need to know in order to make your presentation successful.

IMPORTANT! There are new requirements and strict pre-meeting deadlines for all presenters this year. Please review this letter carefully, and contact [Erica Taffs](#) with any questions.

Slide Requirements

This is an **electronic-only meeting** – no 35 mm slides are allowed. The number of slides will be restricted to a maximum of 20 PowerPoint® slides, **no exceptions**. The moderator has been instructed to end your presentation should you go over your time limit.

Please do not include a disclosure slide with your presentation. NASS will create disclosure slides to precede each presentation.

Please note that you have **five minutes** to present your paper in a digital format such as PowerPoint®. We suggest planning to speak for four minutes to ensure you do not run your allotted time. Each session will have a moderator who will keep the program on time. Time is allotted at the end of each session for discussion and audience questions.

Each presentation room will contain one LCD projector and presentation screen. In addition, a podium with a microphone, a table with chairs and microphones, and a speaker timer will be in each room to facilitate the sessions. No additional equipment will be available on-site. **Abstract presenters will NOT be permitted to use personal laptops for presenting or to upload on-site in Orlando.**

New This Year! Content Review Details

Paper presenters are required to upload their presentations between August 1 and August 31, 2010 for a content review by the Annual Meeting Program Committee, in an effort to reduce potential bias from being presented during NASS educational activities.

Presentations must be uploaded August 1 – 31, 2010. The upload link will be sent to all Presenting Authors by email.

If you do not upload your presentation by August 31, you will NOT be permitted to present at the Annual Meeting. There will be NO EXCEPTIONS to this requirement.

Important Content Review Dates:

- August 1: Presenters can begin uploading presentations.
- August 31: Deadline for presentations to be uploaded.
- September 15: Required changes forwarded to Presenters.
- September 24: Deadline for required changes to be made and presentation re-uploaded.

The following requirements will be strictly enforced:

- Educational materials that are part of a CME activity, such as slides, abstracts and handouts, cannot contain any advertising, trade name or a product-group message.

- The content or format of a CME activity or its related materials must promote improvements or quality in healthcare and not a specific proprietary business interest of a commercial interest.
- Presentations must give a balanced view of therapeutic options. Use of generic names will contribute to this impartiality. If the CME educational material or content includes trade names, where available trade names from several companies should be used, not just trade names from a single company.

If you have any questions about your presentation on-site, please visit the Presenter Information Station, located in the West C/Central Lobby, across from the Registration Area. You will not be permitted to upload or amend your presentation, but NASS staff will be available to answer any questions.

Presenter Information Station hours:

Tuesday, October 5	12:00 – 5:00 PM
Wednesday, October 6	6:30 AM – 5:00 PM
Thursday, October 7	6:30 AM – 5:00 PM
Friday, October 8	6:30 AM – 4:00 PM
Saturday, October 9	6:30 AM – 1:30 PM

Registration and Accommodations

All presenters are required to register and pay for the conference, and are responsible for their travel and hotel arrangements. **NASS does not register paper presenters for the conference.**

Registration information and a list of NASS contracted hotels can be found [here](#). **July 19 is the Early Registration deadline.** Registration fees will increase \$200 after July 19. **September 10 is the Housing Reservations deadline.** Exclusive savings for Annual Meeting attendees are only available through our official housing partner, [onPeak](#). Please contact [Donna Woolsey](#) if you have any questions about registration.

Please refer to the 25th Annual Meeting's website, www.NASSAnnualMeeting.org, to review the Preliminary Program and other resources. Feel free to contact me if you have any questions about your presentation. See you in Orlando!

Erica Taffs

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