

Oral Abstract Presenter Checklist

What is an Oral Abstract Presentation?

An **Oral Abstract Presentation** is an abstract selected by the Convener or Program Committee member to be presented in a symposium at ASM Microbe. Symposia are 2-hours with one convener, two invited speakers, and 3 - 4 oral abstract presentations. Oral Abstract Presentations are 10 minutes in length, leaving 5 minutes for Q&A. If time allows, there will be another Q&A session at the end of the session for all presenters. The date, time, and location of your presentation has already been sent to you. This information is also available in your

Audio-Visual Set-up for Oral Abstracts

Oral abstracts take place in symposia scheduled in meeting rooms. The meeting rooms are equipped with a screen, laptop with the presentation management system, handheld mic and small podium. Presenters must upload files to the presentations system prior to the meeting or at least three hours in advance on-site by visiting the Speaker Ready Room.

General Guidelines:

- Hold microphone close to mouth when speaking so attendees can hear your presentation. Microphones will be cleaned by technicians between each use.
- One slide = One idea
- Do not use more than one slide per minute
- Limit the text on your slides – *focus on the main message*
- Use less than 20 words per slide
- Utilize clear visuals and graphics instead of text
- Limit abbreviations and unnecessary text
- Use bullet points instead of full sentences
- Make sure slides are clear and readable – double space your text
- Use clear fonts and contrasting colors
- Avoid the use of ALL CAPITAL letters or underlined text, as they are difficult to read
- Remember, your slide must be readable from the back of the session room
- Prevent using font sizes smaller than 18pt
- Cite your sources

Slide Deck Requirements

- All presentations **must** use the ASM Microbe PPT template (available in the [presenter portal](#))
- **LOGOS ARE NO GOS:** No industry or company logos can be displayed on slides
- **QR codes may not link to industry of company websites**

Questions?

Please e-mail ASM Meetings Staff with any questions at asmmicrobemtprogram@asmusa.org.

We look forward to seeing you in Atlanta!

Sincerely,

ASM Microbe 2025 Programming Team