ORAL PRESENTATION GUIDELINES

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IMPORTANT DATES (2008) FOR PRESENTING AUTHORS*
March 31 – Acceptance/Non-Acceptance Notifications to Submitting Authors (via email)
April 6 – Accepted Abstracts Lookup Table posts on SNM Abstracts website (www.snm.org/abstracts)
April 30 – Deadline for Pre-registration for SNM 56th Annual Meeting
May 22 – Abstract Book Supplement to Journal of Nuclear Medicine mails to US/Canadian Pre-registrants
May 22 – Abstract Embaro lifted; full-text abstracts posted on SNM Online Meeting Planner

June 13-17 – SNM 56th Annual Meeting (Metro Toronto Convention Center)

*Scheduled dates are subject to change

General Information
The Physician/Scientist/Pharmacist program offers 88 ORAL sessions, consisting of over 700 abstract presentations, across 8 different tracks. Oral sessions are 90 minutes in duration, and typically consist of seven (7) abstract presentations per session. Each presenting author is given 12 minutes (10 for presentation + 2 min for Q&A) to make the presentation. The ordering of abstract presentations within each oral session is determined by authorized representatives of the SNM Scientific Program Committee.

All presenters of Oral Sessions MUST report to the Speaker Ready Room (Room 801B) in the Metro Toronto Convention Center to load their presentations. NOTE: Single LCD projection using PowerPoint (ppt) slides will be the only presentation method available for authors of oral sessions.

Author Commitment to Present if Accept (SNM Policy): The presenting author makes a commitment to SNM to present the abstract, if accepted for presentation and publication. Failure to present the abstract material at the SNM Annual Meeting will have an impact on future acceptance for ALL byline authors of submitted abstract(s). It is the responsibility of the Presenting Author to notify the SNM Scientific Program Manager (agary@snm.org), at least 30 days prior to the start of the Annual Meeting, when substituting Presenting Authors.

Presentation Duration: Presenting authors of physician/scientist/pharmacist abstracts are given 12 minutes (10 min for presentation, 2 min for discussion) to present their scientific (abstract) material. Presenting authors of technologist student abstracts are given 5 minutes for presentations.

Acceptance Notifications: Email notifications of abstract acceptance go out on March 31, 2009. Session details (day, date, time, room number, etc) associated with the accepted abstract is included in the email. If you are a submitting author, and have not received an official notification by March 31, please contact the SNM Scientific Program Manager at abstracts@snm.org.
Abstract Awards
SNM offers two (2) types of awards to abstract authors of oral presentations (only), based on abstract quality as evaluated by members of an SNM subcommittee or council representatives. Initial eligibility for the award is based on the author’s indication to be considered for the award at the time of abstract submission. SNM offers 2 types of abstract awards: 1. pre-meeting [freestanding] awards and 2. young investigator award (YIA) competitions.

- **Pre-meeting (freestanding) awards** – these award-winning abstracts are determined, prior to the Annual Meeting, by a scientific panel of experts in the field, in which the presenting author is notified by SNM (in late April) of its award winning status and is provided with special instructions regarding the onsite announcements and presentations of the award. Click the “Abstract Awards” link on the left sidebar for more details. Awards include:
  - Berson-Yalow Award
  - Correlative Imaging Council (Walter Wolf) Award
  - Young Professional Committee’s (YPC) Awards
  - Pediatric Young Investigator Award
  - Molecular Imaging Center of Excellence Abstract Awards
  - SNM, SNMTS (Techs) and SNMTS Student (NMT Student) Travel Awards [hyperlink need to redirect to http://interactive.snm.org/index.cfm?PageID=8566]

- **YIA Symposia (onsite competitions)** – these award-winning abstracts are determined onsite during the Annual Meeting. Final abstract candidates are selected pre-meeting, placed within a symposium session, then each candidate is rating during the scheduled symposia. All winners of these highly-competitive awards are announced during SNM Council Business Meetings. This year’s symposia (physicians/scientists/pharmacists only) include:
  - Cardiovascular Council Young Investigator Award Symposium
  - Brain Imaging (Neurosciences) Council Young Investigator Award Symposium
  - Radiopharmaceutical Sciences Council Young Investigator Award Symposium
  - Computer & Instrumentation Council Young Investigator Award Symposium
  - Nuclear Oncology Council Young Investigatory Award Symposium
  - Siemens Award for Excellence in Practice-Based Research

Onsite Responsibilities: Where to Report upon Arrival at the Meeting
- **Speaker Ready Room (Room 801B)**: ALL Presenting Authors of Oral Presentations are required to report to the Speaker Ready Room to check-in and load presentation data. While at the Speaker Ready Room, please feel free to ask questions to Technical Staff regarding audiovisual equipment or any other technical issues.
- **In Room Loading**: Presentation data MUST be uploaded in the Speaker Ready Room a minimum of three (3) hours prior to the start of the session. In-Room loading of presentations or use of personal computers will not be permitted during oral presentations. Trained and experienced technical staff will be available in the Speaker Ready Room to assist you with any technical problems when loading your presentation(s).
- **Sci Sessions Logistics Center (Show Office)**: If you need to use a substitute, rather than the scheduled Presenting Author, to make a presentation, please report this information to the Sci Sessions Logistics Center so that session moderators can be alerted of the substitution. All substitute presenters of oral sessions must be announced a minimum of 6 hours prior to the scheduled presentation.

Helpful Hints when preparing your oral presentation:

1. Do not try to fit lengthy explanations or information on one slide. No matter how good the projector is, or how bright the lamp is, sentences set in type that is too small will not be seen by people in the back of the room. Make sure there is adequate space between lines of text to make reading easier. A standard rule is six (6) words per line, six lines per slide. Font size is best at 22.
2. Time your presentations accurately and adhere to your schedule as a courtesy to your colleagues.
3. The moderator controls the auto timer, so watch for a signal from him/her to indicate when your time is up.
4. Trained and experienced technical staff will be available at all times in the Speaker Ready Room (Room 801B) to assist you with any problems or questions you may have. Do not hesitate to call on them; they are there to help you!

Sci Sessions Logistics Center (Room 702)
The Sci Sessions Logistics Center (Room 702) is the onsite information office regarding oral, poster and computer scientific sessions. It is intended to assist abstract authors with any session preparation materials and/or other service-oriented needs. Information concerning abstract award winners can also be obtained at the Logistics Center.

Scientific Session Moderators, Co-Moderators and Poster Chairs
A moderator and co-moderator are typically assigned to each scientific session to regulate presenter times and document presenter attendance. Moderators/co-moderators are also responsible for introducing each Presenting Author, acknowledging “substitute” presenters (when needed) and making special announcements pertaining to the session (e.g., recognition of award-winning abstracts within the session).

Poster Chairs are the “moderators” of the poster sessions, responsible for greeting and recording attendance of poster presenters. Poster Chairs will be available during each of the “Meet the Author” poster sessions to (1) greet the presenters, (2) record attendance and (3) offer any helpful feedback on the displayed posters. Therefore, it is imperative that poster presenters remain in front of their display(s) during the 45-minute “Meet the Author” session to answer any questions from attendees and/or Poster Chairs.

Registration
Please visit the SNM Website at www.snm.org/am to find information on registration and housing for the SNM 55th Annual Meeting. We urge you to make your travel plans as soon as possible; SNM’s pre-registration deadline is April 30, 2009. If you are in need of a formal invitation for visa purposes, please visit the SNM website and click on registration and housing. You may also email SNM Meetings Department directly at meetingsinfo@snm.org to request a letter of invitation for visa purposes.

Accepted Abstracts Lookup Chart
SNM posts an Accepted Abstracts Lookup Table on the abstracts website (www.snm.org), to search oral and poster presentations scheduled for the SNM Annual Meeting. The Lookup Table allows easy searching for accepted abstracts by author name or abstract control number. The site is intended to serve as a public access domain to verify abstract acceptance. The lookup table contains session details (e.g., presentation and session times, day, date, room number, etc) for all accepted abstracts that have been placed into oral, poster or computer sessions.

NOTE: Non-accepted abstracts are NOT displayed nor accessible using the Abstract Acceptance Lookup tool. If you are a submitting author and have not received a notification email from the SNM service provider, please contact the SNM Scientific Program Manager at agary@snm.org.

Online Meeting Planner
SNM Abstracts – in citation format – accepted for presentation are posted on the SNM Meeting Planner (www.snm.org/meetingplanner). Full text abstracts are added to the Meeting Planer citations once the SNM abstracts embargo is lifted on May 22, 2009. This is the date that the 2009 Abstract Book Supplement to the Journal of Nuclear Medicine will be mailed to Annual Meeting attendees (US and Canadian ONLY).

Advanced Submissions
SNM 2009 Annual Meeting features a networked presentation submission system to allow presenting authors scheduled for oral sessions to submit their presentation data in advance. For more information, go to the FACULTY webpage, the Faculty – CE Speakers and Abstract Presenters page. Under FORMS, click the pdf: “Guidelines for Preparing and Delivering Electronic Presentations”.