15TH HEALTH DISPARITIES CONFERENCE

XAVIER UNIVERSITY *of* LOUISIANA
COLLEGE OF PHARMACY

ABSTRACT PRESENTATION GUIDELINES

All presentations are due by 11:59 PM Central on Tuesday, March 15, 2022.

March 30 – April 1, 2022 • A Virtual Conference • #XUHDCon

NEED to KNOW

ATTENTION: Please note that poster presentation guidelines have changed for the 2022 Conference.

POSTER PRESENTATIONS will be available for viewing during designated Poster Sessions on March 30–31, 2022. Poster presenters must register and pay to attend the XULA 2022 Conference by Monday, February 28, 2022 in order to have their work included in conference materials.

PRESENTATION LENGTH: Make note that abstracts selected for poster presentation will be allowed a **maximum** of 5 slides in a pre-recorded 5-minute video presentation.

SUBMIT VIDEO: Video presentations **must be submitted in MP4 format** to the Conference Organizer, 1Joshua Group, via DropBox no later than **Tuesday, March 15, 2022**; files will **not** be accepted thereafter.

PODIUM PRESENTATIONS will occur during designated General Sessions in the 2022 conference. Upon acceptance, each podium presenter will be provided with specifics on the assigned session. Podium presenters must register and pay to attend the XULA 2022 Conference by Monday, February 28, 2022 in order to have their work included in conference materials.

PRESENTATION LENGTH: Make note that abstracts selected for podium presentation will be allowed a **maximum** of 6 slides for a 10-minute presentation, not including the Questions & Answers period.

SUBMIT SLIDES: Slide presentations must be submitted in **widescreen (16:9) PowerPoint format** to the Conference Organizer, 1Joshua Group, via DropBox no later than **Tuesday, March 15, 2022**; presentations files will **not** be accepted thereafter.

DEVELOPING YOUR PRESENTATION

PROOFREAD EVERYTHING, including visuals and numbers.

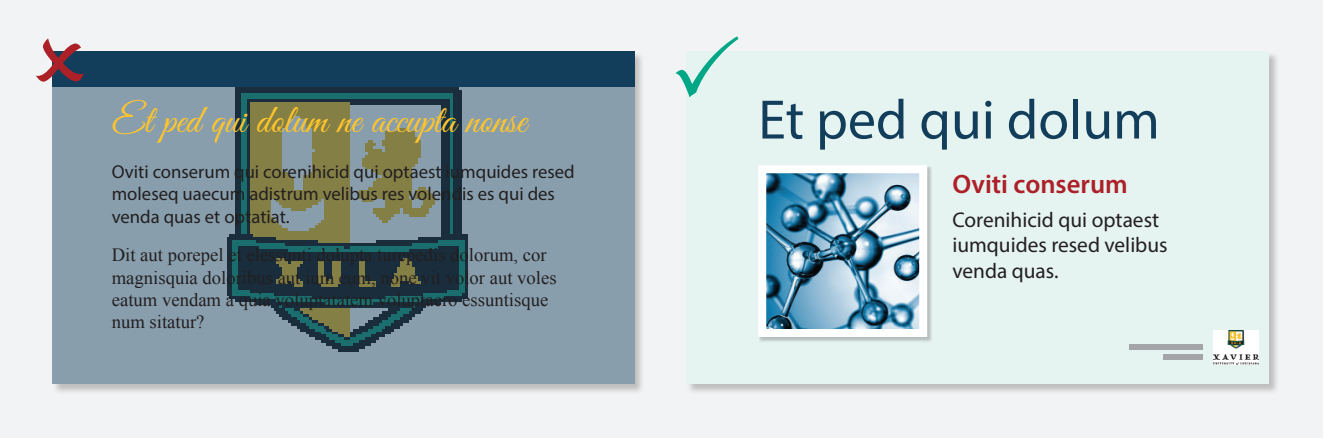
USE KEY PHRASES about your topic. Seasoned presenters use key phrases and include only essential information. Choose only the top three or four points about your topic and make them consistently throughout the delivery.

MAKE YOUR SLIDES EASY TO FOLLOW. Put the title at the top of the slide where your audience expects to find it. Keep important information near the top. Oftentimes, the bottom portions of slides cannot be seen when projected. Limit the number of words on the screen. Try not to use more than three bullets per slide. Don't overload your slides with too much text or data. The surrounding white space will make it easier to read.

LIMIT PUNCTUATION and avoid all capital letters. Punctuation can needlessly clutter the slide and the use of all caps makes statements more difficult to read and is like **SHOUTING** at your audience.

AVOID FANCY FONTS. Choose a font that is simple and easy to read. Avoid script type fonts as they are hard to read on screen. Use, at most, two different fonts – perhaps one for headings and another for content. Keep all fonts large enough (at least 24 pt and preferably 30 pt) so that people at the back of the room will be able to easily read what is on the screen.

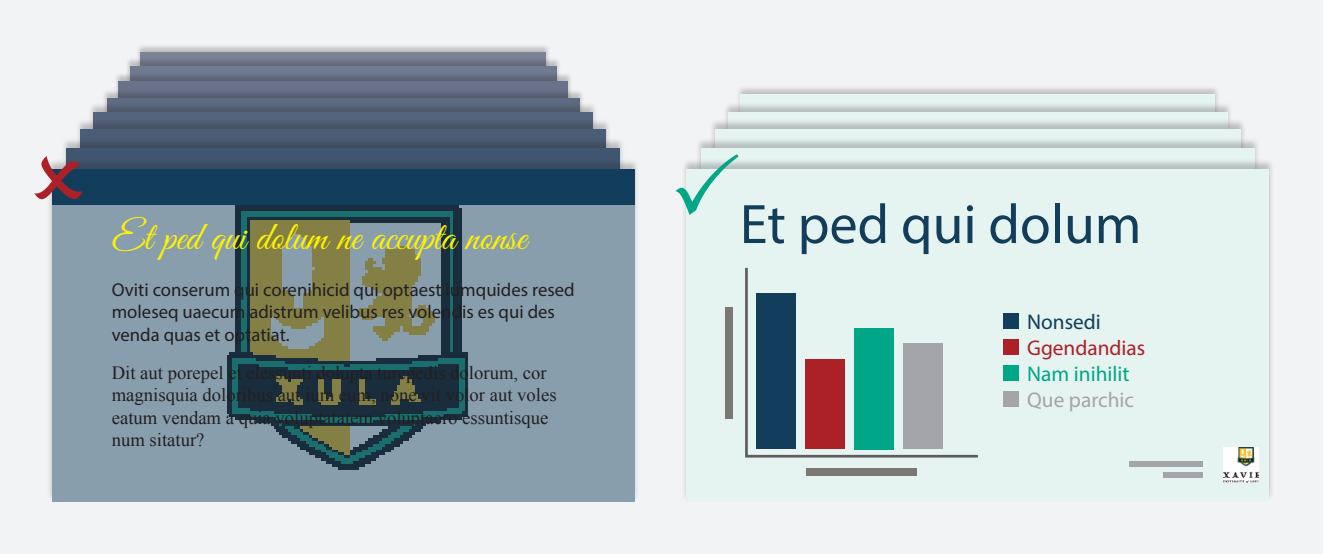
USE CONTRASTING COLORS for text and background. Avoid the use of patterned and/or textured backgrounds as they distract from the presentation and reduce the readability of text. Placing dark text on a light background is best; tone down the potential glare of a white background by using beige or another light color. Note: colors appear lighter when projected and pale colors often appear as white. A dark background with white font reduces glare. When using a dark background, be sure to make text a light color for easy reading.



DEVELOPING YOUR PRESENTATION

LIMIT THE NUMBER OF SLIDES. Keeping the number of slides to a minimum ensures that the presentation will not become too long and drawn out. It also avoids the problem of continually changing slides during the presentation which can be a distraction to your audience. If the audience is reading slides, they are not paying attention to you. A more successful and engaging presentation is one that averages about one slide per minute or even one slide every two minutes.

USE PHOTOS, CHARTS AND GRAPHS. Combining photos, charts, and graphs will add variety and keep your audience interested in the presentation. Avoid having text only slides.



FINAL NOTES FOR POSTER & PODIUM PRESENTERS

Please keep the following dates in mind when planning to attend and present an abstract during the XULA 2022 Conference:

MONDAY, 02/21/2022 : : **Abstract Selection Notification**
All notifications should be received by 02/21/2022, 11:59 PM Central.

MONDAY, 02/28/2022 : : **Notification Responses Due**
Authors notified of acceptance must complete the response form before 03/01/2022.

MONDAY, 03/14/2022 : : **Standard Registration Rate Ends**
Late / On-site registration rates will apply beginning 03/15/2022.

TUESDAY, 03/15/2022 : : **Presentation Submission Deadline (Poster & Podium)**
All Presentation files must be submitted by 11:59 PM Central via the link identified in your Abstract Selection Notification.

WEDNESDAY, 03/30/2022 : : **Conference Begins**
The Opening General Session begins at 1:00 PM Central.

For all inquiries, contact the Conference Organizer:

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