

Instructions for Plenary Numbers 1-15

These presentations are a key component of the educational program at the 2018 ACEP *Research Forum*. The format for these presentations is designed to provide a lively, informative, interaction among investigators, moderators and the audience that will enhance the learning experience. Investigators, of course, are vital to the success of the plenary presentations.

Discussion Format:

8 minutes have been allowed for the presentation and discussion of each abstract. The eight minutes will be divided as follows:

Presenters will be allowed **8 minutes** to present. A programmable timing light will be placed on the lectern. The green light will come on when you begin your presentation. The yellow light will come on when one minute remains. The red light will come on when your time is up.

- 8 slides maximum (not including title)
- No posters needed

Moderators will have **two minutes** to make constructive remarks and to direct questions to the investigator. If time permits, the investigator will field questions from the audience. Because the schedule is very tight, if questions from the audience do not fill the eight minutes allotted, we ask that the investigator turn the podium over to the next presenter.

Some Important Requests:

To ensure that the oral presentations run smoothly, we are asking your cooperation.

Meet with the moderator before your presentations scheduled on Monday, October 1, Tuesday, October 2 or Wednesday, October 3.

Instructions on how and where to send your presentation will be arriving around August 1, 2018.

- This email will contain the secure link to allow you to register and upload to the Presentation Management site.
- Please add PresentationManagement@freemanco.com as an approved email address to avoid the registration email from being blocked as spam.
- If you do not receive this email by the date above, or should you have any technical questions while building your Presentation, please contact support at support@sessionupload.com

DEADLINE TO UPLOAD YOUR PRESENTATION IS SEPTEMBER 14, 2018.