



ISPE'S 2020 MID-YEAR MEETING

APRIL 18-21, 2020

LOEWS ROYAL PACIFIC RESORT
ORLANDO, FLORIDA

 ispe International Society
for Pharmacoepidemiology

Slide Presentation Guidelines

Slide Preparation

- The first slide should give the title of the presentation and list all speakers with affiliation.
- The second slide should be the ISPE Disclosure slide. ISPE policy requires that all presenters at the ICPE **must disclose** financial and other interests of each author/presenter that may pose a conflict of interest or an appearance of a conflict of interest.
- Select a good, readable font, such as **Arial**, in which all letters are easily recognizable with minimal confusion; avoid script and italic fonts and very small type (18 point or larger is recommended). Do not use all capitals except for titles.
- Backgrounds should be consistent and subtle.
- Dark text on light backgrounds usually easiest to read.
- Try to limit each slide to one unified idea.
- Generally, six (6) words per line and no more than six (6) lines per slide.
- Avoid abbreviations and acronyms.
- Use color and variety to maintain interest.
- Use pictures, graphs, charts and figures, but keep them bold, simple and containing only essential details.
- Spell check your slides.

Presentation Preparation

- Rehearse your presentation with the slides, give attention to timing. (Oral presentations have a total of 15 minutes — 10 for presentation & 5 for questions.)
- Do not read from your slides — slides are *enhancements* to help the audience understand,
- Give a brief overview first, then present, finally review important points.
- Often more effective is to have bulleted points appear one at a time so audience does not read ahead.
- Speak clearly and slowly.

Source: 2016 ISPOR, Information & Services for Presenters, 21st International Meeting