



The Gerontological Society of America
61st Annual Scientific Meeting
November 21-25, 2008 ♦ Gaylord National Resort and Convention Center
National Harbor, MD

INSTRUCTIONS FOR PROGRAM PARTICIPANTS

Please read the following information very carefully.

The Gerontological Society of America welcomes your participation in its 61st Annual Scientific Meeting program. Almost 4,000 researchers, educators, and practitioners in aging are expected to be in National Harbor, MD to attend the meeting.

The program will be comprised of over 400 sessions most of which run in “tracks” organized in areas including Biological Sciences (BS); Behavioral and Social Sciences (BSS); Health Sciences (HS); and Social Research, Policy and Practice (SRPP). Sessions and events will take place at the Gaylord National Resort and Convention Center.

The Society is committed to making the annual meeting accessible to persons with disabilities. For further information or suggestions, please contact the Meetings Department via telephone at (202) 842-1275 or e-mail at meetings@geron.org.

NOTIFICATION

GSA notifies only first authors of an abstract’s acceptance and presentation schedule. First or organizing authors are asked to notify all individuals involved in their presentation of the scheduled date and time.

REGISTRATION

Keep in mind that all meeting participants are required to register in order to attend the Annual Meeting. Pre-registration is available online at www.agingconference.com. Register before October 15, 2008 to receive the special “Early Bird” rate.

PUBLISHED PROGRAM

The **Program Schedule** will include a list of program activities, including the titles of presentations and names and affiliations of presenters. Abstracts will be published under the title of **Program Abstracts** and will include all of the abstracts accepted for presentation, along with the names and affiliations of presenters. Published as special issues of *The Gerontologist*, one copy of the **Program Schedule book and one Program Abstracts CD** will be distributed to all annual meeting participants at registration.

PRESENTATION FORMATS

The program includes several types of presentation formats: posters, papers, roundtable discussions, and symposia.

POSTER SESSIONS

The poster session is a display presentation. It consists of an exhibit of material that you as the author personally attend for an assigned period of time. The display reports current research where results can be readily summarized in graphic forms: tables, graphs, pictures, etc. This format facilitates discussion with interested colleagues.

Poster sessions will take place in Prince George's Exhibition Hall E. The number to the left of the title of your presentation in the Program Schedule is your assigned poster board number. Please do not remove the number from the poster board at the end of the session.

All poster materials must be removed at the end of the scheduled presentation time. Posters are not to be removed earlier. Presenters should be at their poster boards during their scheduled session time.

PAPER SESSIONS

Paper sessions last 90 minutes; however, individual presentations are limited to 15 minutes (12 minutes for presentation and the remaining 3 minutes for questions and discussion) and usually have no more than 5 papers scheduled within an individual session. It is important that presenters stay within their allotted time. Each paper session will have a session chair to assist with time keeping and to facilitate discussion among presenters and meeting participants.

SYMPOSIA SESSIONS

Symposia are scheduled in 90 minute sessions. Chairs and/or organizers of symposia are responsible for making sure the session begins and ends on time.

PLANNING FOR A SUCCESSFUL SESSION

Know your audience and tailor your presentation to them. Meeting attendees include behavioral and social scientists and medical educators; clinicians, physicians and gerontological nurses, dentists and therapists; practitioners and planners for the aging who staff gerontology centers, hospitals, nursing homes, and community care facilities; and research biologists.

- √ Organize your material so it will be presented in a logical and interesting manner.
- √ State the program objectives and how you will meet the objectives.
- √ Separate complex concepts into several smaller ones and focus on one concept at a time.
- √ Integrate audiovisual aids and handouts into your presentation to enhance and support it.
- √ Summarize important points at the end of each segment of the presentation.
- √ Cover your material in the time allotted with sufficient time for questions and answers.
- √ Rehearse your presentation until you feel comfortable.
- √ Encourage audience participation...talk WITH attendees; not to them.
- √ Never read a paper. Highlight rather than read information on your presentation.

AUDIO-VISUAL EQUIPMENT

For every symposium and paper session, GSA will provide, at no charge, the audiovisual equipment listed below.

- One (1) LCD projector
- One (1) screen
- One (1) electric pointer

Please note: GSA does not provide computers for the LCD projectors. It is the responsibility of the presenter to bring his or her laptop for presentation.

Individuals who wish to use additional equipment must arrange for it at their own expense. **Please note that audio-visual equipment will not be used for roundtable or poster sessions.**

Should problems arise with audio-visual equipment during your presentation volunteers will be available to coordinate proper assistance.

PREPARING THE CONTENT

Although you may have done many presentations, it is helpful to give yourself adequate planning time so that the session will be a learning experience for each attendee. Over the years, the most frequent reasons for negative evaluations have been:

- √ Audiovisual aids insufficient; hard to read or understand; or poor quality
- √ Too much focus on theory without relating it to practical problems and solutions
- √ Too much time devoted to minor points or details which are of little interest to the audience
- √ Scope too broad with no time for effective discussion of individual topics
- √ Poor organization of material
- √ Information or material out of date

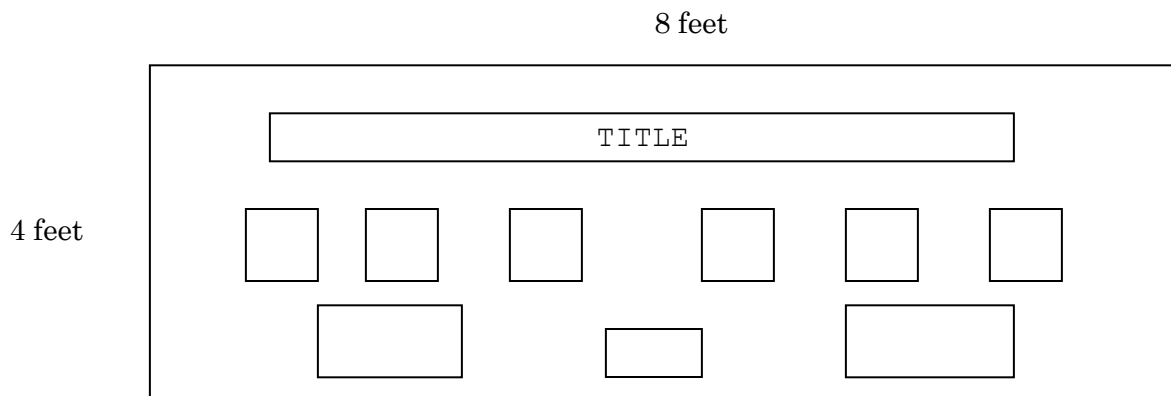
PRESENTATION TIPS

When preparing your oral presentation, remember that an 8 ½" x 11" page (typed, double-spaced with a 1" margin) contains approximately 250 words. Six pages of this length can be reviewed in 12 minutes by most speakers.

When speaking, talk loudly and clearly into the microphone. Make sure you rehearse your presentation!

SUGGESTIONS ON HOW TO SET UP YOUR POSTER

Mount your poster on your assigned board during the scheduled break immediately preceding your scheduled presentation time. Below is an example of how you may lay out your materials on the poster board.



The poster board is approximately 4 feet in height and 8 feet wide. It is made of white floor mount homosote, mounted on stands on both ends. Push pins for mounting your material will be provided. Each poster session will have a chair person assigned to it as well.

Provide a large heading containing the abstract title and author(s) name(s) to identify your presentation easily. It is recommended that lettering for your title be at least 1 ½" (120 pt.) and for your text at least ¾" (40 pt.) high.

TITLE

Text Height for Title =

Poster Text

Text Height for Poster Text =

A copy of your abstract in large type should be posted in the upper left-hand corner of the poster board. Illustrations should be easily read from distances of approximately three feet. Charts, drawings, and illustrations might well be similar to those you would otherwise use in making presentation, but preferably more heavily drawn. Illustrations should not be mounted on heavy material that would make it difficult to hang. Keep visual material simple and clear. Simple use of color can add emphasis.

ADDRESSING QUESTIONS FROM THE AUDIENCE

Questions usually fall one of two categories: 1) questions asked to clarify ambiguities in your presentation; and 2) questions asked to assist the attendee in solving a certain problem. The first type of question should be answered immediately. The second type may be postponed until the Q & A portion of your presentation (or to a private discussion after the session if you feel it is appropriate).

Repeat questions before answering them so that the entire audience can hear. This will make your answer meaningful to the entire audience.

DEVELOPING HANDOUTS

Meeting attendees appreciate receiving handouts (i.e., articles, outlines, copies of presenters', etc.) and refer to them long after the conference.

GSA's policy does not allow us to reproduce, ship, or deliver to your session(s) any handouts you intend to share with your audience. In addition, we are unable to reimburse you for the cost of reproducing your handouts. However you choose to handle the reproduction of your handouts, we recommend making arrangements well in advance to ensure that you receive the handouts in time for your session.

DEVELOPING LEGIBLE MATERIALS

- √ Use font sizes of 38 through 44. The type size on overheads should be large enough to read in a room for up to 100 people.
- √ Use simple color combinations which can be easily seen. Printed material generally is most readable in black and white.
- √ Double space between each line of text.
- √ Lettering should be bold, plain, and include a combination of upper and lower case lettering.
- √ Tables and graphs should be prepared specifically for projection. Those duplicated from publications seldom make good presentation. For graphs, draw the axels lighter than the data lines.
- √ Do not project an image for too long or project an inappropriate slide. Use a blank slide when you don't have a slide related to your talk.
- √ Visual aids should enhance your presentation, not supplant it.

Best of Luck for a Successful Presentation!

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