



Abstract Presentation Guidelines: Oral Presentations and Poster Presentations

Congratulations on having your abstract selected for presentation at the American Society for Nutrition's flagship meeting, **NUTRITION 2022 LIVE ONLINE**, which will be held June 14-16, 2022 virtually.

Abstracts will be presented in two ways:

- Oral Presentations
- Poster Presentations

Please review the following guidelines and instructions to ensure a successful presentation.

Questions? Please contact education@nutrition.org.

Contents

Meeting Participation	2
Embargo Policy.....	2
Abstract Publication	2
Prior Publication.....	2
NUTRITION 2022 LIVE ONLINE Photography and Recording Policy.....	3
Oral Presentations	5
Key Dates.....	5
NUTRITION 2022 LIVE ONLINE Photography and Recording Policy.....	6
Oral Presentation Requirements and Guidelines	6
Tips for Content Slides	7
Poster Presentations.....	8
Key Dates.....	8
NUTRITION 2022 LIVE ONLINE Photography and Recording Policy.....	9
ePoster (PDF) Requirements.....	9
ePoster (PDF) Guidelines	9
Audio Recording Guidelines.....	10

Meeting Participation

Submission of an abstract constitutes a commitment by the author to present it if accepted. Failure to present at the meeting, if not justified, will jeopardize future acceptance of abstracts for ASN conferences.

- **Meeting Registration:** Presenting authors are required to register for **NUTRITION 2022 LIVE ONLINE**. To register, please [click here](#) or visit <https://www.mcisemi.com/nutrition2022/>. Please note that the early registration deadline is May 3, 2022. Please register by May 3rd to confirm the lowest available registration rate. You may also opt to register for a **NUTRITION 2022 All Access Pass**, which includes registration to **NUTRITION 2022 LIVE ONLINE**, or additional individual education events.
- **Change of Presenting Author:** If you are unable to attend **NUTRITION 2022 LIVE ONLINE** to present your research, you may recruit a co-author who is listed on the abstract at the time of submission. You must inform ASN of any such change. Please email education@nutrition.org with the abstract's presentation number, title and the name and contact information (organization, email address, and mailing address) of the new presenting author. In the subject line, please include "Change of Presenting Author."

Embargo Policy

Information and data included in abstracts accepted for **NUTRITION 2022 LIVE ONLINE** are embargoed until the beginning of the meeting (Tuesday, June 14, 2022 at 12:00 PM ET). Presenting authors will be notified if the **NUTRITION 2022 LIVE ONLINE** communications staff decides to release an abstract earlier to support additional media promotion.

An embargo means that information and data from any abstract selected for poster or oral presentation may not be announced, publicized or distributed before the embargo date and time. Members of the media, bloggers, investigators and public information officers as well as organizations issuing press releases are required to abide by the embargo policy.

Promotion of general topics, speakers or presentation times is allowed and encouraged as long as specific findings and data to be presented are not included in the announcement. Use the hashtag #NutritionLiveOnline to join the online conversation.

If you have questions about the embargo policy, please contact the communications team at media@nutrition.org.

Abstract Publication

Abstracts accepted for presentation at **NUTRITION 2022 LIVE ONLINE** will be published online in the ASN journal *Current Developments in Nutrition*. While accepted abstracts will be published in *Current Developments in Nutrition*, accepted abstracts will be indexed in PubMed Central but PubMed is not expected to index the abstract.

Prior Publication

If the accepted abstract is also submitted as a manuscript for publication, authors are responsible for coordinating a publication date that abides by **NUTRITION 2022 LIVE ONLINE**'s embargo policy. If publication occurs online or in print before the specific embargo date and time, the abstract must be withdrawn. Please notify ASN via e-mail at education@nutrition.org.

NUTRITION 2022 LIVE ONLINE Photography and Recording Policy

Materials presented at the American Society of Nutrition's ("ASN") annual meeting, including all slides, written and oral presentations, posters, and other materials displayed, shown, or otherwise published during the ASN annual meeting and scientific sessions are protected by copyright and may not be publicly displayed or republished without the express written consent of the copyright owner, except as expressly provided in this Policy.

- Presenters and exhibitors at ASN sponsored meetings and events have the option to license their presentation material to attendees, and to ASN, to copy, distribute, display, build upon, and perform the work and make derivative works and remixes based on it only if they give the author or licensor (presenter) the credits (attribution) in the manner specified under a Creative Commons Attribution + Noncommercial + ShareAlike 4.0 International (CC BY 4.0) license (<https://creativecommons.org/licenses/by-nc-sa/4.0/>)
- Presenters and exhibitors will be invited to display a set of icons to indicate to the audience whether photography/recording of the poster, presentation, or exhibit booth and sharing/remixing of the material is/is not permitted. To aid in this process, ASN will provide presenters with a digital graphic to incorporate into their slides/poster or to print and display. If you are presenting, use the links below to access the appropriate icon. The image will open in a new window. Right click on the image and select "save image as" to download.
- **Camera with an X:** Photography/recording/sharing/remixing/derivative works of the material are prohibited. All rights are reserved.



- **CCBY-NC-SA icon/Camera with a Checkmark:** Photography/recording of the material is permitted. This license allows reusers to distribute, remix, adapt, and build upon the material in any medium or format for noncommercial purposes only, and only so long as attribution is given to the creator, as stated in CCBY-NC-SA 4.0 International, subject to commercial patents and trademarks, when applicable. If you remix, adapt, or build upon the material, you must license the modified material under identical terms.



- In the absence of a visible image/sign, photography, video and audio recording, and all other forms of recording of a presentation, poster, or exhibit booth are prohibited.
- Presenters are required to obtain permissions from all co-authors before selecting to capture/share the work described in the presentation. If all co-authors do not agree, the presentation must be marked as the Camera with an X. By displaying the CCBY icon, you signify that permissions have been obtained from all authors.
- Photography and recording of presentations and exhibits should not be disruptive. Only handheld devices are allowed. Flash photography is not permitted.

- Attendees are expected to abide by the request of the presenter or exhibitor as a matter of scientific and professional courtesy. Noncompliance with this policy may result in action by ASN, as they deem appropriate, up to and including removal from the meeting, without refund, and/or future ASN meetings.

Oral Presentations

This year, oral presentations will be available as On Demand presentations on the meeting platform beginning on Tuesday, June 14. Oral presentations will be included in oral sessions organized around a common theme. A maximum of 7 abstracts will be included in each oral session.

32 oral sessions will be held at **NUTRITION 2022 LIVE ONLINE**. Information about each oral session and the oral presentations (abstract titles and abstract authors) taking place within them will be included on the **NUTRITION 2022 LIVE ONLINE** schedule by late April.

Oral presentations will include Power Point slides and accompanying audio. The maximum audio length is 12 minutes.

Oral presentation content will be provided to ASN via ASN's abstract presenter portal website from May 9 to June 10. Instructions will be provided to presenting authors on May 9 on how to use the abstract presenter portal to provide their presentation content.

From June 14-16, meeting attendees will be able to submit questions about your abstract through an online Question and Answer system. Presenting authors can then reply to submitted questions through ASN's abstract presenter portal website at their convenience. More details about the Question and Answer system will be provided in late May.

If your abstract is chosen for a special competition, you may have another presentation assignment. Notices to finalists selected for award competitions will be sent in late April.

Key Dates

By Late April	Oral session titles and oral presentation information (abstract titles and abstract authors) will be posted on the NUTRITION 2022 LIVE ONLINE schedule.
May 3	NUTRITION 2022 LIVE ONLINE Early Rate Deadline. Register by May 3 rd to confirm the lowest available registration rate.
May 9	Abstract presenter portal website opens for presenting authors. Instructions will be sent to presenting authors by email on May 9.
Presenting authors will be asked to:	
1. Complete the NUTRITION 2022 LIVE ONLINE speaker agreement 2. Provide disclosure information 3. Provide their oral presentation content - Presenting authors will upload Power Point slides and record audio for each slide in the system. Self-recordings will not be allowed to be uploaded. Please note video recording of the presenting author speaking will not be included.	
Please note: Presenters will not be granted permission to login to the abstract presenter portal until they have registered for the meeting. We encourage you to register for NUTRITION 2022 LIVE ONLINE before May 9 to provide you with the maximum time available to upload your abstract presentation materials. Click here for registration information.	
June 10	Deadline to submit oral presentation content on abstract presenter portal website
June 14-16	Abstract presentations and complete abstract text will be available on the NUTRITION 2022 LIVE ONLINE meeting platform. Presenting authors can reply to questions submitted by attendees via the abstract presenter portal website.

NUTRITION 2022 LIVE ONLINE Photography and Recording Policy

Please review the **NUTRITION 2022 LIVE ONLINE** Photography and Recording Policy on pages 3-4 fully. To view the policy online, please [click here](#).

As a presenting author, please include one of the icons below on each of your Power Point slides to indicate your preference regarding potential photography/recording of your presentation by others. To download these icons, use the links below. Or, right click on the icon and select the option to “save image as” to save it to your computer.

PLEASE NOTE: ASN recommends one of the icons below be included on the bottom right of each Power Point slide for oral presentations.



[Click here](#) to download icon



[Click here](#) to download icon

Oral Presentation Requirements and Guidelines

Timing:

Please allocate 12 minutes for your presentation. During your presentation, you should review the background/aim of your study, methods, results and conclusions, as well as any other information of interest (e.g., future research direction).

Slides:

The slides listed below should be included in your presentation slides.

Template slides for **NUTRITION 2022 LIVE ONLINE** are available for presenting authors' use. All speakers are encouraged to use the **NUTRITION 2022 LIVE ONLINE** template slides for their presentation.

[Click here](#) to download the **NUTRITION 2022 LIVE ONLINE** template slides.

1. **Title Slide:** Please include your abstract presentation number on your title slide.
2. **Disclosure/Non-Disclosure Slide:** After your title slide, all speakers must include a disclosure slide to list study funding sources and relevant personal financial relationships with commercial entities. If you have no funding sources or relationships to disclose, your slide should read “no conflicts to disclose.” The intent of this disclosure is not to prevent a presenter from being involved in the activity, but rather to provide participants with information on which they can make their own judgements.
3. **Content Slides:** Up to 10 content slides is optimal. You may choose to use more than 10 slides, but please be sure to complete your presentation within the allocated 12 minutes.

Tips for Content Slides

- Make slides as simple as possible.
- Aim for no more than 7 lines per slide.
- List main points and expand on them verbally.
- Presentations are recommended to use a 16:9 aspect ratio for slides; however, screens can accommodate a 4:3 format, as well.
- Use standard fonts, such as Arial or Helvetica.
- A font size of 32 is ideal; a font size of 28 is easy to see; a font size below 20 is difficult to see on smaller screen sizes.

Poster Presentations

This year, poster presentations will be available as On Demand presentations on the meeting platform beginning on Tuesday, June 14.

Approximately 1000 poster presentations will be given at **NUTRITION 2022 LIVE ONLINE** amongst 30 topical areas. Information about each poster presentation (abstract title and abstract authors) will be included on the **NUTRITION 2022 LIVE ONLINE** schedule by late April.

Poster presentations will include an ePoster (PDF) and accompanying audio. The maximum audio length is 8 minutes.

Poster presentation content will be provided to ASN via ASN's abstract presenter portal website from May 9 to June 10. Instructions will be provided to presenting authors on May 9 on how to use the abstract presenter portal to provide their presentation content.

From June 14-16, meeting attendees will be able to submit questions about your abstract through an online Question and Answer system. Presenting authors can then reply to submitted questions through ASN's abstract presenter portal website at their convenience. More details about the Question and Answer system will be provided in late May.

If your abstract is chosen for a special competition, you may have another presentation assignment. Notices to finalists selected for award competitions will be sent in late April.

Key Dates

By Late April	Poster presentation information (abstract titles and abstract authors) will be posted on the NUTRITION 2022 LIVE ONLINE schedule.
May 3	NUTRITION 2022 LIVE ONLINE Early Rate Deadline. Register by May 3 rd to confirm the lowest available registration rate.
May 9	Abstract presenter portal website opens for presenting authors. Instructions will be sent to presenting authors by email on May 9. Presenting authors will be asked to: 1. Complete the NUTRITION 2022 LIVE ONLINE speaker agreement 2. Provide disclosure information 3. Provide their poster presentation content - Presenting authors will upload their ePoster (PDF) and record audio to accompany it. Self-recordings will not be allowed to be uploaded. Please note video recording of the presenting author speaking will not be included. Please note: Presenters will not be granted permission to login to the abstract presenter portal until they have registered for the meeting. We encourage you to register for NUTRITION 2022 LIVE ONLINE before May 9 to provide you with the maximum time available to upload your abstract presentation materials. Click here for registration information.
June 10	Deadline to submit poster presentation content on abstract presenter portal website
June 14-16	Abstract presentations and complete abstract text will be available on the NUTRITION 2022 LIVE ONLINE meeting platform. Presenting authors can reply to questions submitted by attendees via the abstract presenter portal website.

NUTRITION 2022 LIVE ONLINE Photography and Recording Policy

Please review the **NUTRITION 2022 LIVE ONLINE** Photography and Recording Policy on pages 3-4 fully. To view the policy online, please [click here](#).

As a presenting author, please include one of the icons below on the bottom right of your ePoster (PDF) to indicate your preference regarding potential photography/recording of your presentation by others. To download these icons, use the links below. Or, right click on the icon and select the option to “save image as” to save it to your computer.

PLEASE NOTE: ASN recommends one of the icons below be included on the bottom right of the ePoster for poster presentations.



[Click here](#) to download icon



[Click here](#) to download icon

ePoster (PDF) Requirements

- The ePoster must be a PDF file at highest resolution possible.
- The aspect ratio (ratio of width to height) should ideally be set to 16:9.
- The ePoster is limited to one page only. That means one single page for your PDF file.
- Fonts should be sans-serif (e.g., Arial, Calibri, etc.)
- Minimum font size should not be smaller than 6pt.

ePoster (PDF) Guidelines

The following guidelines will help improve the effectiveness of your ePoster:

- The message should be clear and understandable without oral explanation.
- **Headline Strip:** ePosters should include a headline strip that runs the full width of the poster. Include the title, presenting author, co-authors, and affiliations. The email address of the presenting author should also be included. Please include your abstract presentation number as part of your headline strip.
- **Initial Sketch:** Plan your ePoster early. Focus your attention on a few key points that follows the main headings in your abstract typically Objectives, Methods, Results, and Conclusions.
- **Rough Layout:** Enlarge your best initial sketch, keeping the dimensions in proportion to the final poster. Ideally, the rough layout should be full size. A blackboard is a convenient place to work. Print the title and headlines. Draw rough graphs and tables.
- **Final Layout:** The artwork is now complete. The text and tables are typed. Now ask, is the message clear? Do the important points stand out? Is there a balance between words and illustrations? Is there spatial balance? Is the flow from Objectives, Methods, Results and Conclusions easy to follow?
- **Balance:** The figures and tables should cover slightly more than 50% of the poster area. If you have only a few illustrations, make them large. Do not omit the text, but keep it brief. The poster should be understandable without oral explanation.
- **Topography:** Avoid abbreviations, acronyms, and jargon. Use a consistent font throughout.

- **Eye Movement:** The movement of the eye over the poster should be natural, down the columns or along the rows. Size attracts attention. Arrows, pointing hands, numbers, and letters can help clarify the sequence.
- **Simplicity:** Resist the temptation to overload the poster.

Audio Recording Guidelines

The following guidelines will help improve the effectiveness of your audio presentation:

- Give a brief summary of the work discussed in the abstract.
- Highlight major findings and other noteworthy or interesting details.
- Rehearse ahead of time. Think about delivery – what you will say and how you will say it.
- Talk slow and steady. Limit your talk to the essentials only. Make sure you don't speak fast, trying to fit everything in.