



Abstract Presentation Guidelines: Oral Sessions, Poster Theater Flash Sessions, and Poster Presentations

Congratulations on having your abstract selected for presentation at the American Society for Nutrition’s flagship meeting, NUTRITION 2023, being held from July 22-25 in Boston, MA! Sessions will be held at the Sheraton Boston Hotel. The poster hall will be located in Hynes Convention Center’s Hall C which will be accessed by meeting attendees from the Sheraton Boston Hotel.

Abstracts will be presented in three ways:

- Oral Sessions
- Poster Theater Flash Sessions
- Poster Sessions

Please review the following guidelines to ensure a successful presentation.

Questions? Please contact education@nutrition.org.

Contents

Meeting Participation	2
Embargo Policy.....	2
People-first Language	3
Abstract Publication.....	3
Prior Publication.....	3
NUTRITION 2023 Photography and Recording Policy.....	4
Oral Sessions	5
Poster Theater Flash Sessions.....	8
Poster Sessions.....	11

Meeting Participation

Submission of an abstract constitutes a commitment by the author to present it if accepted. If an abstract must be withdrawn due to an unforeseen circumstance, please contact education@nutrition.org immediately. In the subject line, please include "Abstract Withdrawal." Failure to present at the meeting, if not justified, will jeopardize future acceptance of abstracts for ASN conferences.

- **Housing and Registration:** All meeting expenses, including housing, transportation, and registration are the responsibility of the presenter. If you have not registered or made your hotel room arrangements, please do so immediately! [Click here](#) for NUTRITION 2023 registration and housing information. **The early registration deadline is Friday, April 28 to secure the best rates.** Advanced registration rates will apply after this date.
- **Visa Information for International Registrants:** If applicable, please start your visa application process as soon as possible to determine the requirements needed for your travel to the US. Requirements may include a face-to-face interview at an embassy or consulate, an Electronic System for Travel Authorization (ESTA) application, a machine-readable passport, an e-Passport with an integrated chip, and/or other regulations. Requirements vary by country. For more information, [please click here](#).
- **Letter of Invitation:** Invitation letters will be available for print or download upon completion of your online meeting registration. This invitation is intended to facilitate travel and visa arrangements but does not extend financial support. For assistance, please contact meetings@nutrition.org.
- **Change of Presenting Author:** If you are unable to attend NUTRITION 2023 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 2023 are embargoed until either their publication in *Current Developments in Nutrition*, the meeting app, or the beginning of the first session in which they are presented, whichever happens first. Lead authors will be notified if the NUTRITION 2023 communications staff decides to release an abstract earlier to support additional media promotion.

An embargo means that information and data pertaining to the abstract 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 #Nutrition2023 to join the online conversation.

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

People-first Language

As you prepare for your presentation at NUTRITION 2023, ASN strongly recommends that presenters use people-first language. This includes describing individuals as people with a medical condition rather than as diseases or disabilities. Terms such as “adults with obesity” and “children with diabetes” are preferred over “obese adults” and “diabetic children”. For more information consult “Use of people-first language with regard to obesity” [Am J Clin Nutr 2018;108:201](#) or “The Effect of Words on Health and Diabetes” [Diabetes Spectrum 2017;30:11- 16](#).

Abstract Publication

Abstracts accepted for presentation at NUTRITION 2023 will be published online in a supplement of the ASN journal ***Current Developments in Nutrition***.

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 2023’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 2023 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 Sessions

Typically 90 minutes, these sessions feature the presentation of multiple abstracts organized around a common theme. Session chairs will introduce presenters and facilitate audience questions. If your abstract was selected for an oral session, details about the date, time, and location of the oral session will be emailed to you.

As you prepare for your presentation at NUTRITION 2023, ASN strongly recommends that presenters use people-first language. This includes describing individuals as people with a medical condition rather than as diseases or disabilities. Terms such as “adults with obesity” and “children with diabetes” are preferred over “obese adults” and “diabetic children”. For more information consult “Use of people-first language with regard to obesity” [Am J Clin Nutr 2018;108:201](#) or “The Effect of Words on Health and Diabetes” [Diabetes Spectrum 2017;30:11- 16](#).

Please arrive for your designated oral session at least 10 minutes prior to the start of the session.

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

NUTRITION 2023 Photography and Recording Policy

Please review the NUTRITION 2023 Photography and Recording Policy on pages 3 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.



[Click here](#) to download icon



[Click here](#) to download icon

Instructions

- **Timing:** Please allocate 12 minutes in total for your presentation, which will include time for questions and answers. Please shorten your presentation as needed to allow for a question and answer period. 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).

- **Title Slide:** All speakers are encouraged to use the NUTRITION 2023 title slide for their presentation. [Click here](#) to download the title slide for NUTRITION 2023.
- **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. [Click here](#) to download the sample disclosure slide for NUTRITION 2023.
- **Content Slides:** Up to 10 content slides is optimal, allowing 1 minute per slide. You may choose to use more than 10 slides, but please be sure to complete your presentation within the allocated time. [Click here](#) to download the template slides for NUTRITION 2023.
- **Slide Submission:** In late June, you will receive instructions to upload your presentation to the NUTRITION 2023 presentation management portal. You may also bring your slides on a portable drive to the Speaker Ready Room 24 hours prior to your scheduled session, so that slides can be uploaded.

All oral abstract presenters are encouraged to visit the Speaker Ready Room at least 2 hours in advance of their presentation to review and approve their presentation. Once you have viewed your presentation, it will be uploaded to a secure server and sent electronically to the meeting room in which you are presenting. All presentations must be uploaded into the NUTRITION 2023 presentation management system.

SPEAKER READY ROOM HOURS	
<i>ROOM: Jefferson, Sheraton Boston Hotel</i>	
Friday, July 21	9:00 AM – 5:00 PM
Saturday, July 22	7:00 AM – 6:00 PM
Sunday, July 23	7:00 AM – 6:00 PM
Monday, July 24	7:00 AM – 6:00 PM
Tuesday, July 25	7:00 AM – 11:00 AM

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 will be projected in 16:9 format; however, screens can accommodate a 4:3 format, as well.
- Use standard fonts, such as Arial, Times 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 from the back of a large room.
- Notify ASN if utilizing any of the following within your presentation:
 - Videos
 - Polls within presentation or via internet
 - QR codes with audience engagement

Session Room Equipment

Standard equipment for each room includes:

- Standing podium with microphone
- Computer at AV technician table
- Projection screen
- LCD projector

- Moderator microphone
- Audience microphone
- Speaker timer
- Wireless slide advance and pointer

If you have special audio-visual needs, please email education@nutrition.org. In the subject line, please include "Special AV Request."

Poster Theater Flash Sessions

NUTRITION 2023 will include Poster Theater Flash Session which will feature flash talks followed by discussion time by a poster board during a 90-minute session. Each speaker will have up to 4 minutes (and up to 3 slides without animation) to highlight major findings and other noteworthy or interesting details. After the flash talks, presenters will stand by their poster for dialogue with NUTRITION 2023 attendees.

As you prepare for your presentation at NUTRITION 2023, ASN strongly recommends that presenters use people-first language. This includes describing individuals as people with a medical condition rather than as diseases or disabilities. Terms such as “adults with obesity” and “children with diabetes” are preferred over “obese adults” and “diabetic children”. For more information consult “Use of people-first language with regard to obesity” [Am J Clin Nutr 2018;108:201](#) or “The Effect of Words on Health and Diabetes” [Diabetes Spectrum 2017;30:11- 16](#).

In summary, you will need to prepare up to 3 slides AND a printed poster for your presentation.

Poster Theater Flash Sessions will take place in a session room of the Sheraton Boston Hotel.

Please arrive for your Poster Theater Flash Session at least 15 minutes prior to the start of the session.

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

Don't forget: Poster Theater Flash Sessions combine an oral presentation with a poster presentation. You will need to prepare up to 3 slides AND a printed poster for your presentation.

Poster Theater Flash Session Format

- Poster boards will be located at the perimeter of the room. Presenters should attach their posters to their assigned poster board 10 minutes in advance of the session's start time.
- Each presenter will discuss their research as a 4-minute flash talk. Instead of presenting a general overview of the research, focus on specific areas of the research you find noteworthy or interesting.
- The session chair and co-chair will monitor the timing of the flash session.
- After all presenters have given their flash talk, presenters will stand by their poster for the remaining 45 minutes to answer questions and discuss their research with NUTRITION 2023 attendees.

NUTRITION 2023 Photography and Recording Policy

Please review the NUTRITION 2023 Photography and Recording Policy on pages 3 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 and poster 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 and the poster.



[Click here](#) to download icon



[Click here](#) to download icon

Instructions

- **Timing:** Please allocate 4 minutes for your presentation.
- **Disclosure/Non-Disclosure Slide:** Separate from your 3 presentation slides, 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. [Click here](#) to download the sample disclosure slide for NUTRITION 2023.
- **Content Slides:** Up to 3 content slides is optimal but please be sure to complete your presentation within the allocated 4 minutes. [Click here](#) to download the template slides for NUTRITION 2023.
- **Slide Submission:** In late June, you will receive instructions to upload your presentation to the NUTRITION 2023 presentation management portal. You may also bring your slides on a portable drive to the Speaker Ready Room so that slides can be uploaded.

All poster theater flash session presenters are encouraged to visit the Speaker Ready Room at least 2 hours in advance of their presentation to review and approve their presentation, regardless of whether or not the presentation was uploaded in advance. Once you have viewed your presentation, it will be uploaded to a secure server and sent electronically to the meeting room in which you are presenting. All presentations must be uploaded into the NUTRITION 2023 presentation management system.

SPEAKER READY ROOM HOURS	
<i>ROOM: Jefferson, Sheraton Boston Hotel</i>	
Friday, July 21	9:00 AM – 5:00 PM
Saturday, July 22	7:00 AM – 6:00 PM
Sunday, July 23	7:00 AM – 6:00 PM
Monday, July 24	7:00 AM – 6:00 PM
Tuesday, July 25	7:00 AM – 11:00 AM

Session Room Equipment

Standard equipment includes:

- Standing podium with microphone
- Computer at AV technician table
- Projection screen
- LCD projector

- Moderator microphone
- Speaker timer
- Wireless advance slide and pointer

Tips for Presenters

- Make slides as simple as possible.
 - Aim for no more than 7 lines per slide.
 - List main points and expand on them verbally.
 - Presentations will be projected in 16:9 format; however, screens can accommodate a 4:3 format, as well.
 - Use standard fonts, such as Arial, Times 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 from the back of a large room.
 - Resist the urge to cram text into your slides to overcome the 4-minute time limit!
- Even though the talks are short, be sure to follow standard presentation techniques: stand straight, make eye contact, speak clearly and don't read from your slides.
- Since your time is short, consider getting right to the heart of your topic. Focus on the most interesting details, significant learnings, how your study adds to the literature, etc.
- Rehearse ahead of time. Think about delivery – what you will say and how you will say it. Use a timer to be sure you stick to 4 minutes.
- Talk slow and steady. Limit your talk to the essentials only. Make sure you don't speak fast, trying to cram everything in.
- Keep it fun and upbeat, if possible, to engage your audience.

Poster Sessions

If your abstract was selected for a poster session, your poster will be displayed during one of three main poster sessions during NUTRITION 2023. These poster sessions will take place on July 22, July 23, and July 24. Each day, presenters will stand by their posters for one hour during assigned poster presentation times (see below).

As you prepare for your presentation at NUTRITION 2023, ASN strongly recommends that presenters use people-first language. This includes describing individuals as people with a medical condition rather than as diseases or disabilities. Terms such as “adults with obesity” and “children with diabetes” are preferred over “obese adults” and “diabetic children”. For more information consult “Use of people-first language with regard to obesity” [Am J Clin Nutr 2018;108:201](#) or “The Effect of Words on Health and Diabetes” [Diabetes Spectrum 2017;30:11- 16](#).

All poster presentations will take place in Hall C of the Hynes Convention Center which is accessible from the Sheraton Boston Hotel.

Your assigned poster board number and poster presentation time will be sent by separate email in May.

Please arrive for your poster presentation at least 10 minutes prior to the start of the poster presentation time.

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

Please follow the schedule below for hanging, presenting, and removing your poster. Pushpins will be provided for you to attach your materials to the poster board. ASN is not responsible for posters that remain after the removal time.

POSTER SESSIONS <i>HALL C, Hynes Convention Center</i>				
Day	Hang Poster	Poster Displayed	Poster Presentation <i>(stand by poster)</i>	Remove Poster
Saturday, July 22	9:00 AM – 10:00 AM	10:00 AM – 4:00 PM	12:00 PM – 1:00 PM	4:00 PM
Sunday July 23	7:00 AM – 8:00 AM	8:00 AM – 5:00 PM	11:45 AM – 12:45 PM or 12:45 PM – 1:45 PM	5:00 PM
Monday, July 24	7:00 AM – 8:00 AM	8:00 AM – 5:00 PM	11:45 AM – 12:45 PM or 12:45 PM – 1:45 PM	5:00 PM

NUTRITION 2023 Photography and Recording Policy

Please review the NUTRITION 2023 Photography and Recording Policy on pages 4 fully. To view the policy online, please [click here](#).

As a presenting author, please include one of the icons below on your poster 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 your poster.



[Click here](#) to download icon



[Click here](#) to download icon



Instructions

Posters should be readable by viewers three feet away. Use large print and shade or color block letters when possible. A minimum font size of 28 point and a maximum of 600 words are recommended. The message should be clear and understandable without oral explanation.

The poster-board surface area is 4 feet high and 6 feet wide. Prepare a 6 inch high headline strip that runs the full width of the poster. Include the title, presenting author, co-authors, and affiliations on the strip in letters not less than 1 inch high. Remember to leave space on the board for colleagues to leave notes and include an email address for viewers to contact you later. You may attach business cards and/or copies of your abstract to your poster board.

Guidelines

The following guidelines will help improve the effectiveness of your poster communication:

- **Initial Sketch:** Plan your poster 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. An 8.5" x 11" sheet of paper enlarged 50% makes the text readable from a distance of three to five feet.

- **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.

Poster Printing Services

Presenters have the ability to print their posters at local FedEx Office locations listed below. Please contact the FedEx Office locations directly to discuss and confirm all poster printing matters.

Please note the following:

- The locations listed below are closed or have limited open hours on Saturday and Sunday.
- When submitting your printing needs by email to a FedEx Office location, be as specific as possible.
- For the file you upload to be printed, the better quality the file submitted is, the better the quality it will be printed.
- Ensure your file is sized for poster size. For example, if you need to print a 36x48 inch poster, ensure the file is sized accordingly. Failure to do so will result in a grainy final product.

FedEx Office at Sheraton Boston Hotel, 39 Dalton St Boston, MA 02199, (617) 587-5444, USA5036@FEDEX.COM

- Place an order online by [clicking here](#).
- Orders must be placed at least 48 hours in advance.
- Hours of Operation:

Monday: 7:30 AM – 6:00 PM	Friday: 7:30 AM – 6:00 PM
Tuesday: 7:30 AM – 6:00 PM	Saturday: 9:00 AM – 1:00 PM
Wednesday: 7:30 AM – 6:00 PM	Sunday: CLOSED
Thursday: 7:30 AM – 6:00 PM	

- FedEx Office at Boston Marriott Copley Place, 110 Huntington Avenue Boston, MA 02116, (617) 421-1890, USA5611@FEDEX.COM

- Place an order online by [clicking here](#).
- Orders must be placed at least two weeks in advance.
- Hours of Operation:

Monday: 7:30 AM – 6:00 PM	Friday: 7:30 AM – 6:00 PM
Tuesday: 7:30 AM – 6:00 PM	Saturday: 8:30 AM – 12:00 PM
Wednesday: 7:30 AM – 6:00 PM	Sunday: CLOSED
Thursday: 7:30 AM – 6:00 PM	

- FedEx Office at John B. Hynes Veterans Memorial Convention Center, 900 Boylston St Boston, MA 02115, (617) 954-2725, USA1325@FEDEX.COM

- Place an order online by [clicking here](#).
- Orders must be placed at least 48 hours in advance.
- Hours of Operation:

Monday: 9:00 AM – 5:00 PM	Friday: 9:00 AM – 5:00 PM
Tuesday: 9:00 AM – 5:00 PM	Saturday: CLOSED
Wednesday: 9:00 AM – 5:00 PM	Sunday: CLOSED
Thursday: 9:00 AM – 5:00 PM	