



Orthopaedic Trauma Association

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Guidelines for Presentation of Papers at the 2009 OTA Meeting

All authors (podium and poster) are required to register and pay the registration fee for the annual meeting.

1. The presentation time limit is 6 minutes.
2. The preliminary program will be online by June 8. Please review to make sure that the wording is correct for your abstract title, authors, and institution where the study was conducted.

Your original abstract will be used in the Final Program, **unless by June 4**, you upload a revised abstract copy via the abstract acceptance page: http://www.ota.org/abstracts/accepted_login.cfm . Updated abstracts must be edited to 1 page with no graphics and include all authors. Do not format your abstract other than to use bold for the section headings (e.g., **Results**) and for the name of the presenter. The abstract should use 12-point type with 1-inch margins. Do not use capital letters. For style guidelines, follow the *AMA Manual of Style*, 9th edition. Use the following symbols (found under Insert, symbols in Microsoft Word): ° (not a superscript o); ± (not + underlined), and “*P*” for probability and “*t* test”.

3. Review your PowerPoint presentation with the AV techs the day before your presentation.
4. **Manuscripts are due Wednesday, September 2, 2009** to allow moderators to review your paper prior to the meeting. Submission of manuscript(s) is required to be eligible for OTA award eligibility. **All authors of manuscripts submitted after this deadline will not be allowed to present papers or posters at the OTA for two years.**
5. **FDA** Due to increased attention by the U.S. Food and Drug Administration (FDA) on the regulatory status of certain devices used in orthopaedic surgery, the OTA leadership requests that each presenter announce to the audience the FDA classification of each device mentioned. **State from the podium and indicate on your first PowerPoint slide whether the device has FDA approval.**
6. **Financial Disclosure** ACGME guidelines mandate that all institutional and personal financial support be disclosed from the podium as well as on your first PowerPoint slide. These potential conflicts of interest only need to be quickly listed; presenters should not take more than a few seconds to show the slide and mention conflicts that are directly related to the presentation. If the moderator feels it is needed, they can use the discussion time to ask for further clarification.
7. State conclusions and major points at the beginning of the presentation or at least early enough so they will be covered if time runs out.
8. Present description of study and supporting data succinctly. In 6 minutes there is not sufficient time to wander to minor points or to present data in complete detail.
9. Round off percentages and numbers.
10. Keep the message short on your PowerPoint presentation slides and cover only one major point.
11. Avoid complex graphics; the listener has only a few seconds to digest the message on each slide at the same time he/she is listening to you.