Overview
Platform presentations must cover the material reported in the abstract. The first author presents his/her paper, unless otherwise agreed upon with the ASC National Office. Please note that your presentation must be limited to 10 minutes, and then a 2 minute wrap-up period is allotted. There will be three minutes for questions and comments from the audience after your presentation. The session moderator will strictly enforce the 15 minute time allotment, and will cut you off if time is exceeded. It is highly recommended that you prepare yourself to speak no longer than the allotted time.

The Audiovisual team will be downloading all presentations ahead of time, so be prepared to come to the Speaker Ready Room 24 hours ahead of your presentation time (your assigned time for loading your presentation will be sent at a later date). Please plan on arriving in the Scientific Session room 15 minutes prior to the start time listed above. This period of time is important for you to get ready and familiar with the audiovisual equipment and introduce yourself to the session moderators. Please sit in the reserved seats in the front row of the Scientific Sessions Room.

Should circumstances prevent you from making your presentation, you must arrange for a substitute to present your paper and notify the ASC National Office by phone (302) 543-6583 or by e-mail education@cytopathology.org as soon as possible.

Continuing Medical Education
The American Society of Cytopathology is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

The Continuing Medical Education mission of the American Society of Cytopathology (ASC) is to provide and support educational activities to encourage and promote greater knowledge of cytopathology, resulting in enhanced detection, diagnosis and prognostication of disease processes, and set the highest standards for quality patient care.

Audience
The Meeting is available to and will be attended by pathologists, cytopathologists, cytotechnologists, students, and other members of the cytopathology community. The number of participants ranges from 700 to 900. (See “Platform Presentation Tips” PowerPoint for further information on presenting.)

Presentation Times
You must be seated in the Scientific Session Room, near the podium, before the start of your Platform Session.

Platform Presentations #1 - #4
Saturday, November 13, 2010, 2:00 pm - 3:00 pm
1: 2:00 pm – 2:15 pm
2: 2:15 pm – 2:30 pm
3: 2:30 pm – 2:45 pm
4: 2:45 pm – 3:00 pm
Platform Presentations #5 - #8
Sunday, November 14, 2010, 8:00 am – 9:00 am
5: 8:00 am – 8:15 am
6: 8:15 am – 8:30 am
7: 8:30 am – 8:45 am
8: 8:45 am – 9:00 am

Platform Presentations #9 - #12
Sunday, November 14, 2010, 10:00 am – 11:00 am
9: 10:00 am – 10:15 am
10: 10:15 am – 10:30 am
11: 10:30 am – 10:45 am
12: 10:45 am – 11:00 am

PowerPoint Presentation
The ASC provides all speakers with a PowerPoint template that should be used for all Annual Scientific Meeting electronic presentations. The template is available for download on the ASC Web site.

Tips for creating a PowerPoint Presentation: (See “Tips” PowerPoint for further information.)

- Follow the 6 X 6 rule: Use no more than 6 words per line, and no more than 6 lines per slide.
- Font size recommendations: 40 point for titles/main headings, 24-36 point for sub topics.
- Use contrasting colors for the text and the background so that the text is easier to read.
- Only include key words, phrases, and/or concepts rather than sentences and paragraphs. You will explain/discuss these key points in your oral presentation.

Audiovisual Equipment
The Scientific Session room will be equipped with the following:
- Podium with a wireless lavaliere microphone
- Head table with table top microphone
- Projection screen
- Laser pointer
- Computer with Windows Operating System (with PowerPoint Software)
- LCD projector with wireless remote
- Floor microphones for audience
- Confidence monitor for referencing projection screen
- Audiovisual technician

A computer with Windows Operating System and PowerPoint Presentation Software will be provided for electronic presentations. Your presentation will be loaded to the hard drive of the computer and transferred to the Scientific Session Room from the Speaker Ready Room. It is requested that PowerPoint files be transferred to the computer via USB Flash Drive or CD-ROM. Please use standard fonts for PowerPoint in
preparing your presentation. The file name should begin with the speaker's last name.

Scientific Session speakers must bring their own laptop if your presentation contains any special graphics or programs, other than Windows and PowerPoint. Please notify the ASC Office if you plan on using your own PC to present. If you utilize a MAC computer, you are required to bring all converters that are necessary for presenting.

**The Audiovisual team will be downloading all presentations ahead of time, so be prepared to come to the Speaker ready Room 24 hours before the start of your presentation session to load your presentation. A schedule will be sent with more specific details regarding this.