

# Rapid Fire Presenter Checklist

## What is a Rapid Fire?

A Rapid Fire presentation is an abstract selected by the Program Committee to be presented in a track hub open theater at ASM Microbe. Rapid Fire presentations occur on Friday and Saturday of the meeting from 11:45pm-12:30pm. Each presenter will have five minutes to present a three-slide PowerPoint on their research and take questions from the audience. The entire session lasts up to 45 minutes, with up to 8 speakers. The date, time, and location of your presentation will be detailed in your disposition letter. This information will also be available in the Tasks tab of your [presenter portal](#).

NOTE: Rapid Fire Abstracts are subject to withdrawal if the presenting author does not register by Tuesday April 1, 2024. The email address used for registration must match the address used for the abstract and ASM account.

## How to Format Your Presentation:

- 9 Include 3 short PowerPoint Slides that have the following headers:
  - o Background/Introduction
  - o Methods
  - o Conclusion
- 9 Summarize your slides in 3 minutes
- 9 Allow for 2 minutes of questions from the audience
- 9 All scientific presentations are 16x9, High Definition. Accepted formats are PPT or PDF.
  - o Projection: The Presentation Management System vendor will contact you directly with instructions to upload your presentation to their system before ASM Microbe 2024 begins.
  - o The ASM Microbe branded PowerPoint template is available in the [presenter portal](#)
  - o Important note: To protect the integrity of the abovementioned presentation management system, personal laptops will not be permitted for presentations at meeting. If you have questions, please contact ASM Staff.

## Audio-Visual Setup in the Lounge and Learns

The Track Hub areas are open locations in the poster hall on the exhibit floor with a screen, laptop with the presentation management system, handheld

General Guidelines:

Hold microphone close to mouth when speaking so attendees can hear your presentation  
Technician will clean microphones in between each presentation.  
One slide = One idea