



Presentation Guidelines

So you will be presenting your work during the 2020 SBAR Virtual Retreat. Wonderful! The whole SBAR team is looking forward to learning more about what you've accomplished, and this will be an opportunity for you to share your/your team's progress. The following provides guidelines to help you prepare.

Requirements and Due Dates

1. All presenters **MUST** be registered for the SBAR Virtual Retreat. (Otherwise, you will not receive the meeting access code in order to present to the group.)
2. Submit an abstract as a PDF or Word document for your presentation to Cara Shopa (caraduncan@arizona.edu) by Wednesday, 15 July 2020. The abstract format is available on the SBAR website. Your abstract should briefly describe your work so that everyone is encouraged to attend your virtual presentation.
3. Use the SBAR Virtual Presentation Template provided on the SBAR website to craft your PowerPoint presentation. If you are unable to download the template, please reach out to Cara to trouble shoot.
4. Submit your final presentation to Cara by Sunday, 19 July 2020.

Details

- Presentations will be 8 minutes each.
- There will be 2 minutes for Q&A following your presentation. Any questions left unanswered during the live time will be forwarded to you for follow-up. Separate Zoom breakout rooms will be available for one-on-one conversations and more in-depth discussions as necessary.
- All presentations must be complete and final versions submitted to Cara by Sunday, 19 July 2020. *Because we are hosting a virtual retreat, no updates to presentations following this date will be allowed.*
- All presentations (slide decks) will be managed by the Retreat Leader. You will not have the ability to progress your own slides during your presentation, but will indicate "next" when the slides should be advanced. *It is recommended that you prepare timed slide animations if you want them to appear on a particular slide.* Please plan accordingly.
- Address the following in your presentation remarks:
 - How does your work help to address an SBAR goal and specific objective(s)? Refer back to the SBAR goals and objectives as outlined on the website. (<https://sbar.arizona.edu/our-goals/project-objectives>)
 - Did your work build on the work of others before you? How does your work connect to the previous work?
 - Briefly describe your work – what have you achieved? And what do the results tell us?
 - What is next? What gaps remain? What will your work address going forward?