SAR MODERATOR GUIDELINES

SAR Annual Meeting • February 16–21 • Tucson Arizona

SAR IN-PERSON WORKSHOP GUIDELINES

Bring your presentation to Arizona!

- Create a 30 minute presentation of your workshop with your co-presenter
  - o Each presenter should plan for a 15 minute presentation
  - o Your presentation should be created in PowerPoint
  - o You may use whatever PowerPoint template you prefer.
  - o 2025 SAR Annual Meeting Template (optional)
- Presentations should be brought to the meeting on a flash drive. You will present directly from the provided laptop in the workshop room.
- If you need additional assistance, please contact the SAR Offices admin@abdominalradiology.org

SAR ON-DEMAND WORKSHOP GUIDELINES

UPLOAD DEADLINE: January 23, 2025

- Create a 30 minute video presentation of your workshop with your co-presenter
  - o Each presenter should plan for a 15 minute presentation
  - o Your presentation should be created in PowerPoint and then recorded using video when possible.
  - o You may use whatever PowerPoint template you prefer.
  - o 2025 SAR Annual Meeting Template (optional)
- One presenter should upload the presentation into the speaker portal
  - o File name format: 2025_Presenter1LastName_Presenter2LastName_OnDemand Workshop i.e. 2025_Smith_Jones_OnDemand Workshop
  - o Select file, upload, and then click Complete Task
  - o The presenter who does not upload the presentation should check the box that says "I have nothing to upload" and then click Complete Task
- If you need additional assistance, please contact the SAR Offices admin@abdominalradiology.org