



## AMERICAN ASSOCIATION FOR LABORATORY ANIMAL SCIENCE

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TO: 2012 Platform Session Participant

FM: Valerie A. Hamlin, BS, CMAR, RLATG, 2012 Platform Session Chair  
Betty R. Cartwright, AALAS Director Meetings and Financial Services

RE: Platform Session Instructions

Congratulations on having your abstract accepted for the Platform session at the 2012 AALAS National Meeting. The 2012 Program Committee greatly appreciates your participation and willingness to share your knowledge.

The platform sessions are contingent on the quality of the presentations. As evidenced by the acceptance of your abstract, I am confident that you have interesting and relevant information to present. However, for your platform to be effective, it is critical that the information is conveyed in a clear, concise, and organized manner.

For platforms evaluating commercial products, it is acceptable to state the evaluation and conclusion of the study. However, advertisements for or soliciting sales of a product through the presentation is not acceptable (AALAS policy).

### Presentation Guidelines:

- Time limit is 15 minutes total, therefore your presentation should be 12 minutes or less, in order to allow at least 3 minutes for questions. Adhering to the time limit is critical for keeping the session on schedule and showing respect to your fellow presenters.
- You are encouraged to practice your presentation to ensure that you will adhere to the time limit.
- Find the session moderator and introduce yourself prior to the start of the session. If this is not possible, then make sure that you sit in the front of the room and introduce yourself before the moderator would need to introduce you.
- You must listen to the session moderator. When you are told your time is up, you must leave the podium, even if there are still audience members with questions. Further questions can be answered after the session.
- Your presentation can be loaded in advance of the National Meeting to a "presenter website" and you can make updates to your presentation on-site in the speaker ready room as late as the day before your session is scheduled.

Please read the information carefully. Although these are guidelines, the program committee feels conformity to them will enhance the platform session overall.

Thank you in advance for your cooperation and efforts in contributing to this important segment of the scientific program. I look forward to meeting you in Minneapolis. Do not hesitate to contact me should you have questions at (734) 764-3531 or email [valhill@umich.edu](mailto:valhill@umich.edu).