

ORAL ABSTRACT PRESENTER CHECKLIST

ACCEPTING YOUR ROLE

- Click email link to accept invitation.
- Register for #HRS2024 and book your hotel.
- Upload your headshot via your HRS Profile.

CONFIRMING YOUR SESSION

- View your invitation for presentation information including date and time.
- Determine if you will prepare an optional ePoster PDF for display in the online abstract catalog.

PREPARING YOUR SESSION

- View Presenter resources and FAQs on HeartRhythm.com
- Prepare your slides.
- Upload your presentation (and optional ePoster) by **May 8, 2024**, so it can be accessed onsite when you present.
- Practice, practice, practice!
- Share information about your session on social media to encourage attendance.

DURING YOUR SESSION

- Smile and introduce yourself.
- Speak up and take your time.
- Talk to the audience, not the screen.
- Stick to your allotted time.
- Encourage audience engagement.