SIME 2021 TOOLKIT

Practical guide to make a good congress presentation

Evidence Based Aesthetic Medicine

Guidelines for a successful Aesthetic Medicine

42nd CONGRESS

Italian Society of Aesthetic Medicine

JULY 16th 17th 18th

16th CONGRESS

Italian Academy of Anti-Aging Medicine

Endorsed by

Introduction

TEMPLATES

Two different presentation templates will be at your disposal: ones with a dark background and ones with a light background.

GRAPHICS

Background
In order to obtain a clear presentation, avoiding choosing a chaotic background is essential.
To limit eye fatigue, one should consider opting for a light background if the slides are presented in lit rooms, and a dark background if the presentation is held in dark rooms.

Colors
Using flat colors or slightly gradient colors is highly recommended, as maintaining the necessary chromatic contrast for the different elements which compose the slide, text, graphs and images is very important.

Logo
The insertion of a personalized logo is essential.

Page numbers
It is highly recommended to insert the progressive and the total number of the slides (1/18, 2/18, 3/18 ...).

Introduction and conclusion
Each presentation should start with an introduction slide, containing: the **Title** of the presentation; **Name and Surname** of the Speaker, **Institution** and **e-mail address**; any other **Authors**; and the **Date and Place** of the presentation. **A conclusion slide** is always appropriate. This is the opportunity to remind the audience what they've learned.

Graphic elements
Lines and borders are used to make the slides more pleasant and easy to follow. In this case it is very important to use a minimalistic touch: complex slides strain the audience and contribute to augmenting the level of overall distraction.

Text
Please use a rather basic font: e.g. **Arial, Calibri or Times New Roman**; and text size ranging from **28 to 36 for the slide titles and 16 for the text.**
The goal is to create a template used throughout the whole presentation: every time you add new information, these are automatically formatted in order to include the chosen font, the colors and the size of the elements in every next slide.
Pay attention to the first phase of creation: the clarity, the sobriety and the sense of harmony among the different elements of the presentation need to be respected.

Rundown for presentation slides

PRESENTATION "CLINICAL STUDIES"

1) Title of the presentation - Author - Education - Affiliation
The number of the slides has to be appropriate for the minutes you have at your disposal for the speech (e.g. 10 minutes of speech = 15 slides at most).

2) Introduction
The introduction is a short overview of the study. It should be concise, but sufficient to lead the reader towards the main aim of the investigation. It consists of a structured draft which provides a general idea before looking at the details of the study. To achieve this purpose, the introduction has to answer the following questions:
1. What is the problem?
2. Do solutions already exist?
3. What is the best solution among the researched ones?
4. What are its limits?
5. How does one overcome the limits?
You can pass from a general plan, through the introduction, to a more specific plan.

3) Analysis of published texts
You have to conduct a complete research of the text by using databases. A complete literary review should provide a short description of the most important and recent studies published on that topic.

4) Goal of the study
The goals are general but concise statements, of what the trial achieved. They create a frame for the whole presentation.

5) Methods
This section should describe what exactly occurred during the completion of the study and the methods used to analyze it. **Citing the brand of the product (drug, cosmetics or medical device used) should be done ONLY on this slide; it is always nevertheless better to not mention the brand of the product, but only the active principle or the technology used.**

6) Results
The results of the clinical trial include all the data, the measurements and the statistical analysis, if appropriate, created during the study. In addition to the obtained data, it is essential to present **pre and post treatment cases** where one should insert the detailed information: description of the intervention, demographic data of the patients, **time, dosages, follow up** and qualitative/quantitative results. One should also use detailed tables which help to better comprehend the described case.

7) Discussion
1. The aim of this section is reading the results and supporting the conclusions, comparing the data of your own study with the results of others
2. Explain in detail why the presented data agrees or disagrees with the others
3. Discuss possible mistakes or limits of the study
4. Offer different explanations of the collected data, if they are relevant
5. Discuss unsolved questions and future steps for the study

8) Conclusions, *"Take Home"* message
The aim of this section is to highlight the most significant results and the conclusions of the research.
1. Reiterate the key points of the study **without introducing new analysis or interpretations**
2. Discuss whether the goals of the study have been achieved
3. Describe how a future study could be improved compared to your own according to the limitations and errors made

9) Bibliography
Please include all literary citations in any slide in which they are mentioned. It is preferred if not all citations are inserted in the last slide.

PRESENTATION "CASE REPORT"

1) Title of the presentation - Author - Education - Affiliation
The number of the slides has to be appropriate for the minutes you have at your disposal for the speech (e.g. 10 minutes of speech = 15 slides at most).

Each case report must include:
1. Description of the case report: personal data of the patient
2. Description of the case report: family history, physiological, remote and recent medical anamnesis
3. Description of the case report: physical examination
4. Description of the case report: therapy and relative reasons (description of the intervention, demographic data of the patients, time, dosages, follow up and qualitative/quantitative results)

2) Analysis of published texts
It is essential to conduct a complete research of the literature by using databases. A complete literature review should provide a short description of the most important and recent studies published on that topic.

3) Results (deducted for each case report)

4) Discussion and implications for the clinical practice and possible future researches

5) Conclusions
The aim of this section is emphasizing the most significant results and the *take home message* for the clinical practice.

PRESENTATION "REVIEW"

1) Title of the presentation - Author - Education - Affiliation

2) Introduction
Define the problem, the aim and the structure of the review.

3) Analysis of the literature
A complete research on the published works must be conducted by using databases. You have to make an exhaustive review of the scientific literature on the related topic, paying attention to the sources which must be referenced in order to point out, evaluate and report all the evidence related to the

scientific question that has to be examined. You have to present the inclusion criteria of the studies within the review. When the literature is too large it could be useful for organizing the collected data in *"data extraction tables"*, in order to highlight the main information.
These tables can be made of columns listing author/authors, title of the study, journal and date of publication, summary data.

4) Results
The results included in the review must be analyzed, combined together and where appropriate one should provide a quantitative synthesis as well as a critical analysis.

5) Discussion
Comparison between agreement and disagreement of the results in the different studies. This analysis allows one to know if future studies can implement the research already made or modify them.

6) Conclusions
The conclusions require a critical judgement concerning the wide and reliability of the information about the topic. One has to clarify what they have studied and if the research can be deemed appropriate. It is also very important to highlight if there are gaps or areas where the research results are incomplete in order to draw **possible questions and future directions for the research.**

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an AbbVie company

Italian Society of Aesthetic Medicine

aimaa
Italian Academy of Anti-Aging Medicine

Scientific Secretariat - SIME / AIMAA
Via Monte Zebio, 28 - 00195 Rome - Phone +39.06.3217304
sime@lamedicinaestetica.it - lamedicinaestetica.it

SALUS Internazionale ecm

Organising Secretariat - Salus Internazionale ECM
Via Monte Zebio, 28 - 00195 Rome - Phone +39 06.37353333
salus@editricesalus.it - salusecm.it