Speaker Presentation Guidelines

We are so pleased to have you as a presenter at the 2018 NACNS Annual Conference!

We have prepared these guidelines to help you with your presentation. We have several types of sessions: podium, symposium, clinical management lectures and workshops. Please review the guidelines below for answers on the length of your presentation, computer and technical details and more. You can find the type of presentation you were assigned in our original email or in the Schedule at a Glance

Sessions

Individual podium presentations are to be 20 minutes in length followed by five minutes for Q&A. The conference planning committee clusters accepted podium presentations in conference sessions with other papers on similar topics.

Symposium Presentations are submitted as a collection of three papers from a group of authors during the original abstract process. The symposium presentation begins with a brief five-minute overview which introduces the focus of the session. Each of the three paper presentations have 20 minutes each to present, then the remarks will follow with a Q&A.

Clinical management lecture is an in-depth presentation of a chronic disease or health problem that includes the pharmacological management for the selected disease/health problem. Presenters will lecture for 60 minutes, followed by a 10 to 15 minute Q&A for 10-15.

Workshops are approximately two hours in length and are designed to provide in-depth, hands-on or an interactive presentation. The workshop structure is driven by the presenters, but each should include a mix of content presentation, group discussion, Q&A, and, if appropriate, demonstrations, learner participation and/or small group work. This year the NACNS board of directors appointed

workshops for the 2018 annual conference, going forward workshops will be part of the abstract submission process in 2019.

Poster presentations are stand-alone visual displays focusing on one topics of interest. One presenter is required to be present during the main poster viewing session to respond to Q&A with conference attendees. Posters are used for works-in-progress or for completed works.

Presentation Details

Computer Guidelines
- NACNS will provide a computer, to be located at the podium.
- Presenters are responsible for advance their slides from the podium. Presenters will be able to see slides on the screen and on the monitor.
- Conference computers will use PowerPoint 2010, but earlier versions of PowerPoint should be compatible.
- Presenters must bring their presentation on an external flash drive. You should load your presentation on the computer in your session room the morning of, or at the latest during the break before, your session. Audiovisual technicians will be available for on-site technical assistance.
- Presenters should submit handouts so NACNS staff can upload them to the online system. Handouts can be a copy of the PowerPoint presentation in PDF format (three slides per page with notes) or other documents (in Word or PDF) that support the presentation. Please submit all handouts no later than **Monday, February 12, 2018 to info@nacns.org.**
- A podium microphone will be in each room.

Presentation Slide Format
- NACNS suggests presenters set the page for "On-Screen Show (4:3) with a width of 10" and a height of 7.5"
- NACNS suggests a minimal slide typeface of 28 point and hard-copy typeface to be a minimum of 1/4 inch.
- NACNS recommends an easy to read typeface for slides, such as sans serif fonts like Helvetica or Arial.
- NACNS recommends presenters use color for emphasis only. White or black lettering on a blue background is easy to read. Avoid light lettering on a light background, red or green text and please be considerate of those who are color blind.

Presentation Style Points
- Presenters should limit messages on slide to seven lines or less. Do not use more than seven words per line.
- Keep it simple! Two or more slides with less text is better than a crowded or complicated slide.
- Keep illustrations and graphics simple. A slide is not a textbook. Significance of data can be grasped more quickly in a simple graph than in a complex table. Use rounded figures and captions sparingly.
- Darker saturated backgrounds work best. Whenever possible presenters should test their presentation on a projection system.

- If original artwork is generated on a computer slide program such as PowerPoint or Freelance, the printed format of the artwork is 7.5 inches by 10 inches. The minimum height of lower case letters should be 38 points.
- Please be aware of copyright issues when developing your slides. All speakers are responsible for any copyright violations.

Speaker Introductions
- Each conference session is assigned a volunteer who will introduce the session and the speakers.
- NACNS provides the volunteer with information on each speaker provided by the presenter in their original abstract submission.
- If presenters prefer a different introduction, please bring a short printed biography for the volunteer introducing the session.

Other Important Information
- Unfortunately, NACNS cannot supply a speaker ready room at the 2018 Annual Meeting.
- If presenters have an emergency with their slides, please check-in with NACNS staff at the registration desk.
- Speakers may be asked to change presentation rooms and/or asked to repeat their session. We appreciate presenter's flexibility if this unlikely event occurs.
- Some of our sessions will audiotaped for future use by NACNS. These sessions are identified by the number of people that pre-register for the session. Presenters will be contacted and asked to complete additional paperwork if your session is selected.
- All presentation handouts will be posted on the NACNS web site so conference participants can access them.

In Case of Emergency
- If your flight is delayed and it impacts your scheduled presentation time, NACNS staff will work to reschedule the presentation if at all possible.
- Please contact the NACNS Headquarters Office at (215) 320-3881 or info@nacns.org.