



Speaker Presentation Guidelines

We are so pleased to have you as a presenter at the 2020 NACNS Annual Conference!

We have prepared these guidelines to help you with your presentation. Please review the guidelines below if you have any questions about the length of your presentation.

Types of Sessions

A reminder that there are several types of sessions: podium, symposium, clinical management lectures and workshops. You can find the type of presentation you were assigned on our original email or within your Proposal Space account.

Individual podium presentation. Podium presentation papers are to be **20 minutes in length** followed by 5 minutes for Q&A. The conference planning committee assigns the accepted podium presentations to break out sessions with other papers on similar topics.

Symposium Presentation. Submitted as a collection of 3 papers plus a brief 5-minute overview that introduces the focus of the symposium. Each of the 3 paper presentations have **20 minutes each**, then Q&A will follow. The symposiums are submitted as a group of authors during the original abstract process. So, if you did not submit as a symposium presenter, your session will not be assigned to a symposium.

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

Workshops are approximately **2 hours in length** and are designed to provide in-depth and hands on/interactive presentation of materials. The structure of the workshop is driven by the presenters, but should include a mix of content presentation, discussion, Q&A and if appropriate demonstrations, learner participation and/or small group work.

Details for Your Presentation

Room Set-Up

- NACNS will provide a laptop which will be located at the podium.
- You will advance your slides from the lectern and will be able to see them on the Screen and on the monitor.
- Each room is set up with a podium microphone.
- If you would like your presentation to be pre-loaded on the laptop prior to your presentation, your presentation needs to be submitted to NACNS by January 31, 2020 to meetings@nacns.org.
- You should also bring your presentation on a flash drive for back-up.
- Audiovisual technicians will be available throughout the meeting space should you have any questions or issues regarding the equipment in the room. Staff will also be present to help you.

Supplemental Materials for Attendees (Handouts)

- All presenters are asked to please submit additional materials/handouts to be uploaded to your Proposal Space abstract submission. We will post these online to allow attendees to download the materials prior to the conference. Handouts can be your PowerPoint presentation in PDF format (3

slides per page with notes) or ancillary word or PDF documents that support the presentation. Please submit all handouts no later than **January 31, 2020** to meetings@nacns.org.

Computer Slide Format

- An ideal format for your powerpoint presentation would be a 16x9 format, as this version that will look best on the screens provided in the breakout meeting space
- A minimal slide typeface of 28 point and hard-copy typeface to be a minimum of 1/4 inch is suggested.
- NACNS recommends a sans serif typeface such as Helvetica or Arial; Arial is PowerPoint's answer to Helvetica.
- Use color for emphasis only. White or yellow lettering on a blue background is attractive and easy to read. Avoid red and green text. Be considerate of those that are color blind.

Computer Slide Lettering

- Limit message on slide to seven lines or less. Do not use more than seven words per line.
- Two or more simple slides are better than one complicated slide.
- Keep illustrations simple. A slide is not a textbook. Significance of data can be grasped more quickly in a simple graph form than in tabular form. Use rounded figures. Use captions sparingly.
- Darker saturated backgrounds work best. Whenever possible test 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 individually responsible for any copyright violations.

General Computer & Software Guidelines

- Please note that all presentations will be shown on the latest version of powerpoint on all laptops which will handle any presentations made with the preceding versions as well.

General Expectation for Session Introductions

- Each session is assigned a volunteer who will introduce the session and the speakers.
- Information on each speaker is obtained from your original abstract submission.
- If you have a preferred introduction, please bring a short-printed bio sketch with you to give to the person introducing you.

Other Important Information

- Unfortunately, NACNS does not have the ability to supply a speaker ready room at the 2020 Annual Conference. If you have an emergency with your slides, please check with the meeting registration desk or use the hotel business office.
- In the event of situations that may arise on site, speakers may be asked to change presentation rooms and/or asked to repeat their session. We appreciate your flexibility if this unlikely event occurs.
- All presentations will be posted on the NACNS web site for access by conference registrants.

In Case of Emergency

If your flight is delayed and it impacts your scheduled presentation time, we will work with you to reschedule your presentation if possible. Please contact Meghan Passante at (571) 623-8949 in case of an emergency, flight delay or other issue.