



We are looking forward to your presentation at the NACNS 2023 Annual Conference! Please review the guidelines below regarding your session.

EVENT INFORMATION

- [NACNS 2024 Annual Conference](#)
- **DATE:** March 10-13, 2024
- **LOCATION:** New Orleans Marriott

DEADLINES & REMINDERS

- **IMMEDIATELY:** Please review your session information and confirm all details are correct for the sharing on the mobile app.
- **Complete [Speaker Disclosure Form](#) by:** December 31, 2023
**If you have a co-presenter → all presenters must fill out this form.*
- **Register:** Early Bird deadline ends February 11, 2024 (*all speakers are **REQUIRED** to register and present in-person*).
- **Book [Hotel Reservation](#):** February 12, 2024
- **SIGN UP FOR ONSITE RECORDING SLOT(S) [HERE](#):** by January 31, 2024.
- **[Upload Presentation & Handouts](#):** February 4, 2024
- **Promote your session** and the conference by using the Social Media Buzz Kit linked below!

SPEAKER RESOURCES

- [PowerPoint Template](#)
- [Speaker Disclosure Form](#)
- [Social Media Buzz Kit](#)
- [Presentation & Video Upload Drive](#)

PRESENTATION DETAILS

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.
- Please 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.

POWERPOINT GUIDELINES

- 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.
- Please be aware of copyright issues when developing your slides. All speakers are individually responsible for any copyright violations.
- 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.

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.

SESSION RECORDING

RECORDING IS REQUIRED.

ON-SITE RECORDING

There will be a separate conference room dedicated to recording your presentation on-site. Please sign-up for your recording slot [here](#). Note, this is in addition to your live presentation. **We will not be capturing a recording of your presentation in your session room.** The sign-up sheet is at a first-come-first-serve basis.

SELF-RECORDING INSTRUCTIONS

Please record your session in an **MP4 format only** by following the below procedure:

1. Download Zoom (free at www.zoom.us). Do **not** record through PowerPoint as the software does not work with the mobile app platform.
2. Complete your presentation and have it open on your desktop.
3. From the Home tab in Zoom, click Start with video. A meeting window will open.
4. Click Join Audio by Computer.
5. When you are ready, hit Share Screen to show your presentation materials. You should still see yourself in a corner on your screen - we recommend that you continue to have your webcam open so that you are shown talking during your presentation. This will help the audience connect with you as the speaker.
6. When you are ready, click the Record button and begin to present. You can choose to Record on this Computer or Record to Cloud. You can advance your presentation using the arrows, mouse, or space bar. To exit the full screen view, hit the Escape button.
7. Click End Meeting when finished.
8. If you selected Record on this Computer, a pop-up window will appear for instructions on how to save your video.
9. If you selected Record to Cloud, the video will automatically save once you end the meeting and you will receive an email telling you when your file has been downloaded. You will need to follow the directions in the email to access your saved file.

Zoom Resources:

Video on how to record Zoom: <https://www.youtube.com/watch?v=xHH5JEsa6B4>

Access Saved Zoom File: <https://support.zoom.us/hc/en-us/sections/200208179-Recording>

Help Center for Zoom, FAQ: <https://support.zoom.us/hc/en-us/categories/201137166>

PRESENTATION, HANDOUT & VIDEO SELF-RECORDING UPLOADS

- **Your presentation needs to be uploaded to the NACNS Google Drive by February 4, 2024.**
Please upload in the appropriate folder based on your presentation date. Self-Recorded videos are to be uploaded in the “Self-Recorded Videos” folder.

Click [HERE](#) to upload.

- All presenters are asked to please upload any additional materials or handouts. We will post these on the conference mobile app 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 upload all handouts no later than February 4, 2024.
- **If self-recording, your video must also be uploaded to the Google Drive in the “Self-Recorded Videos” folder by February 4, 2024.**
- **Please name your files using the following naming conventions:**
PowerPoint: Session Title_Author_PPT
Handouts: Session Title_Author_Handouts
Videos: Session Title_Author_Recording
- Repeat this process for any remaining files you need to share.

REGISTRATION

All presenters are required to register for this event and to pay their own registration fee. If you have not done so already, please [register here](#). Please note that **Early Bird rate ends February 11, 2024.**

HOTEL INFORMATION

ADDRESS

New Orleans Marriott
555 Canal Street
New Orleans, Louisiana, 70130 USA

ROOM BLOCK

We have set aside a limited number of guest rooms at the host hotel.

- The rate is \$249 USD / night
- Check-in time: 4:00pm
- Check-out time: 12:00pm

Please note that wireless internet and parking is **not** included in the guest room rate.

High Speed: \$14.95 per day

Enhanced High Speed \$17.95 per day

Valet Parking: \$49.00 per car, per night

Marriott Rewards Members receive free internet during their stay [Join Today](#)

Book your hotel [here](#)! The room block closes February 12, 2024.

TRAVEL INFORMATION

Speakers must book their own airfare and transportation. For more information on New Orleans or travel & transportation, [please see here](#).

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 meetings@nacns.org in case of an emergency, flight delay or other issue.

If you have any questions, please do not hesitate to reach out. We appreciate your cooperation and look forward to your presentation at this year's Annual Conference.