



Oral and Poster Presentation Guidelines:

- **Posters:** Poster presenter(s) are expected to attend in person during the scheduled poster presentation times to facilitate interaction.
 - Poster Board Dimensions: Each poster board is 8 ft wide × 4 ft high (1.2 m high × 2.4 m wide) and can accommodate two posters per side.
 - **Poster Size Limit:** Your poster must not exceed 3 ½ ft high × 3 ½ ft wide (1.1 m × 1.1 m).
- **Oral Presentations:** Concurrent session talks will be 15 minutes in duration unless otherwise indicated.

Technical AV Presentation Guidelines for Speakers

- All presentation files must be submitted in **Microsoft PowerPoint (.ppt or .pptx)** format. PDF presentations are not recommended unless previously approved.
- Presentation computers provided onsite will operate on **Windows OS with Microsoft Office.**
- Files should be on a thumb drive/ USB drive for easy transfer to the presentation computers
- Slides should be formatted in **16:9 widescreen resolution** (1920 × 1080 recommended).
- All embedded videos and audio files must be included in the same folder as the PowerPoint file and should be tested prior to upload.
- Preferred video format: **.mp4 (H.264 encoding)** or hyperlinked to the presentation.
- Custom fonts should be embedded within the presentation or converted to standard system fonts to avoid formatting issues.
- **Presentations must be loaded onto the conference presentation desktop in the morning or during the scheduled conference break immediately preceding the session, unless otherwise directed by AV staff.**
- To maintain session timing and minimize technical delays, presenters will not be permitted to connect personal laptops to the in-room AV system without prior approval from the conference team.
- Speakers should arrive in the session room at least **15–20 minutes prior** to the start of their session to check in with the AV technician and session chair.
- Standard AV equipment will include:
 - Data projector and screen



- Confidence monitor (where applicable)
- Lectern microphone
- Wireless lavalier or handheld microphone
- Laser pointer and slide advancer
- Internet connectivity in session rooms is intended for basic access only. Live demonstrations, streaming, or web-based applications should not be relied upon unless specifically tested in advance.
- Any special AV or accessibility requirements must be submitted to the conference organizers no later than **July 3, 2026**
- Final presentations should be clearly labeled using the following naming convention:
LastName_FirstName_SessionDate.pptx