



ACS NNRT National Meeting In-Person Speaker Presentation Guidelines

Thank you for agreeing to present at the 2025 American Cancer Society National Navigation Roundtable (ACS NNRT) National Meeting, *Innovative Persistence in Action: Supporting Sustainable Patient Navigation Across the Continuum*. The purpose of this document is to outline some guidelines and helpful tips for presenting at an ACS National Roundtable In-Person Meeting.

Meeting Overview and Request:

Innovative Persistence in Action: Supporting Sustainable Patient Navigation Across the Continuum,

This meeting requires advanced submission of presentations. Please share your presentation with forms link or to karen.costello@cancer.org by September 9, 2025. Presentations will be reviewed, and any comments will be supplied no later than **September 11, 2025**

If you have any questions pertaining to your presentation, please contact karen.costello@cancer.org or michelle.chappell@cancer.org

POWERPOINT PRESENTATION GUIDELINES

- **General:**

- **Slide Templates:** If you are presenting/speaking in the capacity as an official ACS Roundtable Spokesperson, please use the PPT template provided by ACS Team Members. If you are presenting at a roundtable event in your professional capacity, please feel free to use slide deck templates from your institution.
- **Speaker Disclosures:** Please create and place a disclosure slide at the beginning of your slide deck stating any relevant disclosures. If you do not have anything to disclose, please still include a slide that states so. Disclosures should list any relevant personal or financial relationships including but not limited to affiliations, grants, research support, or other financial or material support.
- **References & Image Licenses:** All sources, including images, **MUST** be referenced. If using images, you do not own or personally create, please assume that the image is copyrighted, and therefore you need to have purchased an image license to reuse the photo.
- **Timing:** As you prepare your presentation, please be mindful of the allotted presentation time you have been given. A general rule of thumb is that it takes a presenter 1-2 minutes to present a single slide. If your slides contain complex data or concepts, you may need to spend more time on them.

- **Slide Formatting:**

- **Slide Ratio:** All PowerPoint presentations must be in a 16:9 (widescreen) format. If you are converting an existing slide show, then please check all the slides for format accuracy. When converting to a widescreen format, this should not cause any text issues in your presentation; however, some images may be stretched.
- **Text:** Please use black Arial font. Use color for emphasis only and consider if those accent colors will be eligible throughout the room. Text should be at a minimum of 24 pt to ensure it's readable for the audience.

- **Slide Audio / Visuals:**

- **Videos:** Please be aware of the size of your video files and in most cases, lower resolution videos are sufficient. Large video files should be submitted as separate files in addition to your PowerPoint.
- **Pictures:** Try to avoid overloading your presentation with unnecessary images. JPG images are the preferred file format for inserted images.
- **Animations:** Avoid using slide animations or transitions, if possible.

SUBMITTING YOUR PRESENTATION

- We require all presentations to be submitted before the meeting to allow enough time for the roundtable team to review for formatting requirements, length, content, and to generally be prepared for your presentation.
- When preparing presentations for submission, please title the file as follows:
 - Last name_First Name_Session_Date.
 - Example: Smith_John_Disparities Panel_12.1.2024
- Presentations can be submitted in advance of the meeting by Forms link (on website) or to karen.costello@cancer.org by September 9, 2025. Please note that if you have more than one presentation to submit to this meeting, each must be submitted separately. You will receive a confirmation email once your presentation has been received.
- Any large videos should be submitted as separate files in addition to the PowerPoint.
- It is recommended that you bring a backup copy of your presentation on a USB flash drive.
- **If you need to make changes to your presentation:**
 - If you need to make changes to a presentation that you submitted, you may contact Karen Costello at karen.costello@cancer.org

DURING YOUR PRESENTATION

Please arrive at your session meeting room at least 15 minutes before the start of your session. This should provide ample time to test your audio and visual settings and orient yourself to the equipment provided.

- Speakers will present from the podium using the presentation management software – use of personal Windows or Mac laptops is not permitted.
- We will utilize presenter mode in the meeting rooms. This allows attendees to see your slides on the monitor, but only you can view the associated notes on the lectern.
- A wireless slide advancer will be available at the lectern for you to control/advance your slides during the presentation (left click advances; right click moves back). The mouse pointer can also be used in lieu of a laser pointer.
- A lectern microphone will be provided. Speak directly into the lectern microphone in a normal voice at a comfortable distance between your mouth and the microphone. Do not handle the microphone while speaking. Be cognizant of not turning away from the microphone, as the audience may not be able to hear you.
- For panels, we ask that all panelists sit on stage at the start of the session to avoid unnecessary time spent for presenters to get settled.

EQUIPMENT SETUP

- The following audio-visual equipment will be provided in the Main Session room:
 - Presentation laptop PC at podium
 - Monitor or remote mouse (for slide advancing and use as screen pointer) at podium
 - Confidence monitor of presentation for panel
 - Speaker timer
 - LCD projectors and screens
 - Microphones for presenter and panel
 - Floor microphones for audience Q&A
 - In-room Audio-Visual technician
 - Audio support for video playback

- The following audio-visual equipment will be provided in the Breakout Session rooms.
 - Presentation laptop PC at podium
 - LCD projector and one screen
 - Microphones for presenter and panel
 - Floor microphones for audience Q&A
 - Technician to float between breakout rooms
 - Audio support for video playback

If you have any questions pertaining to your presentation, please contact karen.costello@cancer.org