ACS Roundtable In-Person Speaker Presentation Guidelines

Thank you for agreeing to present at the 2025 ACS National Colorectal Cancer Roundtable (ACS NCCRT) National Meeting. The purpose of this document is to outline some guidelines and helpful tips for presenting at an ACS National Roundtable In-Person Meeting.

This year's gathering will bring our membership together to examine where we stand as a nation on screening, share promising models for treatment and follow-up, and spark new ideas to advance equity across the continuum. This gathering is more than a meeting; it's a chance to align on what's next, guided by our shared belief that every person deserves the opportunity to prevent, detect, and survive colorectal cancer.

This meeting requires advanced submission of presentations. Please submit your presentation and other required speaker information **via this form by** November 3, 2025.

If you have any questions pertaining to your presentation, please email nccrt@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 legible 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 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 **via this form by** **November 3, 2025.**
  - Please note that if you have more than one presentation to submit to this meeting, each must be submitted separately.
- Edits to slide presentations will not be permitted after submission.

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 mouse and/or a wireless slide advancer will be available at the lectern for you to control/advance your slides during the presentation.
- 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 with notes view of presentation
  - Lectern microphone at podium
  - Confidence monitor of presentation
  - Speaker timer
  - LCD projector and screen
  - Handheld/Lavalier microphones for panel
  - Floor microphone for audience Q&A
  - In-room Audio-Visual technician

- The following audio-visual equipment will be provided in the Concurrent Sessions / Breakout rooms:
  - Presentation laptop PC at podium with notes view of presentation (use keys to advance slides)
  - Lectern microphone at podium
  - LCD projector and one screen
  - 1 Handheld microphone for panel
  - Technician to float between breakout rooms

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