



## Presenter and Participant Information

Click on the links below to learn helpful information for presenters and participants.

### External Links

- General Information and Resources
  - [Home Page](#)
  - [Online Program](#)
  - PDF Program: (link coming soon)
  - Mobile App: (link coming soon)
  - [NCME 2026 Annual Meeting PowerPoint Template \(optional\)](#)
  - [NCME 2026 Annual Meeting Logo](#)

### Internal Links

- [Guidelines for All Presenters](#)
- Guidelines by Session Type
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  - [Paper Sessions \(Individual and Coordinated\)](#)
  - [eBoard Sessions \(Individual Paper and Graduate Student Paper\)](#)
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## Guidelines for All Presenters

### ***Prior to the Conference***

- Prepare presentation slides.
  - See [General Tips for Preparing Presentation Slides](#) at the end of this document.
  - Consider using the [NCME 2026 Annual Meeting PowerPoint template](#) (optional).
  - Save your presentation in multiple file formats (e.g., PPTX and PDF) and in multiple places (e.g., USB flash drive and cloud storage)
- Practice your presentation.

### ***At the Conference***

- Plan to arrive to your session 10 minutes before the scheduled start time.
- Before the start of the session, make sure all technology is working correctly.
  - Make sure presentation slides display properly on the screen.
- Presenters are expected to stay for the duration of their sessions to participate in Q&A and discussion.
- Be prepared to leave the session room no more than five minutes after the scheduled end time to give the next session's presenters time to set up.

## Guidelines by Session Type

### ***Training Sessions***

Training Sessions will be half-day (four hour) or mini (two hour) sessions.

### ***Prior to the Conference***

- Presenters should contact all registered attendees and share what is needed to prepare for their training session. Here are some examples:
  - Remind attendees to bring their own laptops with required software installed.
  - Share reading materials.
  - Request attendees fill out a pre-session survey.
- Prepare presentation slides.

### ***At the Conference***

- Equipment provided: Screen, projector, HDMI connectivity/laptop hookup with sound, podium mic, 2 wireless mics
- Equipment presenter needs to bring:
  - USB flash drive with presentation slides.
  - If you plan to demonstrate anything using specific software (e.g., R, python, etc.), bring your own laptop with the software, a HDMI adapter for your device, and a power cord.
- Equipment attendees need to bring: laptop, other items requested by presenter.

## ***Organized Discussions***

An organized discussion is a planned conversation among researchers and/or practitioners around a theme or topic. Organized discussions vary in time depending on the number of speakers, ranging from 60-90 minutes; please check the program for your session time.

### ***Prior to the Conference***

- Prepare discussion questions for presenters to address.
- Prepare presentation slides (if needed).
- Coordinate with co-presenters so everyone knows the planned schedule for the session.

### ***At the Conference***

- Equipment provided: Screen, projector, HDMI connectivity/laptop hookup with sound, podium mic, 2 wireless mics .
- Equipment presenter needs to bring: laptop (ideally the session Chair will coordinate with the presenters and decide on one laptop to use in advance); flash drive with presentation slides.
  - We recommend emailing slides to one selected person in the session (i.e., the Session Chair), in advance of the session, to have the slides saved on one computer prior to the session beginning. This is outlined in roles and responsibilities of Session Chair.
  - We recommend using flash drives as backups, especially knowing that not all laptops accept all these days for security reasons.

## ***Paper Sessions (Individual and Coordinated)***

Individual Paper Sessions and Coordinated Paper Sessions will be either 60 (three papers), 75 (four papers) or 90 (five papers) minutes.

### ***Session Structure***

- The Chair will briefly introduce the session.
- For each presentation, the Chair will briefly introduce the paper title and author(s).
- Each presenter will have approximately the same amount of time to present.
  - The amount of time will depend on the number of presentations and the length of the session.
  - The individual time allocation is expected to include time for transitions, the Chair's introduction, and the presentation.
- Following all presentations, the Discussant will provide comments on the research and pose questions to the presenters.
- Finally, the Chair and/or Discussant will facilitate a Q&A session with the audience.

### ***Prior to the Conference***

- Prepare a paper.
  - All presenters should prepare a paper to accompany their presentation. The purpose of the paper is to provide more information and detail for the Discussant and conference attendees (who may request a copy of the paper).
  - There is no required format for the conference papers; however, we encourage presenters to include information on the research question or problem, methodology, results, and the implications of these findings.
- Deliver the paper to the Discussant in the proposal portal (instructions coming soon for how to do this).
- Once the paper has been submitted to the portal, email the Discussant and copy the Chair to let them know the paper has been submitted.
  - The Discussant will access the paper through the portal (instructions coming soon) and then review your paper before the conference to gain a more in-depth understanding of your research before providing feedback during the session.
  - All presenters should submit their papers to discussants by March 25<sup>th</sup>, 2026—at least two weeks before the conference.
    - Note that Discussants are not obligated to provide commentary on a paper submitted after this date.
- Prepare presentation slides.
  - We recommend emailing your presentation slides to the Chair, and/or to whoever has designated their laptop for use during the session, prior to the conference as a backup in case there are technical issues at the session.

### ***At the Conference***

- Equipment provided: Screen, projector, HDMI connectivity/laptop hookup with sound, podium mic, 2 wireless mics .
- Equipment presenters need to bring: laptop (ideally the session Chair will coordinate with the presenters and decide one laptop to use in advance); flash drive with presentation slides.
  - We recommend emailing slides to one selected person in the session (e.g., the Session Chair) in advance of the session, to have the slides saved on one computer prior to the session beginning. This is outlined in roles and responsibilities of Session Chair.
  - We recommend using flash drives as backups, especially knowing that not all laptops accept all flash drives these days for security reasons.
- While presenting, please pay attention to cues from the Chair about time remaining.

### ***eBoard Sessions (Individual Paper and Graduate Student Paper)***

Individual Paper eBoard Sessions and Graduate Student Paper eBoard Sessions will 60 minutes long. In eBoard Sessions, there are many electronic boards running simultaneously in the

session. No formal presentation is required. Attendees circulate through the room and engage with presenters informally.

### ***Prior to the Conference***

- Prepare a paper.
  - All presenters should prepare a paper to accompany their presentation. The purpose of the paper is to provide more information and detail for the conference attendees (who may request a copy of the paper).
  - There is no required format for the conference papers; however, we encourage presenters to include information on the research question or problem, methodology, results, and the implications of these findings.
- Prepare the presentation slides.
  - Plan for an approximate 3-5 minute slide presentation that can automatically loop if possible. Aim for 5-8 slides.
  - Include a Title, Name, and E-mail on all slides as attendees may walk up at any point as slides are rotating.
- Prepare to present.
  - Note that new attendees may join into a discussion of the paper at different times during the presentation.
  - Be prepared to engage in conversation and discussion about all aspects of the research.
- Consider making a one-page handout summarizing your research to give to attendees. Include the title of the presentation and your contact information on this handout. Alternatively, consider including a QR code in your slides that links to your full paper.

### ***At the Conference***

- Equipment provided: 32" monitor, HDMI cable, and power outlet.
- **Equipment presenter needs to bring: laptop/tablet, HDMI adapter, and power cord.**
- Other materials presenter may (optionally) bring: approximately 10 copies of a one-page handout.
- Find the assigned monitor/station. The Annual Meeting Program will indicate the monitor/station number to which presenters are assigned.
- Presenters should plan to stay near their monitor/station during the session to engage with session attendees.

### ***Innovation Demonstrations (eBoard)***

Innovation Demonstration sessions will be 60 minutes long. A goal of these sessions is for attendees to learn a new skill, insight, or technological support that they can leverage in their work without much additional research or training. Innovation Demonstrations will follow a format similar to other [eBoard Sessions](#), with a few key distinctions:

### ***Key Distinctions from eBoard Paper Presentations***

- There is no expectation that Innovation Demonstration presenters will prepare a paper. However, presenters may prepare other supplementary materials to give to attendees. Such materials can be shared using a one-page handout or via QR code.
- Presenters can consider formats besides a rotating set of slides. The presentation format should be chosen to facilitate the demonstration.
  - For example, if the innovation demonstration focuses on software use, then dynamically demonstrating this software use to attendees may be a sensible choice.
- In addition to bringing a **laptop/tablet, HDMI adapter, and power cord**, presenters should also bring **any other equipment needed for the demonstration**.

### ***Coordinated Poster (eBoard) Session (new session type this year!)***

A coordinated poster session is a 90-minute session format that is a hybrid of a coordinated paper session and a poster session. Each presenter will share a brief (5-7 minute) presentation of their electronic poster (eBoard) to all attendees in the first half of the session; the second half of the session will run like a poster session where each presenter stands by their eBoard and attendees can move freely through the room for discussions.

### ***Session Structure***

- The Chair will briefly introduce the session.
- For each presentation, the Chair will briefly introduce the paper title and author(s).
- Each presenter will have approximately the same amount of time to present.
  - The amount of time will depend on the number of presentations.
  - The individual time allocation is expected to include time for transitions, the Chair's introduction, and the presentation.
  - No more than 45 minutes should be spent on the presentations.
- Next, the presenters will move to the eBoard stations. The remainder of the session will function like an eBoard session. Attendees circulate through the room and engage with presenters informally.

### ***Prior to the Conference***

- Prepare a paper.
  - All presenters should prepare a paper to accompany their presentation. The purpose of the paper is to provide more information and detail for the conference attendees (who may request a copy of the paper).

- There is no required format for the conference papers; however, we encourage presenters to include information on the research question or problem, methodology, results, and the implications of their findings.
- Prepare the presentation slides.
  - Prepare a 5-7 minute slide presentation, to be shared in lecture format during the first half of the session. For the second half of the session, these slides will be used at the eBoard station to facilitate discussion with attendees who are circulating through the room. If possible, set these slides to automatically loop at the eBoard station.
  - Include a Title, Name, and E-mail on all slides as attendees may walk up at any point as slides are rotating.
- Prepare to present.
  - Note that new attendees may join into a discussion of the paper at different times during the presentation.
  - Be prepared to engage in conversation and discussion about all aspects of the research.
- Consider making a one-page handout summarizing your research to give to attendees. Include the title of the presentation and your contact information on this handout. Alternatively, consider including a QR code in your slides that links to your full paper.

### ***At the Conference***

- Arrive 10-15 minutes before the start of your session to set up your slides at your laptop and at your eBoard station. There will be 10 eBoard stations available and there will be no formal assignment, so just take whichever one is available.
- For the lecture portion of the session:
  - Equipment provided: Screen, projector, HDMI connectivity/laptop hookup with sound, podium mic, 2 wireless mics.
  - Equipment presenter needs to bring: laptop (ideally the session Chair will coordinate with the presenters and decide one laptop to use in advance); flash drive with presentation slides.
    - We recommend emailing slides to one selected person in the session (i.e., the Session Chair), in advance of the session, to have the slides saved on one computer prior to the session beginning. This is outlined in roles and responsibilities of Session Chair.
    - We recommend using flash drives as backups, especially knowing that not all laptops accept all flash drives these days for security reasons.
- While presenting, please pay attention to cues from the Chair about time remaining.
- For the eBoard portion of the session:

- Equipment provided: 32" monitor, HDMI cable, and power outlet.
- **Equipment presenter needs to bring: laptop/tablet, HDMI adapter, and power cord.**
- Other material presenter may (optionally) bring: approximately 10 copies of a one-page handout.
- After the lecture portion is completed, return to your eBoard monitor/station.
- Presenters should plan to stay near their monitor/station during the session to engage with session attendees.

## Roles and Responsibilities

### *Chairs*

Chairs are responsible for ensuring the session runs smoothly and is successful. All session types have Chairs *except* for individual eBoard sessions, graduate student eBoard sessions, and innovation demonstrations.

#### ***Prior to the Conference***

- Initiate an email with all participants in the session, to introduce yourself as the Chair, and give participants a way to contact you and others in the weeks leading up to the conference.
- Remind authors to submit final papers to the Discussant and Chair for the session. Please note authors are instructed to send copies of final papers to their Session Discussant and Chair no later than **March 25<sup>th</sup>, 2026**.
- Decide on time allocation for each presenter in the session, and communicate this to the presenters and Discussant via email several weeks in advance, to allow for presenters to plan their presentations accordingly. A reasonable allocation is to allow equal time for each presenter, the Discussant, and Q&A.
  - For example, for a 90-minute session with four presentations and one discussant, a reasonable allocation is 15 minutes for each presenter, the discussant, and Q&A.
- Decide whose laptop to use for the session. We recommend the Chair volunteer their laptop for ease. However, it can be another presenter if that is what the group prefers and if the Chair assists with collecting the slides for that presenter.
- Collect the presentation slides from all presenters, to facilitate putting them all on the Chair (or another participant's) laptop before the session starts.

#### ***At the Conference***

- Ensure all presentations are on the designated laptop before the session starts. The hotel is NOT providing laptops this year.

- Introduce the session, presenters and paper titles, and the discussant.
- Keep track of time and help speakers finish within their allotted times.
  - Decide on a method to notify speakers when time is winding down (e.g., 2-minute warning, 1-minute warning, time is up). Make sure to communicate this method to all speakers before the session begins.
- The session chair should not interrupt the presentation except for critical session quality or experience issues.
- Facilitate the Q&A session following the author and discussant presentations.
- Announce the end of the session and, if appropriate, suggest that attendees move to the halls to continue discussions.

## *Discussants*

Discussants are responsible for preparing, in advance, appropriate analytical or critical commentaries on the significance and contribution of the papers presented in a session. Time allotted to the discussant will be established by the Chair as described above. Discussants serve an important role by offering comments on papers to assist authors in advancing their research and taking steps toward publication.

### *Prior to the Conference*

- Authors are instructed to send copies of their final papers to their session Chair and Discussant no later than **March 25<sup>th</sup>, 2026**. Discussants are under no obligation to comment on papers received after this date.
- Review the papers and prepare feedback that you can share during the session.
  - Presentation slides are not required, though they may help facilitate understanding and discussion.

### *At the Conference*

- Equipment provided: Screen, projector, laptop hookup w/ sound, podium mic, 2 wireless mics.
- Equipment presenters need to bring: laptop (ideally the session Chair will coordinate with the presenters and decide one laptop to use in advance); flash drive with presentation slides.
  - We recommend emailing slides to one selected person in the session (e.g., the Session Chair), in advance of the session, to have the slides saved on one computer prior to the session beginning. This is outlined in roles and responsibilities of Session Chair.
  - We recommend using flash drives as backups, especially knowing that not all laptops accept all flash drives these days for security reasons.
- While presenting, please pay attention to cues from the Chair about time remaining.

## General Tips for Preparing Presentation Slides

### *Text*

- Include a heading for each slide where possible.
- Use bulleted points and short phrases/sentences.
- Font size: 30 - 48 point for titles, 24 - 28 point for text. Smaller fonts can be difficult to read from across a conference room.
- Choose a font that is easy-to-read and not distracting.
- Minimize text effects such as bold, italics, and underlining.
- Proofread carefully for spelling and grammar.

### *Figures and Images*

- Ensure images are clear and relevant.
- Label figures and tables.

### *General Design Principles*

- Consider using the (optional) [Annual Meeting PowerPoint Template](#).
- Be consistent with design elements on slides (e.g., colors, fonts, styles, placements).
- Use high contrast to increase visibility, e.g., black text on white background or black text on light blue background.
- Keep the amount of information on each slide manageable. In other words, resist the urge to put too much information, text, or graphics on any slide.
- Use simple or no slide transitions.
- Edit entire slide deck to ensure organization is logical and design is consistent.