

2025 ACS National Lung Cancer Roundtable Annual Meeting Speaker Guidelines

Thank you for agreeing to present at the 2025 ACS NLCRT Annual Meeting. The purpose of this document is to outline some guidelines and helpful tips for presenting at our upcoming meeting.

This year's gathering, *Accelerating & Communicating Progress in Lung Cancer*, will unite advocates, clinicians, researchers, and community leaders to explore key topics—from reimagining lung cancer survivorship and advancing policy and advocacy, to strengthening patient communication and care navigation across the continuum—while advancing strategic priorities and fostering collaboration.

This meeting requires advanced submission of presentations. Please submit your presentation and other required speaker information [via this form by November 21, 2025](#). If you have any questions pertaining to your presentation, please contact korey.hofmann@cancer.org.

POWERPOINT PRESENTATION GUIDELINES

- **General:**
 - **Slide Templates:** If you are presenting in your professional capacity, please feel free to use slide deck templates from your institution or a generic slide deck. If you are presenting on behalf of the ACS NLCRT as an official spokesperson, please use the [ACS NLCRT PPT template available here](#).
 - **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 deck, then please check all the slides for format accuracy. When converting to widescreen format, this shouldn't cause any text issues; however, some images may be stretched.
 - **Text:** Please use black Arial font at a minimum of 24 pt. Only use color for emphasis. Consider if the slide will be legible for the entire 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, 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 are to be submitted in advance of the meeting [via this form by November 21, 2025](#).
 - If you have more than one presentation for 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 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 and slide advancer at podium
 - Confidence monitor of presentation
 - LCD projectors and screens
 - Microphones for presenter and panel
 - Floor microphones for audience Q&A
 - In-room Audio-Visual technician
- The following audio-visual equipment will be provided in the Breakout Session rooms.
 - Presentation laptop PC at podium
 - Slide advancer
 - LCD projector and one screen
 - Microphones for presenter and panel
 - Technician to float between breakout rooms

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