

## ACS National Lung Cancer Roundtable Implementation Science Summit Speaker Guidelines

Thank you for agreeing to present at the **ACS NLCRT Implementation Science Summit**. The purpose of this document is to outline some guidelines and helpful tips for presenting at our upcoming meeting.

This gathering will be a **working meeting** on how to use an implementation science approach (frameworks and strategies) to accelerate uptake of evidenced-based lung cancer screening. The meeting will be grounded in **real-world work**, producing practical tools that participants can take home and use in their own health systems

This meeting requires advanced submission of presentations. Please submit your presentation and other required speaker information [via this form by Friday, May 1, 2026](#). If you have any questions pertaining to your presentation, please contact [korey.hofmann@cancer.org](mailto:korey.hofmann@cancer.org).

### POWERPOINT PRESENTATION GUIDELINES

- **General:**

- **Slide Templates:** Please feel free to use slide deck templates from your institution or a generic slide deck.
- **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\_Submission\_Date
  - Example: Doe\_Jane\_04.28.2026
- Presentations are to be submitted in advance of the meeting **via this form by Friday, May 1, 2026**.
- Edits to slide presentations will not be permitted after May 1. Please contact Korey in the event of extenuating circumstances.

## DURING YOUR PRESENTATION

- We will offer time the morning of Wednesday, May 13 for speakers to test 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 laptops is not permitted.
- We will utilize presenter mode to allow 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 available.
  - Presentation laptop PC at podium
  - Slide advancer
  - LCD projector and one screen
  - Microphones for presenter and panel

If you have any questions pertaining to your presentation, please contact [korey.hofmann@cancer.org](mailto:korey.hofmann@cancer.org).