Oral Abstract Presenter Guidelines

NOTE: The following is general information for reference. Final location of poster and speaker setup could change. Presenters will be notified of any updates closer to the date of the Conference.

GENERAL SESSION FORMAT
- Speakers will present from a podium with a microphone and screen for slide presentations.
- You will have access to a PC computer in the session room, provided by the Conference, to upload your presentation. Please note there will not be internet access.
- Speakers MAY NOT connect their personal laptop or other device for the presentation.

SLIDE LOADING/TRANSFER
- Please upload your presentation slides to SNEB online at https://sneb.submittable.com/submit no later than 5 p.m. EDT Friday, July 10 so material is available to attendees.
- The slides must be in a format for use on a laptop that will have Microsoft Office products, preferably PowerPoint.
- Please indicate any slides containing unpublished information that cannot be shared on the Conference app or webpage.

SLIDE FORMAT
- Acknowledge your professional affiliations at the start or end of your presentation. Names and/or logos are acceptable.
- All sessions are held in a general session ballroom, so slide fonts and images must be visible from a distance.
- All slide sizes should be either Standard 4:3 or Widescreen 16:9.

TIMING
- Please arrive at the room 15 minutes prior to the start of the Oral Abstract session start even if you are the final presenter in the four-person group. (ie arrive by 12:25 p.m. for the start of the 12:40 p.m. session even if your presentation time is 1:25 p.m.)
- Each presenter has 15 minutes to speak.
- Speakers have been informed of the allotted time for their presentation and are respectfully asked to adhere to the schedule. To help, it is recommended you plan one minute of speaking time per slide.
- Session moderators will have hand cards with time warnings to help you stay on time.
- After each talk, time has been allotted for questions. Your session’s moderator will open the floor for questions and also guide wrapping up the questions when it is time to move to the next speaker. If your time runs over, your question time may have to be omitted. The moderator will make this determination.

ROOM ASSIGNMENTS
- Oral abstracts are grouped by topic so room assignments cannot be changed. If you have a conflict in presenting please notify the SNEB office as soon as possible.
- Any questions that arise during the presentation time period should be directed to your moderator.

REGISTRATION
All presenters are required to register for the conference by June 5. All presenters are required to cover the expenses of attending conference. SNEB’s hotel block closes June 24 or unless all rooms are reserved sooner.

QUESTIONS
If you have any questions, please email the SNEB office at info@sneb.org.