

# PRESENTATION FORMAT AND UPLOAD INSTRUCTIONS

## **ORAL PRESENTATIONS**

Oral presentations are 15 minutes long (in total). This includes 10–12 minutes for presenting research and 3–5 minutes for interactive discussion. Only registered participants are allowed to present.

All oral and symposium PowerPoint presentations must be uploaded to the Preseria software in advance. Files will not be accepted by email or file upload services (e.g., Dropbox, Google Drive, etc.)

In early January, the submitting author of each accepted abstract will receive a unique link to upload their presentations to the Preseria software. If an author has multiple oral presentations, they will receive a separate link for each. Please add [noreply@preseria.com](mailto:noreply@preseria.com) to your address list to avoid the email going into your spam folder.

The deadline for **online uploading** of oral presentations is **5:00 p.m. CDT on Monday, January 13, 2025**. Failure to upload the presentation by this deadline will result in forfeiture of the assigned presentation slot and/or removal of the abstract from the CRWAD program. You may update the uploaded file until 11:59 p.m. CDT on Thursday, January 15, 2025. No presentations or changes will be accepted after the upload deadline; **no exceptions will be made**.

We recommend that speakers check their oral and symposium presentations in the speaker room (Room “Los Angeles” of the hotel). This must be done **at least by 5:00 p.m. CDT the day before the scheduled presentation**; no exceptions will be made. If a major formatting issue or similar is identified, you will be allowed to change the file. For this, you will need to bring your file on a USB stick, as the hotel's internet connection is not reliable for managing large files. However, note that changes will only be permitted for corrupted files, major formatting issues, etc., and not for regular presentation updates.

The speaker room area is available during these hours:

- Saturday, January 18, 7:00 a.m. – 5:00 p.m.
- Sunday, January 19, 7:00 a.m. – 5:00 p.m.
- Monday, January 20, 7:00 a.m. – 5:00 p.m.

Each oral session room will have a laptop computer configured with Windows and the Preseria software, an LCD projector, and standard audio equipment (podium microphones.) **Using personal laptop computers for presentations in the session rooms is not permitted.**

## PRESENTATION FILE GUIDELINES

All presentations must be in Microsoft PowerPoint or Adobe PDF format. PowerPoint is strongly recommended for oral presentations. For accurate text rendering, it is recommended that you embed all fonts in the file. Presentation screens will have a 16:9 (widescreen) aspect ratio. **PowerPoint Presenter view (notes viewing mode) will NOT be available.**

## POSTER PRESENTATIONS

All poster presentations will be given on Monday, January 20, from 6 to 8 p.m. You must print and hang your poster and present it during this session. Posters must be mounted by 12:00 p.m. on Sunday, January 19, and removed at 8 p.m. on Monday. Posters not removed by this time will be discarded.

Posters will be assigned a **number** (e.g., P001, P002, etc.) for each board in the exhibit area. Number assignments will be listed in the meeting app and emailed to presenting authors the week before the meeting. Tacks will be provided.

All presenters must be registered for the meeting and wear name badges during the poster session.

## POSTER FORMATTING

- Posters **MUST** be oriented vertically (see example photo below).
- Posters can be no larger than 3' wide by 4' tall.
- Posters not following these formatting requirements (e.g., horizontal orientation, exceeding the board size, etc.) will be removed.

