



Speaker Guidelines and Resources

Required Slides

Slide 1 should be your title slide and slide 2 should be your disclosure slide. Your current disclosures must be included in your PowerPoint presentation and be shown at the start of your presentation.

Use of Product/Brand Names

Use of product/brand names or logos are not permitted in your presentation. However, institution logos (i.e., non-PhRMA related logos such as university names, associations, and government agencies) are allowed in the body of your presentation. If it is necessary to reference a commonly used brand name or product, the scientific or generic name should be referenced next to it. Example: Acetaminophen.(Tylenol)

Submitting Your Slide Presentation

PowerPoint presentations should be submitted to ASNC 48 hours prior to your scheduled presentation using the following [Presentation Upload Link](#).

If you are not able to upload your presentation within that timeframe you must visit the Speaker Ready Room at least four (4) hours in advance of your presentation to ensure the A/V team receives your presentation and has enough time to route it to your session room in time for your talk.

Please use the following naming convention for your file (session number_Last Name) so the A/V team can properly identify your presentation and route it to the correct session room. Naming Example: 103_Fischer

If you have made any edits to your presentation since uploading it, please visit the Speaker Ready Room at least six (6) hours in advance of your presentation to ensure the A/V team has the most recent version of your presentation.

Please note: You will not be able to upload your presentation in the session room. It must be submitted to ASNC 48 hours prior to your scheduled presentation using the following [Presentation Upload Link](#) or provided directly to the A/V technician in the Speaker Ready Room in advance of your talk.

SPEAKER READY ROOM

3rd Floor | Room 305

Open Hours (Central Daylight Time)	
Wednesday, September 4	12:00 PM – 7:00 PM
Thursday, September 5	7:00 AM – 5:00 PM
Friday, September 6	7:00 AM – 5:00 PM
Saturday, September 7	7:00 AM – 11:30 AM



Important Speaker Information (continued)

Presentation Day

Please arrive 20-30 minutes prior to your session starting so you can meet the session moderator(s), familiarize yourself with the setup at the podium, etc.

Each room will have A/V specialists and a member of ASNC staff available to assist you.

Sessions in Lone Star Ballrooms C, D/E, F, and GH will be live streamed, and a camera crew will also be present at the back of the room.

Podium and Stage Setup

The stage will be set up in advance of your session with 6' tables and seating to accommodate all session faculty (moderators and presenters).

The podium will have a monitor, mouse, timer, and slide advancer with a pointer.

There will be one tabletop mic per 2-3 seats on stage. Fresh water and glasses will be available on stage as well.

Unless otherwise advised, the session will begin with all moderators, faculty, and panelists on stage. Specific session timing and details will be provided via a session Run of Show document approximately 3-5 days prior to the session.

Questions/Onsite Staff Contact

Please contact Kelly Fischer (kfischer@asnc.org) or by text/phone/WhatsApp (1-301-641-8668), or Michelle Klinke (mklinke@asnc.org) or by text/phone/WhatsApp (1-703-286-9603).