CLEC 2026 Speaker Guidelines & Information

We appreciate you agreeing to share your expertise at the 42nd ASCLS Clinical Laboratory Educators Conference. Please review the following information related to presentation guidelines and requirements, as well as recommendations for creating an engaging and informational presentation. Please feel free to reach out to either our meeting manager or staff liaison if you have any questions:

- ASCLS Meeting Manager – Michael Cubbage(speakers@ascls.org)
- ASCLS Staff Liaison – Melanie Giusti (melanieg@ascls.org)

Know Your Audience

- Attendees want you to share your knowledge and experience and are looking for takeaways.
- Includes faculty, administrators, directors, advisers, and others in medical laboratory education.
- Attendees will be joining both in-person and virtually.
- Most understand the basics of the topic but are less likely to be an expert.
    - Target your presentation to the audience's level of understanding.

Presentation Format

- Two types of sessions
    - 60-minute presentation (includes 5-10 mins for Q&A at end of session)
    - 30-minute presentation (includes 5 mins for Q&A at end of session)
        - Two 30 min. sessions will be paired thematically into one 60-minute session block.
        - Q&A will be held at completion of both presentations
- Session format outlined in invitation email
- Anticipate 50-150 attendees
- Up to four concurrent sessions scheduled each hour block
- All sessions will be livestreamed and recorded (using Zoom Webinar). Presenters will be on camera.

Continuing Education Policies

- Educational sessions are offered for continuing education credit via P.A.C.E.®. Sessions must adhere to all P.A.C.E.®. requirements.
    - Sessions must include at least 50 minutes of instruction.
    - Commercial bias is forbidden, so please make sure your presentation is not a sales pitch.
        - Presentations about a device, procedure, or testing methodology must be balanced when multiple devices, procedures or testing methodologies exist. The presentation should mention of what is available, even when not the focus of the presentation. *Reference: https://ascls.org/pace/*

Presentation Slides and Content

- Title slide should include session title and speaker contact info
- Must include a slide with your learning objectives for your presentation at the beginning.
    - Refer to your presenter agreement confirmation email for your submitted objectives.
- Must include a Disclosure slide (provide any disclosures. If nothing to disclose, please state that.)

- Total number of slides will vary with content but in general should not exceed 1 slide/minute of presentation
    - Make sure you can discuss the points shown on the slides in the time allotted

Tips for Presentation Slide Design

- Keep it simple and consistent
    - Design presentations in widescreen (16:9 ratio)
    - Utilize dark text on light backgrounds
    - Limit text/avoid overcrowding slides
        - Use bullet points & abbreviated statements
        - Slides aid the delivery of your presentation content with key points, examples, etc.
    - Sans serif fonts over 26 pt. work best
        - Rooms are large, make sure text size is appropriate for viewing across the room
    - Use colors sparingly -> bigger impact

Tips for an Engaging Presentation

- Actively engage the attendees every 7-10 minutes.
    - Even a simple call to action such as, "Remember a time when..."
- Polls should be used sparingly. *ASCLS does not endorse any of the products below.*
    - Live polls:
        - Poll Everywhere - https://www.polleverywhere.com/
        - Sli.do - https://www.sli.do/

The Use of Media Clips

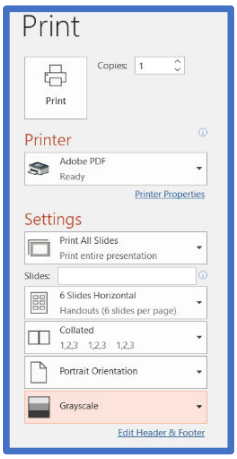
- The use of streaming media is discouraged (due to bandwidth requirements; also – video sound may not be heard by virtual attendees).
- As an alternative, links to videos can be provided to attendees as a resource within the meeting platform.
- If a media clip is essential to your presentation, please alert the meeting planner as soon as possible.

Images and Logos

- Optimize image size used to keep the file size of the PowerPoint presentation reasonable.
    - Typically, an image of 800 pixels in width (about 8”) is the optimum file size.
- Do not cut and paste images into your presentation. Go to the insert tab and select the picture icon to add them so your file size doesn’t become too large.
- Company/Organization Logos: may be used throughout the presentation but must not be prominent.

Handouts

- Handouts will be uploaded to our website and meeting app for attendees.
- Handout Guidelines:
    - Handouts can consist of additional resources or highlights (key takeaways) from your presentation (you do not have to include all slides, if preferred).
    - Handouts must include the published title of the session, as well as the presenter's name(s), professional affiliation(s), and contact info (email).
    - Submit handouts as PDFs.
    - Please make sure your handout slides are on a WHITE background.
    - If no handouts are submitted, meeting staff will post a 3 slides per page handout of your presentation for attendees.



Creating Handouts

- In presentation Powerpoint, go to "Print" and select "Adobe PDF" as Printer
- Select your output as "Handouts – 3 Slides" or "Handouts – 4 Slides Horizontal"
- Save file as follows (first three words of title is acceptable): "LastName.FirstInitial.SessionTitle"

Presentation Submission Deadlines

- Speakers must submit PowerPoint presentations and handouts by published deadlines.
- Presentation and handouts should be uploaded to https://ascls.org/clec-presenter-materials/

Submission Deadline: Friday, January 16, 2026

**ASCLS Staff will review all presentations for compliance with stated policies*

Day of Presentation

- A session moderator will be assigned to your presentation.
    - Plan to arrive to your session room 10 mins early
    - The moderator will introduce you as the speaker and will facilitate the Q & A session to follow the presentation.
    - If you experience any difficulties, please report them to the moderator.
- Make eye contact with camera and/or in-person attendees.
- Avoid reading slides verbatim.
    - Slides aid the delivery of your presentation content with key points, examples, etc.

Question & Answer Sessions

- Held at the end of session, time permitting
    - Allow up to 5 – 10 mins for questions at the end of presentation
- In-person attendees will utilize microphones in the session room, virtual attendees will utilize the "Q&A" function to type questions which will be read by the session moderator. *Pro Tip: repeat questions back to attendees, to ensure capture on microphones and recordings.*