



## Speaker Guidelines & Information

We appreciate you agreeing to share your expertise at the Joint Annual Meeting. Please review the following information related to presentation guidelines and requirements, as well as tips 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 Cabbage ([speakers@ascls.org](mailto:speakers@ascls.org))
- ASCLS Staff Liaison – Melanie Giusti ([melanieg@ascls.org](mailto:melanieg@ascls.org))

### Know Your Audience

- Attendees want you to share your knowledge and experience.
- The audience includes lab administrators, directors, supervisors, staff, educators, students and others in the field of clinical laboratory science.
- 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.
- Attendees will be joining both in-person and virtually.

### Presentation Format

- 60-minute presentation (minimum of 50 minutes of presenter content with 5-10 minutes for Q&A at end of session.)
- Anticipate 100 - 200 attendees
- Four to Five 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.<sup>®</sup>. Sessions must adhere to all P.A.C.E.<sup>®</sup> requirements.
  - One-hour 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 make 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.\*
- Must include a Disclosure slide (provide any disclosures. If nothing to disclose, please state that.)\*  
\*REQUIRED per P.A.C.E.<sup>®</sup> policies
- 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

- Size Matters. Use over 26 pt. for slides
  - Use over 14pt for handouts
- Use Sans serif fonts.
  - Especially helpful for those with dyslexia and vision impairment.
- Avoid italics or script fonts.
  - For emphasis, use underline or bold.
- Left justify your text.
- Limit text/avoid overcrowding slides
  - It is difficult to both pay attention to the speaker and read slides.
  - Use bullet points and abbreviated statements, when applicable
- Don't rely on color alone – use shapes or patterns to help distinguish items.
- Use colors sparingly for bigger impact
  - Never use these color combinations (helps with color vision differences):
    - Green with red, blue, brown, black or gray
    - Blue with purple, gray
- Utilize dark text on light backgrounds
  - Be cautious with reverse text (block of color behind another color) – can be hard for those with low vision or color vision deficiency.
- Use Inclusive, Bias-Free Language
  - Person first and identity-first language
  - Use Gender-neutral language
- Avoid cliches, industry-specific jargon, slang, euphemisms, etc. when possible
- Design presentations in widescreen (16:9 ratio)
- Keep it simple and consistent
- Choose images smartly and with intention
  - Avoid complex charts, info graphics and diagrams. Use simple graphics that can easily be explained in presentation.
    - Provide complicated graphics and charts in supplemental handout
- Company/Organization Logos: Recommend only on title slide.

### Tips for Delivering Your Presentation

- Set expectations upfront
  - What is going to be covered?
- Use simple, clear language
- Use Inclusive, Bias-Free language (see notes above)
- Speak clearly, and into the microphone
- Face the audience – don't block the screen or read from the screen
- 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 and with intentionality.
    - Ensure there is a purpose beyond just participation.
    - If used, make audience aware at start of session how they can participate
    - Make sure to read aloud the poll questions and response outcomes
    - Live polls (*ASCLS does not endorse any of the products below.*)
      - Poll Everywhere - <https://www.polleverywhere.com/>
      - Sli.do - <https://www.sli.do/>
- Note: Make sure you are familiar with the poll platform you choose and have any required login information that may be needed. Arrive early to test and plan a back up in case the software does not work.*

### The Use of Media Clips

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

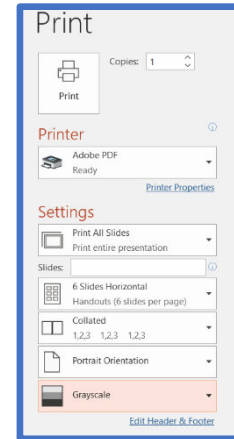
### Images and Logos

- 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. *Recommend limiting to first slide.*

### Handouts

- Great opportunity to provide attendees with detailed information and examples.
- Handouts will be uploaded to our website and meeting app for attendees.
- If handouts are not provided, meeting staff will post a PDF handout of submitted slides.
- 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 and objectives, as well as the presenter’s name(s), professional affiliation(s), and contact information (email).
  - Submit handouts as PDFs (if providing templates, word docs and excel files can also be submitted).

- Please make sure your handout slides are on a WHITE background.
- Creating Handouts from Powerpoints
  - In presentation Powerpoint, go to “Print” and select “Adobe PDF” or “Microsoft Print to PDF” as Printer
  - Select your output as “Handouts (3, 4 or 6 slides preferred)
  - Save file as follows (first three words of title is acceptable)  
“LastName.FirstName.SessionTitle”



### Presentation Submission Deadlines

- Speakers must submit PowerPoint presentations and handouts by published deadlines.
- Presentation and handouts should be uploaded to <https://ascls.org/annual-meeting-presentation-materials/>

**Submission Deadline: Friday, June 6, 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.*