

CLEC 2027 Speaker Guidelines & Information

We appreciate your agreeing to share your expertise at the 43rd 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.

Presentation Format

- Content leader driven 60-minute presentation (includes 5-10 minutes for Q&A at end of session).
- All sessions will be livestreamed and recorded (using Zoom Webinar). Presenters will be on camera.
 - Anticipate 50-150 attendees; up to four concurrent sessions scheduled each hour block

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 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.® 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 (enhance accessibility)

- Design presentations in widescreen (16:9 ratio)
- Keep it simple and consistent
- 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 (this 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
- 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 handout.
- Company/Organization Logos: Recommend only on title slide.

Tips for an Engaging Presentation

- Use simple, clear language
- Use Inclusive, Bias-Free language (see notes above)
- Speak clearly, and into your microphone
- 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. *Must alert staff of intent to use prior to event.*
 - 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

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).
- Links to videos can be provided to attendees as a resource within the meeting platform.

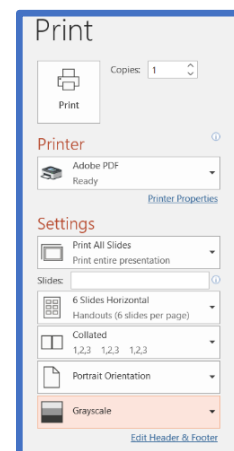
Images and Logos

- 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: Recommend only on title slide.

Handouts

- Great opportunity to provide attendees with detailed information and examples.
- 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).
 - 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” or Microsoft Print to 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. *Failure to meet deadlines may impact ability to present at future events.*
- Presentation and handouts should be uploaded to <https://ascls.org/clec-presenter-materials/>

Submission Deadline: Friday, January 15, 2027

**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 (5 – 10 mins).
- 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.*