Presentation Guidelines for Speakers

Slide Design: MARC-ACSM does not require a specific presentation template. You are welcome to use any slide design that best represents your research and aligns with your institution's branding or your personal style.

Slide Format: We recommend using the **widescreen (16:9)** aspect ratio, which is the default for most presentation software. The **standard (4:3)** format is also supported but may not fully utilize the projection space.

Speaker Ready Room

A **Speaker Ready Room** will be available for presenters to review and test their presentations prior to their sessions.

- **Location:** Lower level, directly across from the elevators. The Hemlock Room is located down a short hallway on the left-hand side.
- **Purpose:**
  - **(A)** For *all presenters*: to preview slides, check compatibility, and ensure the presentation displays correctly on our AV setup.
  - **(B)** For *presenters in Free Communication and Student Award Sessions*: to deliver a PowerPoint file of their presentation prior to their scheduled talks/sessions.
    (Presenters in Symposia or Invited Talks are not required to deliver their presentations in advance.)

Presentation Logistics

- **File Submission:**
  Presenters in **Free Communication** and **Student Award** sessions are asked to deliver a PowerPoint file of their presentation to the **Speaker Ready Room at least two hours before** their session start time.
  Presenters in **Symposia** or **Invited Talks** are *not required* to submit files in advance.
- **Backup Copy:**
  Please bring a backup copy of your presentation on a USB drive.
- **AV Equipment:**
  MARC-ACSM prefers that speakers use the laptops provided in each presentation room to ensure smooth transitions and minimize technical issues.
- **Personal Laptops:**
  If all speakers within a symposium wish to use a single personal laptop, this can be accommodated. However, switching individual computers between speakers during the same symposium is **not permitted**, as it disrupts session timing and AV flow.

We strongly encourage all speakers to **visit the Speaker Ready Room well in advance** of their scheduled presentation time to confirm setup and compatibility.