

## **Instructions for Oral and Poster Presentations**

### **Oral Presentation Logistics**

Prepare your presentation as a PowerPoint or PDF presentation, or similar. To ensure a smooth presentation, limit the insertion of video or links to outside sources embedded in your presentation. Save your presentation as 'last name.day.timeofpresentation'. If Jan Smith were presenting at 1pm on Wednesday 4<sup>th</sup>, she would save her presentation as Smith.Weds.1300 or Smith.Weds.1pm, or similar. Presentations must be uploaded to the following link by March 1, 2026.

<https://ucdavis.app.box.com/f/add877ea8dd14b499ea377d99440c935>

It is general practice to attend the entire session in which you are scheduled to present. Please be prepared to speak for 20 minutes and allow an additional 5 minutes for questions. The conference venue will provide AV equipment including a laptop, pointer, and microphone. Should you desire, you may (quickly) view your talk on our equipment prior to your presentation session during any of our scheduled breaks.

### **Oral Presentation Submission requirements**

Upload your presentation onto our conference link (see above) prior to the conference. Save your presentation as 'last name.day.timeofpresentation'. If Jan Smith were presenting at 1pm on Wednesday 4<sup>th</sup>, she would save her presentation as Smith.Weds.1300 or Smith.Weds.1pm, or similar. Presentations must be uploaded to the following link by March 1, 2026.

We will use those versions during the conference. Should you decide to use an alternate version, plan to upload this file during a break prior to your session. We will not add any talks during a session, as it slows down the flow and gets us off schedule.

Additionally, please prepare a brief bio to present to the session chair to aid in a proper introduction of yourself.

Oral presentation authors are expected to submit a manuscript within a month after the conference (see Author Guidelines). At minimum, authors are required to submit an extended abstract representing their presentation.

### **Poster Presentation Logistics**

While preparing your poster, please be sure that it is no larger than 36 x 36 inches. Use large clear fonts big enough to see at a distance of 2 feet away. Use color and graphics to highlight your work. Remember to include the title, authors, affiliations, and all the sections from your manuscript (Introduction, Methods, Results, Conclusions, References), as well

as your school's and your funding source's logos if you can. Spell and grammar check everything before printing. And look into printing options - you can print on cloth for easy transport from Make Signs, Poster Smith, and others.

The conference venue will provide free-standing easels, push pins, and clamps with which to present your poster. If preferred, you may bring your own as long as the poster remains within the dimensions of 36 x 36 inches.

Poster authors are encouraged to display their posters as soon as possible upon their arrival to the conference. Poster authors are required to attend the poster session evening social to represent their work. During this time, conference attendees will be circulating and asking questions to poster authors. It is acceptable to bring business cards or supplementary information for distribution to interested conference participants.

Poster authors are required to submit an extended abstract that represents their presented work. However, manuscripts will also be accepted in lieu of an extended abstract (see Author Guidelines).