

## INFORMATION FOR ORAL PRESENTERS

Below you will find information regarding your oral presentation.

### PRESENTER DETAILS

- All oral presenters must be available on the scheduled day between July 22-24, 2024, to present live, in-person.
- Oral presentations are 20 minutes: 15 minutes to present and 5 minutes for Q&A. Please note that the sessions are on a strict schedule, so the moderator and tech volunteer have the authority to stop the presentation at the session end time, if needed.
- There will be a three minute transition time between presenters.
- SWCS will provide a moderator and tech volunteer in your session.
- The meeting rooms are equipped with Internet, audio, lectern, wireless microphone, AV cart, laptop, screen, projector, extension cord, and a slide advance remote. Please note that all presenters are required to utilize the laptop provided in the meeting room.
- Please bring an appropriate-length PowerPoint (not to exceed 25 slides) on a USB drive to the conference. Remember to consider limiting text on slides and including meaningful graphics and representative images. Handouts are welcome but are your responsibility.
- We advise you to report to your presentation room 15 minutes prior to the first session start time.
- Your abstract will be published in the SWCS Abstract Book, and your PowerPoint presentation will be shared in the event app following the event. If you do not wish to have your presentation posted, please email [events@swcs.org](mailto:events@swcs.org).
- We will accept fill-in presenters if you are unable to attend.

### IMPORTANT DEADLINES

- In order for your oral presentation to remain on the conference program, you will need to complete your conference registration no later than **June 7, 2024**. Once released, registration information can be found at [www.swcs.org/24AC](http://www.swcs.org/24AC). Please remember, all presenters must be registered.
- If you need to withdraw your oral presentation, you must email [events@swcs.org](mailto:events@swcs.org) no later than **June 7, 2024**. Withdrawing after this deadline causes issues with our program, so we ask for your cooperation and consideration. We will accept fill-in presenters if you are unable to attend.

Additional information will be sent to the primary author of the oral presentation and will be available at [www.swcs.org/24AC](http://www.swcs.org/24AC) as released.