

Presenter guidelines – subject to updates

Schedule

The current schedule is as follows:

- **October 1, 2024, to March 28, 2025** – Call for papers is open
- **May 1, 2025** – First draft round opens (manuscripts & power point drafts to be submitted)
- **November 5, 2025** – First draft round closes (all manuscripts & power point drafts are due)
- **February 26, 2024** - Reviewers submit recommendations to authors(s).
- **March 4, 2026** – Final Submission Round Opens for Author(s).
- **March 27, 2026** - All Power Point Presentations are to be submitted for event upload
- **May 11-14, 2026**-Presentations in person at Symposium
- **June 15, 2026** - Final manuscripts are due on this date to be included in published proceedings.

Presentations

Non-Commercial/No Sales Policy: Please remember that the purpose of the presentations is to communicate information and experience to your colleagues, and not as a promotion for a product or company. In line with this policy, company logos should be appropriately sized (small) in the margin of your slides, with the visual focus on the content.

Timing: As a reminder, each paper presentation is allotted 30 minutes. We recommend planning for 5 minutes of Q&A, bringing the actual presentation time to 25 minutes.

Presentations will begin every 35 minutes, as scheduled, allowing five minutes for attendees to change rooms and presenters to prepare.

Bio updates: If any changes have occurred since you submitted your bio via the online form please note you must alert the UAA staff no later than April 1, 2026. No changes will be allowed after this date.

Multiple Presenters: Presentation time is short, so to save time, we do not allow more than two (2) presenters and recommend that multiple authors/presenters for a single paper save all their slides onto one presentation. Again, **no more than 2 presenters are allowed to present on stage at a time.**

Videos: The event center has Wi-Fi, but it is not powerful enough to stream video(s). The way to include a video in a presentation is to download it and save it on the presenter's computer, so please be sure to alert on site staff for the room you are presenting in, to ensure your video is on the room computer.

Do not just embed a link to an online video in the slide – **it will not work.**

Please test it prior to your presentation to be sure it plays. Audio from your laptop may be enhanced with the mics that are provided for speakers, however, it won't be great quality.

Distribution: We'd like to share your presentation with attendees. Plan to have your presentation slides complete by the due date in the schedule. You will be allowed to opt in/opt out of this.

Equipment

Provided: Each room is equipped with a stage set, a podium, a projector, a screen, and microphone.

As a presenter, you are responsible for bringing the following:

- Bring your laptop and power cord for back up
- Bring your presentation on a USB drive for back up

***If your presentation was created on an Apple product,** please try it on a PC before coming to the symposium. If you bring an Apple laptop, also bring the proper adaptor for the projector cable.

Power: A power outlet will be available at the head table. Bring your power cord.

Moderators

Role: A moderator will be assigned to each room for each session. This person will start the session with housekeeping announcements. They will introduce each presentation and convey very brief bios of the presenters. They will also time the presentations to make sure the schedule is adhered to and be able to get assistance with the video projector if it is needed. Be respectful of the moderators and the time you are given to speak for the presenters after you.

Paper publication vs Power Point presentation

When you submit your abstract, you will be given the option to submit as an author who wishes to be in the published proceedings or to present with your power point only.

Please review the Author Agreement and the Author Instructions & Policies for paper publication online at our [Author Resources page](#).

If you or your submitter opted to submit to present a power point only, you will not be included in the paper publication post event.

Questions?

Logistics ,Bios and Speaker Changes:

Contact Diona Neeser at dneeser@gotouaa.org

For onsite concerns please go to the Registration Desk and someone there will assist you.