



ASGCT 28th Annual Meeting & Workshops Technical Requirements for Oral Presentations

Carefully read through the information below for formatting and submitting your presentation PowerPoint slides.

Submitting Slides – General Information

- You will be sent a link to upload your slides before the meeting. The preferred submission format is a PowerPoint (.pptx).
- **All slides must be submitted by May 9, 2025.** Submitting your slides before the meeting to prepare for producing the event for both live and virtual audiences is important.
 - **If you do not submit your slides by this deadline, ASGCT cannot guarantee they will be available on the day of your presentation.**

Creating your Slides – Tips and Technical Specifications

- ASGCT recommends using one of PowerPoint's standard fonts for your presentation, like Arial, Helvetica, Times New Roman, or Calibri. If you use a specialty font that you've downloaded, it may not display correctly on other computers.
- The recommended slide aspect ratio is 16:9 (the standard size for current versions of PowerPoint). For more details on aspect ratios, please refer to our [AV company's guide](#).
 - Slides may not display correctly in the room if not in this format, i.e., black bars on the side, top, and/or bottom.
- General tips to format your slide deck:
 - Aim for one slide per 1-3 minutes of presentation time, depending on the content on each slide.
 - Try to keep content away from the very edges of your screen.
 - Use high-contrast colors (dark font on a light background or light font on a dark background).
 - White and black schemes make it easier for people who are colorblind to distinguish text and shapes.
 - Red text is difficult to read on large screen projections.
 - To ensure your slides are readable in a large room, aim for at least 30–36-point font for headings and titles and a minimum 24-point font for the main body text.
 - Keep your deck design consistent from one slide to the next to create a cohesive look.
- When saving the final version of your presentation for uploading, please include your first and last name, the date and time you will be speaking, the room you will be speaking in, and the first few words of your presentation title, all separated by underscores. If you do not know the room number, you can look it up here: <https://annualmeeting.asgct.org/program>
 - *Example:* FirstnameLastname_0800_May 16_Rm207_HistoryofASGCT
- **PLEASE NOTE THAT IF YOUR SLIDES CONTAIN ANIMATIONS OR VIDEOS, YOU MUST VISIT SPEAKER READY BEFORE YOUR TALK TO ENSURE YOUR SLIDES ARE WORKING CORRECTLY**



ASGCT 28th Annual Meeting & Workshops Technical Requirements for Oral Presentations

In Room Information

- All presentations will be run on the provided PC laptops with notes present on the confidence monitors in each room. If you use a Mac, please save your presentation as a PC-compatible file. The preferred submission format is a PowerPoint (.pptx).
- Presenters **CANNOT** use their personal computer for their presentations.
- Presenters will be able to control their slides and move forward/backward via a clicker.
- Presentation mode will be enabled, with the screen displaying a split view of the slides and accompanying speaker notes. To ensure clarity and focus, we encourage keeping notes concise and to the point.
- A timer will be present in all rooms next to the confidence monitor. This will display the amount of time LEFT in your presentation. Please make sure to adhere to this time as chairs will end presentations early to stay on time.
- Speakers should arrive to the session room **no later than 30 minutes prior to the session start** if they wish to practice or view their slides in advance and **no later than 15 minutes prior to the session start** if they do not wish to review their slides.

Session Q&A

- Questions may be asked by in-person attendees ONLY via aisle mics.

Virtual Platform Access

- As an invited presenter, you can watch the meeting in real time or on-demand through the virtual platform.
- You will have a speaker profile available for all attendees to view on the virtual platform. Unless you give your consent to display additional information, your profile will only show your full name, headshot, Annual Meeting activity, skills, your company name, the sessions you are involved in, and a bio description if you provide it.
- If you would like to add information to your profile (like a bio), you can visit <https://app.swapcard.com/event/28th-annual-meeting> and click "Edit" next to your profile picture. *NOTE: you will not have access to the virtual platform until it opens on 4/22.*
- We strongly recommend using the latest versions of Google Chrome or Mozilla Firefox when accessing the virtual platform.