

General Instructions:

- All Annual Meeting speakers and poster presenters must attend the meeting in-person to present. This includes those giving Pre-Conference Workshops, Invited Sessions, Targeted Sessions, Chalmers and Green Award Presentations, Contributed Sessions (oral presentations), Trial of the Year Session and Poster Presentations.
- All Annual Meeting speakers are required to register for the meeting and pay the designated registration fee (unless previously communicated otherwise).
- All Annual Meeting speakers are responsible for their own travel and housing arrangements, and other related expenses (unless previously communicated otherwise).
- Registration and housing are open. Please visit the [SCT website](#) for more information.
- Translation services will not be provided at the meeting.

Presentation Instructions for Pre-Conference Workshops, Invited Sessions, Targeted Sessions:

1. **For Pre-Conference Workshops:** Any changes to presenter(s) must be formally requested in writing via email to contact@sctweb.org for the SCT Education Committee's review. The SCT Education Committee will then consider the request to replace the presenter(s).
2. **For Invited Sessions:** Any changes to presenter(s) must be formally requested in writing via email to contact@sctweb.org for the SCT Program Committee's review. The SCT Program Committee will then consider the request to replace the presenter(s).
3. **For Targeted Sessions:** Any changes to presenter(s) must be formally requested in writing via email to contact@sctweb.org for the SCT President's review. The SCT President will then consider the request to replace the presenter(s).
4. For the faculty and presenters who are Mac users, we ask that you please use Microsoft Suite to create your presentation using PowerPoint instead of Pages.
5. Faculty and presenters are welcome to use the SCT PowerPoint template, but this is not a requirement. [Click here](#) to access the SCT PowerPoint template. **IMPORTANT NOTE: Please download the SCT PowerPoint template onto your computer before using the template for your slides. Once you have created your presentation using the template (if you choose to), please save the file under a different name onto your computer and bring the presentation file with you on a USB drive to the meeting.**
6. The second slide of your presentation must be a disclosure slide either listing all items disclosed in the SCT Presenter Agreement you completed to formally accept the invitation to present or stating "No relevant disclosures" if you have nothing to disclose.

7. Acceptable presentation formats include PowerPoint (.ppt or .pptx) and Adobe Acrobat (.pdf).
8. All presentations must be in widescreen (16:9) format using PowerPoint.
9. The Session Organizers/Chairs are responsible for collecting all faculty members' PowerPoint/PDF presentations and bringing them to the meeting on a USB flash drive to load onto the presentation computer in the session room. SCT will not be collecting presentations in advance of the meeting.

Onsite Instructions for Pre-Conference Workshops, Invited Sessions, and Targeted Sessions:

1. The Session Organizers/Chairs are responsible for knowing the order of the faculty's presentations and loading all presentations onto the computer in the session room.
2. If your Pre-Conference Workshop/Invited Session/Targeted Session is in the main session room, the Session Organizer/Chair is responsible for giving the USB flash drive with all faculty members' PowerPoint/PDF presentations to the AV Tech in the room to load onto the presentation computer.
3. All faculty and presenters are asked to arrive in the designated session room **15 minutes before** the session begins.
4. All attendees will receive a separate email communication when the mobile app for the meeting is live to download it in their app store. Please download this app once it becomes available (as it will feature the latest schedule of presentations).
5. **For Invited Sessions Only:** The Session Organizers/Chairs are responsible for submitting all final faculty members' PowerPoint/PDF presentations to Lisa Aguado (lisaaguado@sctweb.org) at the conclusion of their scheduled Invited Session/Targeted Session during the Annual Meeting. Lisa Aguado will email the Session Organizers/Chairs with a Dropbox Link to submit all final PowerPoint/PDF presentations. **Important Note:** *The presentation files submitted to Lisa Aguado by the Session Organizers/Chairs will be considered the final versions to be uploaded to the SCT website after the Annual Meeting.*

Presentation Instructions for Thomas C. Chalmers Student Scholarship Finalists & Sylvan Green Award Winner:

1. For presenters who are Mac users, we ask that you please use Microsoft Suite to create your presentation using PowerPoint instead of Pages.
2. Presenters are welcome to use the SCT PowerPoint template, but this is not a requirement. [Click here](#) to access the SCT PowerPoint template. **IMPORTANT NOTE:** *Please download the SCT PowerPoint template onto your computer before using the template for your slides. Once you have created your presentation using the template (if you choose to), please save the file under a different name onto your computer and bring the presentation file with you on a USB drive to the meeting.*
3. The second slide of your presentation must be a disclosure slide either listing all items disclosed in the SCT Presenter Agreement you completed to formally accept the invitation to present or stating "No relevant disclosures" if you have nothing to disclose.
4. Acceptable presentation formats include PowerPoint (.ppt or .pptx) and Adobe Acrobat (.pdf).

5. All presentations must be in widescreen (16:9) format using PowerPoint.
6. All presenters are responsible for bringing their final presentation on a USB flash drive to the meeting.
7. The Contributed Session Moderators will be provided with the names, email addresses, and bios (if provided) of the presenting authors in their designated session(s).
8. The Contributed Session Moderators are responsible for collecting the final presentations from the presenters in their designated Contributed Session(s).
9. The Contributed Session Moderators are responsible for bringing their presenters' final presentations on a USB drive flash drive to load onto the presentation computer in the session room.

Onsite Instructions for Thomas C. Chalmers Student Scholarship Finalists & Sylvan Green Award Winner:

1. All presenters are asked to arrive in the designated session room **15 minutes** before the session begins.
2. The Contributed Session Moderators are responsible for knowing the order of the speakers' presentations and loading all presentations onto the computer in the session room.
3. If your Contributed Session is in the main session room, the Contributed Session Moderator is responsible for giving the USB flash drive with all presenters' PowerPoint/PDF presentations to the AV Tech in the room to load onto the presentation computer.
4. The Contributed Session Moderators are asked to introduce each speaker in their designated session before they present and to facilitate the Q&A following each speaker's presentation.
5. The Thomas C. Chalmers Student Scholarship finalists will be recognized during the SCT Business Session on **Tuesday, May 19, 2026, from noon – 12:45 pm MT**. The winner of the Thomas C. Chalmers Student Scholarship will also be announced during the SCT Business Session. The recipient of the Sylvan Green Award will also be recognized during the SCT Business Session. ***Please plan to attend the SCT Business Session.***
6. All attendees will receive a separate email communication when the mobile app for the meeting is live to download it in their app store. Please download this app once it becomes available (as it will feature the latest schedule of presentations).

Presentation Instructions for Contributed Sessions (oral presentations):

1. For presenters who are Mac users, we ask that you please use Microsoft Suite to create your presentation using PowerPoint instead of Pages.
2. Presenters are welcome to use the SCT PowerPoint template, but this is not a requirement. [Click here](#) to access the SCT PowerPoint template. ***IMPORTANT NOTE: Please download the SCT PowerPoint template onto your computer before using the template for your slides. Once you have created your presentation using the template (if you choose to), please save the file under a different name onto your computer and bring the presentation file with you on a USB drive to***

the meeting.

3. The second slide of your presentation must be a disclosure slide either listing all items disclosed in the SCT Presenter Agreement you completed to formally accept the invitation to present or stating “No relevant disclosures” if you have nothing to disclose.
4. Acceptable presentation formats include PowerPoint (.ppt or .pptx) and Adobe Acrobat (.pdf).
5. All presentations must be in widescreen (16:9) format using PowerPoint.
6. All presenters are responsible for bringing their final presentation on a USB flash drive to the meeting.
7. The Contributed Session Moderators will be provided with the names, email addresses, and bios of the presenting authors in their designated session(s).
8. The Contributed Session Moderators are responsible for collecting the final presentations from the presenters in their designated Contributed Session(s).
9. The Contributed Session Moderators are responsible for bringing their presenters’ final presentations on a USB flash drive to load onto the presentation computer in the session room. SCT will not be collecting presentations in advance of the meeting.
10. All attendees will receive a separate email communication when the mobile app for the meeting is live to download it in their app store. Please download this app once it becomes available (as it will feature the latest schedule of presentations).

Onsite Instructions for Contributed Sessions:

1. All Contributed Session Moderators and Presenters are asked to arrive in the designated session room **15 minutes** before the session begins.
2. The Contributed Session Moderators are responsible for knowing the order of the speakers’ presentations and loading all presentations onto the computer in the session room.
3. If your Contributed Session is in the main session room, the Contributed Session Moderator is responsible for giving the USB flash drive with all presenters’ PowerPoint/PDF presentations to the AV Tech in the room to load onto the presentation computer.
4. The Contributed Session Moderators are asked to introduce each speaker in their designated session before they present and to facilitate the Q&A following each speaker’s presentation. For the Contributed Sessions with the Thomas C. Chalmers Student Scholarship finalists or Sylvan Green Award winner presentations, we ask that the Contributed Session Moderators highlight those presentations during those sessions.
5. All attendees will receive a separate email communication when the mobile app for the meeting is live to download it in their app store. Please download this app once it becomes available (as it will feature the latest schedule of presentations).

Presentation Instructions for Poster Presentations:

1. Maximum size for posters is 48 inches high by 96 inches wide.

2. Please include a list of disclosures on the poster. The list should include all items disclosed on the Presenter Agreement. If the presenting author has nothing to disclose, please include “No Relevant Disclosures” next to their name on the disclosure list.

Onsite Instructions for Poster Presentations:

1. We will assign placement of your poster prior to the meeting.
2. For those who are presenting in Poster Session 1:
 - a. Please pin your hard copy poster to the assigned poster board in the Poster Session area **between 3:00 pm Sunday, May 17th and 8:00 am Monday, May 18th. Important Note: If you are eligible for the Best Poster Presentation Award and your poster is not displayed in the Poster Session Area by 8:00 am Monday, May 18th, it will not be considered for the Best Poster Presentation Award.**
 - b. Please remove your hard copy poster from the Poster Session area **no later than 10:30 am Monday, May 18th. Important Note: Any posters not removed by then will be discarded.**
3. For those who are presenting in Poster Session 2:
 - a. Please pin your hard copy poster to the assigned poster board in the Poster Session area **between 11:30 am and 1:30 pm Monday, May 18th.**
 - b. Please remove your hard copy poster from the Poster Session area **no later than 6:15 pm Monday, May 18th. Important Note: Any posters not removed by then will be discarded.**
4. For those who are presenting in Poster Session 3:
 - a. Please pin your hard copy poster to the assigned poster board in the Poster Session area **between 7:00 pm Monday, May 18th and 7:30 am Tuesday, May 19th.**
 - b. Please remove your hard copy poster from the Poster Session area **no later than 1:00 pm Tuesday, May 19th. Important Note: Any posters not removed by then will be discarded.**
5. The presenting authors are only required to stand by their poster(s) on the day and time assigned to them to present their data and answer questions meeting attendees may have.
 - a. Poster Session 1 (P1 – P22): Monday, May 18th from 9:30 – 10:15 am
 - b. Poster Session 2 (P23 – P43): Monday, May 18th from 2:45 – 3:30 pm
 - c. Poster Session 3 (P44 – P64): Tuesday, May 19th from 9:00 – 9:45 am
6. All presenting authors are responsible for removing their hard copy poster(s) in the Poster Session area by 5:30 pm Tuesday, May 19th.
7. The Best Poster Presentation Award winner will be announced during the SCT Business Session on **Tuesday, May 19, 2026, from noon – 12:45 pm. The winner will receive a certificate. Please plan to attend the SCT Business Session.**

Additional Questions?

If you have any questions regarding your presentation, please email contact@sctweb.org.