



Faculty and Presenter Instructions

General Instructions:

- All accepted Pre-Conference Workshops, Invited Sessions, Targeted Sessions, Chalmers and Green Award Presentations, Contributed Sessions (oral presentations), Trial of the Year Presenter(s), and Poster Presentations must attend the meeting in-person to present (no virtual option).
- All faculty and presenters of SCT's 2024 Annual Meeting are required to register for the meeting (unless communicated otherwise).
- All faculty and presenters are responsible for all registration fees, travel and housing arrangements, and other related expenses (unless communicated otherwise).
- Registration and housing are open. Please visit the [SCT website](#) for more information.

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

1. 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.
2. 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.
3. Acceptable presentation formats include PowerPoint (.ppt or .pptx) and Adobe Acrobat (.pdf).
4. All presentations must be in widescreen (16:9) format using PowerPoint.
5. 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.

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

1. Presenters are welcome to use the SCT PowerPoint template, but this is not a requirement. [Click here](#) to access the SCT PowerPoint template.
2. 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.
3. To promote equity, diversity, and inclusion in clinical trials, we ask that you please discuss (if possible, and briefly) ways your method could be used to study or enhance clinical trial diversity/representation at the end of your presentation.
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 drive flash drive to load onto the presentation computer in the session room.

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.*

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 21, 2024, from 11:45 am – 12:45 pm ET**. 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. Presenters are welcome to use the SCT PowerPoint template, but this is not a requirement. [Click here](#) to access the SCT PowerPoint template.
2. 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.
3. Acceptable presentation formats include PowerPoint (.ppt or .pptx) and Adobe Acrobat (.pdf).
4. All presentations must be in widescreen (16:9) format using PowerPoint.
5. All presenters are responsible for bringing their final presentation on a USB flash drive to the meeting.
6. The Contributed Session Moderators will be provided with the names, email addresses, and bios of the presenting authors in their designated session(s).
7. The Contributed Session Moderators are responsible for collecting the final presentations from the presenters in their designated Contributed Session(s).
8. 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. SCT will not be collecting presentations in advance of the meeting.
9. 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. Posters should be no larger than 4' (height) x 8' (width).
2. Please include a list of disclosures on the poster presentation. 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. All presenting authors are responsible for displaying their hard copy poster(s) in the Poster Session area **between 3:00 pm Eastern Time Sunday, May 19th and 8:00 am Eastern Time Monday, May 20th**.
3. 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 – P31): Monday, May 20th from 10:00 – 10:45 am Eastern Time
 - b. Poster Session 2 (P32 – P62): Monday, May 20th from 3:30 – 4:15 pm Eastern Time
 - c. Poster Session 3 (P63 – P92): Tuesday, May 21st from 9:30 – 10:15 am Eastern Time
4. All presenting authors are responsible for removing their hard copy poster(s) in the Poster Session area by 5:30 pm Eastern Time Tuesday, May 21st. **Important Note: Any posters not removed from the Poster Session Area by the designated date and time will be discarded.**
5. The Best Poster Presentation Award winner(s) will be announced during the SCT Business Session on **Tuesday, May 21, 2024, from 11:45 am – 12:45 pm ET. The winner(s) 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.