

IPDLN 2024 Conference Presentation Guidelines

****Presenters will receive an email with links to Google Drive and the Oxford Abstracts Virtual Poster Gallery so they may upload their files.****

Oral Presentations

Each oral presentation time slot is 15 minutes. The entire session, consisting of oral presentations, will be moderated by a chair who will manage questions from the audience. There is a maximum of two minutes for questions after each presentation, pending time.

Slides should be in either a PDF or PowerPoint format that can run in a Microsoft Windows environment. The slide format for all presentations is widescreen 16:9 aspect ratio (this is the default if using PowerPoint). To confirm your settings, in PowerPoint click on the “Design” tab and choose “Slide Size.” There you will see the option to select “Widescreen (16:9).” We recommend confirming the setting *before* you create your slides to avoid formatting issues later.

Presentation slides must be uploaded to Google Drive and saved in the corresponding session folder by 4:00pm (CST) on Monday, September 9, 2024. Be sure to include your abstract number and the presenter’s last name in the filename (e.g., 525_Lastname.pdf). Presenters will receive an email with a link to Google Drive so they may upload their files. At the conference, there will be a tech area where speakers can confirm receipt and preview slides if desired.

Rapid Fire Presentations

Each presenter will have 5 minutes to present their work using only one slide projected on a screen. Please avoid using animations. The presentation should focus mainly on results and impact or novelty of the findings. The entire session, consisting of rapid fire presentations, will be moderated by a chair. There will not be time to field questions from the audience.

The slide should be in either PDF or PowerPoint format that can run in a Microsoft Windows environment. The slide format for all presentations is widescreen 16:9 aspect ratio (this is the default if using PowerPoint). To confirm your settings, in PowerPoint click on the “Design” tab and choose “Slide Size.” There you will see the option to select “Widescreen (16:9).” We recommend confirming the setting *before* you create your slide to avoid formatting issues later.

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Poster Presentations

Physical: Posters will be on display on the Imperial Ballroom Level on Monday, September 16, and Tuesday, September 17. Check the program for your assigned poster session. On the day of your poster

session, setup begins at 11:00 AM (CST) and posters will be viewable all day. Please be available to answer questions about your poster between 5:30-6:30 PM (CST) on your scheduled day. Posters should be removed by 7 PM (CST) that evening. Any posters remaining after that time will be discarded.

Posters should not exceed 48 inches x 36 inches /121.92 cm x 91.44 cm. Either landscape or portrait orientation using these dimensions is acceptable. **Posters must be printed and brought or shipped to the conference. They do not need to be on a backboard (e.g., foam core) or laminated.** [The FedEx at the Fairmont offers printing services](#). We do not reimburse the costs of printing.

NEW! *Optional Virtual Poster Gallery:* Submitted posters will be accessible through the Oxford Abstracts IPDLN 2024 site where attendees will be able to browse a virtual poster gallery.

To be included, please submit a PDF copy of your accepted poster by September 9, 2024, 4 PM (CST) via [Oxford Abstracts](#). After logging in, click on the “Edit” button to the right of the poster(s) you’d like to submit to the Virtual Poster Gallery. There you will be able to upload your poster file. Be sure to include your abstract number and the presenter’s last name in the filename (e.g., 525_Lastname.pdf). If desired, submit up to 5 keywords when you upload your file. Only one single file should be submitted – there is no size limit, but the PDF must be limited to one page in length.