

2026 ASPO-HNS SUMMER MEETING PRESENTER GUIDELINES

JULY 17-19, 2026 | CHICAGO, IL | AMERICAN COLLEGE OF SURGEONS

Thank you for participating in the 2026 ASPO-HNS Summer Meeting. We look forward to welcoming you to Chicago, IL, July 17-19, 2026, at the American College of Surgeons. Please review the guidelines carefully. If you have questions at any time, contact info@asophns.org. Additional meeting information, including registration, hotel accommodations, and the preliminary program can be found on the [ASPO-HNS Summer Meeting webpage](#).

Confirmation, Registration and Disclosure Requirements:

All presenters are required to register for the meeting as an in-person attendee, complete the [disclosure form](#), and complete the [speaker confirmation form](#). Registration information is available at [ASPO-HNS Summer Meeting webpage](#).

Presentation Formats & Timing:

Please adhere to the time allotted for your presentation format. Moderators will keep presentations on schedule.

Presentation Type	Time Allotted
Podium	6 minutes
Quickshot	3 minutes
Poster	Poster display only, no formal oral presentation
Panel	45 minutes total, last 5 minutes for audience Q&A

Poster Presentations:

Poster presenters will not give a formal oral presentation. Authros should be available during their designated Meet the Poster Authors session to discuss their work and answer attendee questions.

Podium & Quickshot Presentations:

Podium presentations are limited to 6 minutes and Quickshot presentations are limited to 3 minutes. Audience questions will not be taken after individual presentations. A dedicated Q&A period will take place at the conclusion of each Podium or Quickshot session. Presenters should plan their remarks with thir allotted time.

Panel Presentations:

Panel sessions are scheduled for 45 minutes total. Moderators should reseve the final 5 minutes for audience questions and discussion. Panelists are encouraged to coordinate in advance to snure balanced participation and adequate audience engagement.

Presentation Submission Requirements:

To meet the continuing education accreditation requirements, all presentation drafts must be submitted no later than: **Friday, June 19th**. Presentations will be reviewed by IPMA. All presentations must comply with the current [ACCME Standards for Integrity and Independence](#) in Accredited Continuing Education.

PowerPoint Template:

ASPO-HNS will provide an optional PowerPoint template for presenters. Use of the template is encouraged but not required.

At the Meeting:

- There will not be a speaker ready room.
- All DRAFT presentations will be loaded by AV staff onto the presentation computer in the session room.
- Presenters should check in with the AV technician at the back of the room at least **90 minutes prior to their scheduled presentations** to upload their final presentation and ensure it functions properly.
- Any presentation updates should be completed outside the session room before being provided to AV staff.
- Individual laptops will not be permitted at the podium.
- Presenter View will not be available during presentations.
- If your presentation includes embedded video, you are responsible for confirming that all media functions correctly prior to your session.
- It is the presenter's responsibility to retrieve any personal media or materials following their presentation, if applicable.

Available AV Equipment:

- Presentation computer
- Confidence monitor at the podium
- Laser pointer
- Wired Mouse for slide advancement
- 16:9 widescreen projection
- LCD projector
- Lectern microphone
- Table microphones (as applicable)
- Floor microphones for audience questions
- Dedicated AV technicians
- Speaker timing system

Presentation Design Tips:

- Keep slides clean, simple, and focused.
- Use large, readable fonts (24-point minimum)
- Minimize text and maximize visual clarity
- Ensure all charts, tables, and images are readable
- Embed videos directly and test in advance
- Limit animations and transitions
- Focus on key findings, clinical relevance, and take-home messages
- Rehearse your presentation to ensure it fits within the allotted time.

Assembling Your Presentation:

- Presentations must be created using Microsoft PowerPoint.
- Session rooms will be configured for single-screen projection.
- Title slides, if desired, should be incorporated into your presentation.
- Videos should be embedded directly within the PowerPoint file whenever possible.
- Personal laptops and presentation devices may not be connected at the podium.
- All presentations must comply with HIPAA requirements.
- Remove or obscure all patient identifiers from images, scans, pathology slides, radiographs, videos, and photographs.
- Presentations should be formatted in the standard 16:9 widescreen format.

Final Checklist:

Before submitting your presentation, confirm that:

- Your draft presentation has been submitted by **June 19, 2026**.
- Your presentation complies with ACCME requirements.
- All patient identifiers have been removed or obscured.
- Videos and media files are properly embedded.
- Your presentation displays correctly in 16:9 format.
- You have registered for the meeting
- You have completed the speaker confirmation form
- You have completed the required disclosure form

Thank you for contributing to the scientific and education success of the 2026 ASPO-HNS Summer Meeting. We look forward to seeing you in Chicago.