APSNA POWERPOINT™ GUIDELINES AND GUIDELINES FOR WRITTEN MATERIALS

1. Permissions
   - For information and resources on copyright – please refer to the APSNA Copyright Information and Guidelines webpage.
   - All permissions are to remain with the Speaker and be provided to Director of Program upon request.

2. Logos
   To ensure compliance with the body that accredits APSNA to award continuing nursing education contact hours (NAPNAP), logos and/or names of organizations (commercial companies, consulting firms, hospitals, etc.) may not appear on the PowerPoint™ slides containing education content. A logo or name of an organization may appear on the first slide only with the title of the program and name of speaker(s). For any questions related to conflict of interest please contact Julie McKee, Director of Education.

3. PowerPoint Presentations
   - The APSNA Conference PowerPoint™ template will be used by all presenters for consistency throughout the sessions.
   - The APSNA Scientific Conference is carefully planned with multiple presenters. We ask that all speakers be cognizant of their allotted time frames. Note the time allowed and plan your talk/slides to allow for a relaxed pace, typically one slide per three minutes.
   - References are required and are to follow APA Reference Style. Useful resources for reference listing can be accessed here:
     - [http://www.apastyle.org/](http://www.apastyle.org/)
     - [http://libguides.gwumc.edu/c.php?g=27779&p=170351](http://libguides.gwumc.edu/c.php?g=27779&p=170351) (This site also provides useful sites to obtain online images. Please remember to always follow guidelines for citing images).
     - [https://owl.english.purdue.edu/owl/resource/560/01/](https://owl.english.purdue.edu/owl/resource/560/01/)
• **Embedded audio/video links** within the presentation: Please alert the Director of Program if your presentation includes an audio/video link, when you submit your presentation. The links tend to pose problems onsite/on the day of presentation.

• **Tips** for an easy to read and follow presentation.

• The PowerPoint™ presentation can serve as your sole handout. It will be posted to the APSNA website. (Please refer to #4 if a secondary handout is planned.)

### 4. Handouts

- Secondary handouts, separate from the PowerPoint™ presentation, must be submitted in advance. No onsite distribution is permitted.

- Secondary handouts will be posted to the website for access by conference attendees.

- When “tools” (or similar) are mentioned in your session overview, be sure to provide the tools in or how to obtain them.

### 5. Submitting your PowerPoint™ Presentation and Handouts

- APSNA’s e-mail server does not deliver files larger than 5MB. For live presentations, these limits do not necessarily apply.

- Presentation materials should be forwarded to Emilie Labonte via email at elabonte@jaffemanagement.com and must be received by April 1, 2022. Failure to submit materials by the deadline will result in the cancellation of the presentation at the discretion of the Director of Program. The Director of Program and Karleen Schmidt need to be made aware if there are any questions concerns. There will be no revisions of presentations past the above due date.

- We realize that last minute changes to your presentation are sometimes unavoidable. However, we highly encourage timely submission of the above noted due date. In order to ensure a well-organized, time conscious program, all presentations will be uploaded in advance by our Audio Visual (AV) Support Staff.

### 6. Presentation Equipment

- The APSNA Annual Scientific Conference is located in a general session meeting room, set up classroom style with large projector, laptop computer, pointer, standard lectern, and both gooseneck and wireless microphones.

- We do not encourage the use of personal computers for presentations. We cannot guarantee AV support or troubleshooting for personal computers.

### 7. Presentation Day

- All presenters must be registered for the conference and present at the conference - including poster presenters.
• Posters are not to be posted up on the poster boards until cleared by onsite personnel.

• Please be available 15 minutes before your presentation and be prepared to begin and end promptly.

• Your presentation will have been transferred to the Conference AV Support Technician who will have your slide presentation loaded and ready for you.

• Professional business attire is expected of all speakers.