



Lightning Oral Presenter Checklist

What is a Lightning Oral Presentation?

A **Lightning Oral Presentation** is an abstract selected by the Convener or Program Committee to be presented in a symposium at NACCT 2026. Each lightning session is 30-minutes. Each lightning speaker receives 5 mins of presentation time and followed by 2 mins of Q&A. **Additionally**, there is a poster presentation ON THE SAME DAY as the oral presentation. The date and time of your presentation has already been sent to you.

Poster presentation times are below:

- **Friday, October 23rd from 11:30 AM – 12:00 PM PT**
 - Set Up: Thursday, October 22nd from 1:00 PM – 5:00 PM PT
 - Required Display Time: Friday, October 23rd from 9:00 AM – 4:00 PM PT
 - Break Down: Friday, October 23rd from 4:00 PM – 4:45 PM PT
- **Saturday, October 24th from 11:30 AM – 12:00 PM PT**
 - Set Up: Friday, October 23rd from 5:00 PM – 5:45 PM PT
 - Required Display Time: Saturday, October 24th from 9:00 AM – 4:00 PM PT
 - Break Down: Saturday, October 24th from 4:00 PM – 4:45 PM PT
- **Sunday, October 25th from 9:30 AM – 10:00 AM PT**
 - Set Up: Saturday, October 24th from 5:00 PM – 5:45 PM PT
 - Required Display Time: Sunday, October 25th from 9:00 AM – 1:30 PM PT
 - Break Down: Sunday, October 25th from 1:30 PM – 3:00 PM PT

Lightning Oral Presentation Presenters must register to attend NACCT 2026 to participate in the symposium! [Click here to register today](#). *Important note: Abstracts are subject to withdraw if presenting author does not register.*

Poster Presenters must be available at posters during the assigned presentation date and time. The date, time, and location of your poster presentation was included on your acceptance letter.

How to Format Your Presentation: (recommended)

- ✓ Include no more than 3-4 short slides (1 per minute)
- ✓ Summarize your slides in 5 minutes
- ✓ Allow for 2 minutes of questions from the audience
- ✓ All scientific presentations are 16x9, High Definition. Acceptable formats are PowerPoint or PDF.

Audio-Visual Set-up for Oral Abstracts

Oral abstracts take place in scheduled meeting rooms. The meeting rooms are equipped with a screen, laptop, wired mic and small podium. Lightening oral presentations are recorded by default. Inform the Education Program Manager, Kristin Dube at kdube@veritasamc.com, with questions or concerns regarding the recording.

General Guidelines:

- Hold microphone close to mouth when speaking so attendees can hear your presentation.
- One slide = One idea
- Do not use more than one slide per minute
- Limit the text on your slides – *focus on the main message*
- Use less than 20 words per slide
- Utilize clear visuals and graphics instead of text
- Limit abbreviations and unnecessary text
- Use bullet points instead of full sentences
- Make sure slides are clear and readable – double space your text
- Use clear fonts and contrasting colors
- Avoid the use of ALL CAPITAL letters or underlined text, as they are difficult to read
- Remember, your slide must be readable from the back of the session room
- Prevent using font sizes smaller than 18pt
- Cite your sources

Slide Submission

Slides will be due 4 weeks before the conference. You can upload them directly to cadmium. If you need to make modifications to your slides you can go to the speaker ready room prior to your talk to upload the latest version.

How to Format Your Poster:

- ✓ Size: Posters should be no larger than 8' (L) x 4' (H)
- ✓ In the upper left-hand corner of your poster:
 - Clearly note your assigned presentation number and date
 - Final poster numbers will be published in the Itinerary Planner in late July
- ✓ Centered at the top of your poster:
 - Author name(s) and institution

- ✓ In the upper right-hand corner of your poster, place
 - Your Institution
 - Phone Number
 - Email Address
- ✓ On main area of the poster, include a reproduction of your abstract with the following headings (which should be in 40 pt font):
 - Introduction
 - Methods
 - Results
 - Conclusions
 - References
 - Discussion (optional)
- Important Notes: Commercial, product, and corporate logos must NOT be placed on posters or poster boards, however, institutional logos are permitted. Please be sure to communicate this policy if the poster is being designed and printed for you by someone else.

General Guidelines:

- Posters should stimulate discussion; do not give a long presentation
- Keep text to a minimum – use bullets, they’re easier to read
- Emphasize graphics
- Limit abbreviations and unnecessary text; balance text and figures
- Spellcheck your work!
- Utilize handouts to supplement your poster
- Materials must be easily read at a distance of 4 feet
- Avoid handwriting text
- Use 14pt or larger double-spaced text; recommended fonts are Arial, Calibri, Century Gothic, Geneva, and Helvetica (San serif fonts)
- Use clear fonts and contrasting colors
- When choosing a background, remember neutral or grey colors will be easier on the eyes than a bright color. Color photos look best when mounted on grey.
- View these slides for tips on developing an effective poster.
- When presenting:
 - Make eye contact
 - Give attendees a moment to read your science before discussing
 - Make it easy to remember
 - “Sell Your Science” in 10 seconds
 - Know your stuff
 - Network, network, network
 - If you wish to further a discussion away from the Poster, visit Track Hubs in the Exhibit and Poster Hall
 - Have business cards and contact information easily available

Other Important Information:

- ✓ Remember to bring an electronic copy of your poster (just in case), especially if you are checking your poster on a plane (not recommended) or shipping your poster.
- ✓ Posters must be mounted on your assigned and numbered poster board before 8:30am on the day of your scheduled presentation.
- ✓ Posters must be removed during date/time indicated above.
- ✓ Poster Presenters may upload an ePoster.

Questions?

Please e-mail NACCT Meetings Staff with any questions at nacct@clintox.org

We look forward to seeing you in sunny San Diego!

Sincerely,

North American Congress of Clinical Toxicology Planning Committee

