

## LUCOM Research Day – Presentation Guidelines

### Thank you for your interest in LUCOM's annual Research Day.

Please read the following instructions carefully. The information is only provided for the submitting author; instructions may be shared with coauthors listed on the presentation.

All abstracts for oral and poster presentations will be given a unique number for identification (i.e., "P#" for posters and oral presentations) in the final Program. Authors will be sent this identifier prior to the submission deadline for posters and talks. This unique identifier is required on the filename of each submitted presentation; remove spacing in the filename. Two examples are provided below.

- Example1: P3\_Sparky\_ResearchDayTalk
- Example2: P20\_Smith\_ResearchDayPoster

All LUCOM presenters must use one of the approved LUCOM PowerPoint templates, which will be provided separately to the submitting authors after abstract submission closes.

### INSTRUCTIONS

#### Oral Presentation:

- All presenters are asked to upload their completed oral presentation as a PowerPoint presentation file on or before Jan. 8, 2025, for pre-loading on the auditorium computer. Presenters may also bring their presentations on a USB flash drive to the meeting for loading on the computer during the lunch break, or may use their own laptop for their presentation.
- **LUCOM presenters** must include the following slides in their PowerPoint presentation: a beginning slide that has the main title and the presenter's name, data slides, and an acknowledgment slide.
- Each presentation is 15 minutes in total (**INCLUDING questions**); please plan accordingly.
  - 10-12 minutes for presentation
  - 3-5 minutes for questions
  - A recommendation is to allow one minute per slide or approximately 12 slides total
- Upload the PowerPoint presentation [here](#) (**ALL oral presenters**).

#### Poster Presentation:

- LUCOM-affiliated poster presenters are required to upload their completed poster presentation as a PowerPoint Presentation file on or before Dec. 11, 2024, for printing. **Late entries will not be accepted for printing by LUCOM.\***
- The PowerPoint Presentation file must include the following:
  - A Title (first letter capitalization); 225 characters and spaces max, three lines max
  - A list of the authors; 225 characters and spaces max, three lines max
  - A list of supporting institutions indicated by superscript numbers; 225 characters and spaces max, three lines max (city and state optional, **no full addresses**)
  - **Presentation number** in the top left corner of the poster.
- Suggested poster dimensions: 33 in. (height) x 44 in. (width); no larger than 36 in. x 48 in.
- Upload the PowerPoint presentation [here](#) (**LUCOM-affiliated ONLY**).

**\*NOTE:** External poster presenters should bring their printed poster(s) to the meeting.