



## ***IFNC16 Podium Abstract Presenter Guidelines***

**(NEW DEADLINE)** Presentations must be uploaded by **Wednesday, June 14<sup>th</sup>**, you can upload your presentation [here](#).

As a Podium Abstract Presenter at the **16th International Family Nursing Conference** in June,

- please read the important information below to help you prepare your presentation and respond accordingly.
- you must be an IFNA member to present.
- you must register for the conference.
- Podium presentations will be delivered in-person in Dublin. Presenting virtually is not an option.

Each presentation will be allotted 15 minutes, including time for questions and answers. There will be strict adherence to the time schedule to ensure each presenter has adequate time to present.

### **Preparing your PRESENTATION: Due Wednesday, June 14<sup>th</sup>**

- Laptops will be provided in each room.
- Laptops will be equipped with PowerPoint, please create your presentation in 16:9 format
- We recommend that you *do not use a MAC* to create your presentation (the variations between the systems and limited MAC adapters could pose an issue at the conference).
- Use common fonts such as Arial or Times Roman.
- If you will be using any **audio or video clips (sound) OR require internet access** for your presentation **we will need advanced notice** to make arrangements prior to your presentation. Please notify Debbie Zaparoni at [Debbie@internationalfamilynursing.org](mailto:Debbie@internationalfamilynursing.org). Additionally, be sure to check in at the conference registration desk for further instruction.
- Save your presentation in this format,
  - a. Session #\_ (A1, C3, D5, etc.)
  - b. Your last name
  - c. (Example - B3\_Zaparoni)

**On Wednesday, June 14<sup>th</sup>**, upload your presentation [here](#).

**THIS** presentation file will be given to the AV staff and uploaded to the respective meeting room. **THIS** presentation file will be used to provide a PDF handout of your presentation to attendees. **If you do not want your presentation available as a handout for attendees**, notify Debbie Zaparoni.

Be sure to bring your presentation in multiple formats, ie, on a USB drive, in an email or available in some online format as a back up.

Again, **presentations MUST be submitted by Wednesday, June 14<sup>th</sup>**. This date is firm.

The **PRELIMINARY schedule for Concurrent Sessions (subject to change)**, and preliminary conference agenda are available on the website.

If you have any questions, please contact Debbie Zaparoni at [debbie@internationalfamilynursing.org](mailto:debbie@internationalfamilynursing.org).

Debbie Zaparoni

IFNA Administrative Office