

2027 NACCHO360

SPEAKER READINESS CHECKLIST

Local Public Health Shines, Communities Thrive

CONFERENCE
July 20–23, 2027

LOCATION
Orlando, Florida

PRESENTATION UPLOAD
June 25, 2027

This document highlights the speaker's responsibilities, key deadlines, presentation requirements, and poster guidance included in the 2027 NACCHO360 Call for Abstracts Guidelines.

YOUR KEY DATES

February 2027: acceptance notifications • March 2027: presenter invitation response period • June 25, 2027: presentation upload deadline • July 20–23, 2027: NACCHO360 in Orlando

1. Accept Your Invitation & Confirm Your Team

- ☐ Review the formal invitation sent by NACCHO through the online abstract system in February 2027.
- ☐ Accept or decline the invitation through the online speaker portal by the deadline provided in your official acceptance letter.
- ☐ Confirm that all presenting speakers are able to attend the conference in person and participate in the accepted session.
- ☐ Confirm your moderator. Each session is responsible for providing its own moderator.
- ☐ If your abstract is approved, add any additional in-person presenters through the approved abstract record, as permitted.
- ☐ Lead presenters: communicate with co-presenters and coordinate the presentation with the session moderator.

2. Register & Plan for Attendance

- ☐ Register for 2027 NACCHO360 and pay the applicable conference registration fee. All presenters are required to register.
- ☐ Make your travel and lodging arrangements for Orlando, Florida. NACCHO does not provide travel allowances, honoraria, or reimbursement for conference attendance.
- ☐ If your plans change after accepting, communicate a withdrawal promptly to Abstracts@naccho.org for your abstract and email NACCHO 360 Registration naccho360reg@naccho.org for any registration changes.

3. Confirm Your Presentation Format

Prepare according to the format listed in your acceptance. The Call for Abstracts identifies the following speaker limits and requirements:

- ☐ Learning Session: prepare for the accepted 30-, 60-, or 90-minute option; sessions may include up to 3 speakers and 1 moderator. Include time for Q&A.
- ☐ Poster Session: plan for a 90-minute presentation/discussion period with a maximum of 2 speakers.
- ☐ Student Poster Session: student submissions selected for presentation are presented in poster format.
- ☐ Pre-Conference Workshop: prepare for a 3-hour, active participation session with a maximum of 3 speakers and 1 moderator.
- ☐ For-Profit Learning Session: prepare for the accepted 30- or 60-minute session with a maximum of 3 speakers and 1 moderator.

4. Build a Strong, Audience-Ready Presentation

- ☐ Keep your content aligned with the accepted session topic and the work represented in your abstract.
- ☐ Coordinate content across presenters so the session feels cohesive and avoids unnecessary duplication.
- ☐ Use clear, accessible language and organize your presentation around the problem, key findings or approach, significance, and practical takeaways.
- ☐ For learning sessions, plan your content so there is appropriate time for audience questions and discussion.
- ☐ Proofread slides and session materials for clarity, grammar, names, titles, affiliations, and accuracy.

5. Complete Presenter Disclosure Requirements

- ☐ Review whether your presentation discusses commercial products, services, or organizations with which you have a significant financial interest or other relationship.

- ☐ Disclose relevant relationships to participants before speaking. A relationship or affiliation does not prevent participation, but it must be made known in advance to the audience.

6. Submit Your Presentation by June 25, 2027

- ☐ Finalize your presentation and complete the required presentation upload by June 25, 2027.
- ☐ Confirm that the version you upload is the final version your speaker team intends to present.
- ☐ Keep a backup copy of your presentation and session materials for your records.

IMPORTANT

The Call for Abstracts establishes June 25, 2027, as the presentation upload deadline. Any additional speaker-portal or file-format instructions should be followed as provided in subsequent NACCHO speaker communications.

7. Learning Session AV Readiness

The following AV for Learning Sessions: screen, projector, sound, one lectern, and one laptop connection.

- ☐ Design slides for projection and test any embedded media before the conference.
- ☐ Plan how presenters will transition at the lectern and share the available laptop connection.
- ☐ Watch for final NACCHO speaker communications for onsite presentation loading, room setup, and AV instructions.

8. Poster Presenter Checklist

- ☐ Design your poster horizontally within the 4 ft x 6 ft poster-board dimensions.
- ☐ Print your own poster. NACCHO does not print posters on behalf of presenters.
- ☐ Choose poster paper, fabric, or vinyl based on your preference.
- ☐ Watch for an email approximately one week before the conference with your poster number, location assignment, presentation date/time, and setup/takedown times.
- ☐ Use the push pins provided by NACCHO to attach your poster to the poster wall.
- ☐ Plan to be present during your assigned 90-minute poster presentation period to discuss your work and answer questions.

9. Final Week Readiness Check

- ☐ Reconfirm your session date, time, format, presenter lineup, and moderator with your speaker team.
- ☐ Review your presentation together and confirm speaking order, transitions, timing, and Q&A responsibilities.
- ☐ Confirm that all presenting speakers are registered and prepared to attend.
- ☐ Poster presenters: review your poster assignment email and confirm setup/takedown details.
- ☐ Review any final NACCHO speaker instructions for onsite logistics and AV procedures.

10. Day-of-Presentation Checklist

- ☐ Arrive with enough time to locate your session or poster area and be ready before your assigned start time.
- ☐ Connect with your moderator and co-presenters before the session begins.
- ☐ Stay within the accepted session time and preserve the planned opportunity for Q&A or discussion.
- ☐ Make any required presenter disclosures before discussing relevant commercial products, services, or relationships.
- ☐ Engage attendees with clear, practical takeaways they can apply in their own public health work.

Speaker's Final Five

- ☐ Invitation accepted and speaker team confirmed
- ☐ Conference registration and travel plans completed
- ☐ Presentation finalized and uploaded by June 25, 2027
- ☐ Moderator, timing, transitions, and Q&A plan confirmed
- ☐ Final NACCHO speaker communications reviewed before arrival

QUESTIONS?

For speaker or abstract-related assistance, contact Abstracts@naccho.org.