

SPEAKER READINESS CHECKLIST

CONFERENCE
April 19–21, 2027

LOCATION
Atlanta, Georgia

PRESENTATION UPLOAD
April 2, 2027

1. ACCEPT YOUR INVITATION & CONFIRM YOUR TEAM

- ☐ Accept your invitation through the online Speaker Portal by the deadline provided in your acceptance letter.
- ☐ Confirm that you will attend and present in person.
- ☐ Review your accepted session title, format, and session length.
- ☐ Confirm all presenters participating in your session.
- ☐ Confirm your session moderator.
- ☐ Coordinate with your moderator and co-presenters before the presentation.
- ☐ Register for the 2027 Preparedness Summit or Nursing Summit
- ☐ Confirm travel and lodging plans and related expenses.

2. COMPLETE YOUR SPEAKER PROFILE

- ☐ Review your name and credentials.
- ☐ Confirm your job title and organization.
- ☐ Review/update your biography.
- ☐ Upload/review your professional headshot.
- ☐ Confirm your contact information.
- ☐ Complete any required presenter disclosures.

3. KNOW YOUR PRESENTATION FORMAT

- ☐ Confirm the amount of time assigned to your session.
- ☐ Determine how presentation time will be divided among speakers.
- ☐ Build Q&A and audience engagement into your presentation.
- ☐ Meet with your moderator and co-presenters to review speaker order, introductions, timing, transitions, audience engagement, Q&A, and closing remarks.

4. BUILD YOUR PRESENTATION

- ☐ Develop slides around the accepted session description and learning outcomes.
- ☐ Use clear, accessible language appropriate for a diverse, cross-sector audience.
- ☐ Avoid excessive jargon.
- ☐ Make slides visually clear and easy to read.
- ☐ Focus on actionable takeaways attendees can apply.
- ☐ Incorporate opportunities for interaction where appropriate.
- ☐ Plan sufficient time for audience questions.
- ☐ Avoid reading directly from slides—use stories, examples, insights, and takeaways to reinforce your message.

5. SUBMIT YOUR PRESENTATION — DEADLINE: APRIL 2, 2027

- ☐ Complete your final presentation.
- ☐ Proofread all slides.
- ☐ Confirm names, titles, organizations, and data are accurate.
- ☐ Check links, videos, graphics, and embedded media.
- ☐ Make sure required disclosures are included.
- ☐ Upload your presentation by April 2, 2027.
- ☐ Save your final presentation to a flash drive.
- ☐ Bring a backup copy on a second flash drive and/or another accessible backup.

Onsite presentation loading and AV procedures are subject to the final 2027 Know Before You Go instructions.

6. PREPARE FOR AUDIO/VISUAL NEEDS

- ☐ Test your presentation on a computer other than your own.
- ☐ Make sure fonts, images, charts, and animations display correctly.
- ☐ If using video, save the actual video file with your presentation rather than relying solely on streaming.
- ☐ Bring all presentation files on a flash drive.
- ☐ Bring a backup copy.
- ☐ Do not assume reliable internet access for presentation content.

Final 2027 room AV specifications will be confirmed in the Know Before You Go communication.

7. IF YOU ARE PRESENTING A POSTER

- ☐ Confirm your assigned poster presentation date and time.
- ☐ Confirm your poster number/location once provided.
- ☐ Prepare your poster in a horizontal 4 ft. × 6 ft. format.
- ☐ Print and transport your own poster—NACCHO does not print posters for presenters.
- ☐ Plan to be present at your poster during the assigned presentation time.
- ☐ Follow the designated setup and removal schedule.

8. ONE WEEK BEFORE THE SUMMIT

- ☐ Review the final speaker communication/Know Before You Go.
- ☐ Confirm your session date, time, room, session length, co-presenters, and moderator.
- ☐ Download the conference mobile app when available.
- ☐ Review your speaker profile and session listing in the app.
- ☐ Confirm travel and hotel arrangements.
- ☐ Pack your presentation flash drive and backup separately.
- ☐ Pack comfortable professional attire and shoes.
- ☐ Rehearse your complete presentation with co-presenters.
- ☐ Time the presentation from beginning to end.
- ☐ Prepare several audience discussion questions.
- ☐ Save a copy of your talking points for quick review onsite.

9. WHEN YOU ARRIVE IN ATLANTA

- ☐ Check in at conference registration and pick up your badge.
- ☐ Review the conference app for updates to your session time or room.

- ☐ Familiarize yourself with the conference venue.
- ☐ Locate your session room before presentation day if possible.
- ☐ Refresh/check the conference app regularly for schedule updates.

10. 30 MINUTES BEFORE YOUR SESSION

- ☐ Arrive at your assigned room 15–30 minutes early.
- ☐ Introduce yourself to onsite/session support staff.
- ☐ Meet your moderator and co-presenters.
- ☐ Load and open your presentation.
- ☐ Test slides, videos, and other media.
- ☐ Test the microphone.
- ☐ Confirm presentation order and speaker transitions.
- ☐ Review your timing and Q&A plan.
- ☐ Have water available.
- ☐ Put your phone on silent.

11. DURING YOUR PRESENTATION

- ☐ Use the provided microphone.
- ☐ Stay within your allotted presentation time.
- ☐ Speak clearly and at an appropriate pace.
- ☐ Engage the audience rather than reading directly from your slides.
- ☐ Use accessible language.
- ☐ Encourage audience participation when appropriate.
- ☐ Keep Q&A answers concise so multiple attendees can participate.
- ☐ Respect your moderator's time cues.
- ☐ End with clear takeaways or next steps.

12. AFTER YOUR SESSION

- ☐ Thank your moderator and co-presenters.
- ☐ Remain available briefly to connect with attendees when possible.
- ☐ Collect your flash drive and personal belongings.
- ☐ For poster presenters, remove your poster during your assigned dismantle period.
- ☐ Share approved resources/materials with attendees through the appropriate conference platform.

SPEAKER'S FINAL FIVE

- ☐ Do I know WHEN I'm presenting?
- ☐ Do I know WHERE I'm presenting?
- ☐ Do I have my PRESENTATION + BACKUP?
- ☐ Have I connected with my MODERATOR + CO-PRESENTERS?
- ☐ Am I in my room 15–30 MINUTES EARLY?

Questions? Abstracts@naccho.org