

2027 PUBLIC HEALTH NURSING SUMMIT

SPEAKER READINESS CHECKLIST

Preparing for What's Next: Engaging the Power of Public Health Nurses

SUMMIT
April 19–21, 2027

PRESENTER RESPONSE
February 2027

MATERIALS DEADLINE
April 2, 2027

Use this checklist to prepare for your participation in the 2027 Public Health Nursing Summit. Review each step carefully and complete all required speaker information, materials, and presentation preparations by the applicable deadlines.

1. ACCEPT YOUR INVITATION & CONFIRM YOUR PARTICIPATION

- ☐ Review your official acceptance notification from APHN.
- ☐ Accept your invitation through the online Speaker Portal by the deadline provided in your acceptance letter.
- ☐ Confirm that you will attend and present at the 2027 Public Health Nursing Summit.
- ☐ Review your accepted session title, presentation format, and allotted presentation time.
- ☐ Confirm all presenters participating in your session.
- ☐ Coordinate with your co-presenters and moderator, if applicable.
- ☐ Register for the 2027 Public Health Nursing Summit and pay the applicable registration fees.
- ☐ Make your travel and lodging arrangements.

2. COMPLETE YOUR SPEAKER PROFILE

- ☐ Confirm your name and professional credentials. (you will be required to provide your nursing license # and state where it was issued.)
- ☐ Confirm your job title and organization.
- ☐ Review and update your biography.
- ☐ Upload or review your professional headshot.
- ☐ Confirm your contact information.
- ☐ Complete all required presenter disclosures.
- ☐ Submit your current resume or CV as required for Continuing Nursing Education documentation.

3. COMPLETE CONTINUING NURSING EDUCATION REQUIREMENTS

APHN will secure Continuing Nursing Education (CNE) credits for the Summit. Speakers should ensure all required educational documentation is complete.

- ☐ Confirm your session includes 2–3 learning objectives.
- ☐ Make sure learning objectives use measurable action verbs appropriate to the intended level of learning.
- ☐ Provide references supporting your presentation content.
- ☐ Submit a resume or CV for the primary presenter and all additional presenters.
- ☐ Complete all required disclosures.
- ☐ Ensure presentation content is consistent with the approved learning objectives.

4. KNOW YOUR PRESENTATION FORMAT

- ☐ Learning Session: Confirm whether your session is 30 or 60 minutes and build opportunities for attendee learning and discussion into the session.
- ☐ PHNnovation Spotlight Roundtable: Prepare for a 20-minute interactive discussion focused on practical peer-to-peer exchange rather than a formal lecture. Prepare discussion questions or prompts.
- ☐ Poster Presentation: Prepare a visual presentation of your project, practice, research, innovation, or other accepted work. Confirm final poster specifications and presentation instructions when provided by APHN.

5. BUILD YOUR PRESENTATION

- ☐ Develop your presentation around your accepted session description and learning objectives.
- ☐ Ensure the presentation reflects the Summit theme and your selected abstract track.
- ☐ Use clear, accessible language appropriate for a public health nursing audience.
- ☐ Focus on practical information attendees can apply in their organizations and communities.
- ☐ Highlight promising practices, innovations, evidence-informed approaches, lessons learned, and adaptable solutions where appropriate.
- ☐ Incorporate audience engagement and discussion into your presentation.
- ☐ Use examples and takeaways to reinforce key concepts.
- ☐ Proofread your presentation for accuracy, grammar, and clarity.

6. SUBMIT YOUR PRESENTATION OR POSTER MATERIALS — DEADLINE: APRIL 2, 2027

- ☐ Complete your final presentation or poster materials.
- ☐ Proofread all content.
- ☐ Confirm that presenter names, credentials, titles, organizations, references, and data are accurate.
- ☐ Check all links, graphics, charts, videos, and other media.
- ☐ Confirm your presentation addresses the approved learning objectives.
- ☐ Include any required presenter disclosures.
- ☐ Submit your presentation/poster materials by April 2, 2027.
- ☐ Save a backup copy of your final materials.

7. ONE WEEK BEFORE THE SUMMIT

- ☐ Review all final speaker communications.
- ☐ Confirm your session date, time, location, and presentation length.
- ☐ Confirm your co-presenters and moderator, if applicable.
- ☐ Review your speaker profile and session information for accuracy.
- ☐ Confirm your travel and lodging arrangements.
- ☐ Rehearse your complete presentation.
- ☐ Time your presentation to ensure it fits within your assigned session.
- ☐ Coordinate presentation order and transitions with co-presenters.
- ☐ Prepare audience discussion questions.
- ☐ Save accessible backup copies of your presentation.

8. WHEN YOU ARRIVE AT THE SUMMIT

- ☐ Check in at conference registration and pick up your badge.
- ☐ Review the conference schedule for any updates to your session.
- ☐ Familiarize yourself with the conference venue.
- ☐ Locate your presentation room or poster location in advance.
- ☐ Review any final onsite speaker instructions.

9. BEFORE YOUR SESSION

- ☐ Arrive at your assigned presentation area early.
- ☐ Meet your moderator and co-presenters.
- ☐ Introduce yourself to onsite/session support staff.
- ☐ Open and review your presentation.
- ☐ Test your slides and any multimedia elements.

- ☐ Confirm presentation order and speaker transitions.
- ☐ Review your timing and audience-engagement plan.
- ☐ Have your presentation backup readily available.

10. DURING YOUR PRESENTATION

- ☐ Stay within your allotted presentation time.
- ☐ Speak clearly and at an appropriate pace.
- ☐ Use accessible and inclusive language.
- ☐ Engage attendees rather than reading directly from your slides.
- ☐ Connect your content to the approved learning objectives.
- ☐ Encourage discussion and audience participation when appropriate.
- ☐ Allow sufficient time for questions.
- ☐ End with clear, practical takeaways attendees can apply to public health nursing practice.

11. AFTER YOUR SESSION

- ☐ Thank your moderator, co-presenters, and attendees.
- ☐ Remain available briefly after your session to connect with attendees when possible.
- ☐ Collect your presentation materials and personal belongings.
- ☐ Share approved resources or materials through the designated conference platform, if applicable.
- ☐ For poster presenters, follow the provided instructions for poster removal.

SPEAKER'S FINAL FIVE

- ☐ Do I know WHEN and WHERE I'm presenting?
- ☐ Do I know my allotted PRESENTATION TIME?
- ☐ Do I have my PRESENTATION + BACKUP?
- ☐ Have I completed my CNE REQUIREMENTS and DISCLOSURES?
- ☐ Am I prepared to ENGAGE attendees and deliver clear, actionable takeaways?

QUESTIONS

Abstract or speaker requirements: Abstracts@naccho.org

2027 Public Health Nursing Summit: opsmgr@phnurse.org