



2025 ACVP Annual Meeting Invited Speaker Guidelines

Policies

Invited speakers agree to

- Register for the meeting and make their own travel arrangements (ACVP speaker support will be communicated separately with those to whom it is offered.)
- Bring their presentation in PowerPoint format to the Speaker Ready Room **the day before presentation**
- Meet in the session room **30 minutes before the published session time**
- Present at the Annual Meeting according to the schedule communicated by the session chair

Speakers agree to comply with the following policies:

[ACVP Code of Conduct](#)

[ACVP Anti-Harassment and Discrimination Policy](#)

Presentation Slides

Speakers are encouraged to utilize the [Annual Meeting PowerPoint template](#) (16 x 9 format) for their presentations and are responsible for bringing their slides to Seattle in PPT format on a portable thumb drive.

All presenters are asked to bring their PPT file to the **Speaker Ready Room (SRR)** at least one day before presentation so that it can be set up on the presentation laptop for your session. **If your file includes embedded videos or audience polling, you are asked to review these functions with the technician in SRR the day before your presentation.**

Presentations should begin with a title slide with the speaker's name and credentials, followed by a **conflict-of-interest disclosure** slide. Per American Association of Veterinary State Boards' continuing education guidelines: *While programs may reference specific products or services and be promotional in nature, they must not be or appear to be primarily for generating sales of a product or service. **Speakers must disclose any potential or perceived conflict of interest with the material in their presentation at the start of the presentation. If no conflict exists, speakers should state that they have nothing to disclose.*** (Any financial relationships in any amount occurring within the past 12 months that may create a potential conflict of interest must be disclosed.)

All presentations will be made via ACVP-provided laptops in the session rooms. Speakers wishing to incorporate audience polling through their PPT presentation are directed to use [Poll Everywhere](#) and to alert the AV technician, in advance, to ensure smooth implementation. *If you don't already have a Poll Everywhere account and want to try it, check out the free trial for your Annual Meeting presentation.*

Speaker Ready Room hours:

Friday: 5-8pm

Saturday: 7am-7pm

Sunday: 7am-6pm

Monday: 7am-6pm

Tuesday 7am-3:30pm

Presentations may not include any images or figures that are not your own unpublished work unless you have obtained the proper permission, and the images/figures are properly cited:

- For a published image/figure from a book, article, etc., you must obtain permission from the publisher. You may need to obtain permission from the publisher even if you are using images/figures from your own publications. Provide first author, source title, year or a full citation.
- For unpublished images/figures provided by a colleague, obtain written permission of the author verifying that the image/figure is theirs, that it is unpublished, and that he/she has given you permission to include it in the proceedings. Cite as Courtesy of Name, Institution, City/State.
- For images/figures published on a web page, not as part of a journal article, book chapter, course material, etc., cite URL of item or however the site asks you to use as a citation. Consider the title of the webpage as well.

Attendee handouts

Invited speakers are **encouraged** (but not required) to provide registrant handouts (formerly termed “proceedings contributions”) for their presentations. **Handouts must be submitted by October 3**, in PDF format only, uploaded to the Invited Speakers Portal according to instructions in the email from omnipress.com. If you need assistance locating the email, contact meetings@acvp.org. *Note: Your handouts will appear in the mobile app using the file name you use when uploading the document. Please plan accordingly.*

Handouts may consist of a one-page abstract, a copy of your presentation slides, or other related materials.

Submitted materials may be in abstract format, presentation outline, or publication manuscript, and should not exceed 10 pages. Originally written material is preferred over reprint. If using a reprinted review paper, it must be directly related to your presentation. You must obtain permission from the journal in which it was published. ACVP will not pay any reprint fees. Please be prepared to provide proof of permission to reprint. Be sure to include the appropriate reprint statement within your document. Include references and websites where applicable.

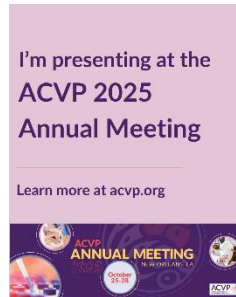
You may also choose to provide a PDF copy of your presentation slides as your handout if they provide sufficient detail to adequately cover the topic.

Handout materials will be made available to registered attendees, exactly as provided by the speakers, via the meeting mobile app, approximately three weeks before the meeting. Attendees will be able to download your shared materials.

Social Media

As an Annual Meeting presenter, you are encouraged to invite your colleagues to join you at the meeting and post about your upcoming presentation on social media: #ACVP2025.

I'm presenting social image



Mobile App

Download the meeting mobile app in the weeks immediately leading up to the Annual Meeting to create an account, plan your meeting agenda, and connect with other attendees. (Watch for an email with mobile app access information sent to all registrants in early October.)

Questions

Speakers with questions about these instructions are urged to contact meetings@acvp.org at least one week before traveling to the Annual Meeting.