



## 2025 ACVP Annual Meeting Abstract Platform Presenter Guidelines

### Policies

Platform presenters agree to

- Register for and travel to the meeting at their own expense
- 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 in the acceptance email

Poster presenters 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 the Annual Meeting in PPT format on a portable thumb drive.

Presentations should begin with a presentation 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.)*

Note: For abstract presentations, in addition to presentation time specified in your notification of acceptance, please reserve 2 minutes of that time for Q&A.

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 laptop for your session and are required to meet in the session room on the day of presentation at least 30 minutes prior to the session start time (not their individual presentation time) to review their PPT file with session chair and the onsite AV technician. All presentations will be made via ACVP-provided laptops in the session rooms.

#### 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Presentations may not include any images or figures that are not your own, unpublished works unless you have obtained the proper permission, and the images/figures are properly cited: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 and 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.: URL of item OR however the site asks you to use as a citation. Consider the title of the webpage as well.

#### **Social Media**

Annual Meeting presenters 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.

**Questions**

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