

Sunbelt 2026

In-Person Oral Presentations

This document contains important information about the setup, time, and length of in-person oral presentations.

Date, Time, and Location

- Refer to the [Sunbelt agenda](#) to find your presentation date, time, and room. All rooms are located on the same floor of the hotel. To ensure your presentation begins on time, please arrive at least 10 minutes prior to your designated presentation time.

Presentation Length

- All oral presentations are 20 minutes each; the recommendation is to allot 15 minutes for the presentation and 5 minutes for Q&A.
- If your presentation is taking place during an **Organized Session**, someone will be timekeeping to ensure presentations run on time. If the session organizers are unable to attend in-person, the final presenter(s) will be responsible for timekeeping.
- If your presentation is taking place during a **Session**, the final presenter(s) will be responsible for timekeeping to ensure presentations run on time.
- Signs will be provided in a folder in each breakout room reading “5 minutes,” “2 minutes,” “1 minute,” and “STOP” for timekeeping.

Presentation Recommendations

- While INSNA doesn't have a required PowerPoint template for Sunbelt presentations, please ensure that any slides you present are easy to read.
- If you plan to share a video during your presentation, embed it directly into the slide deck to avoid needing to navigate to a website.
- Do not present slides via the Internet. Open all presentations through the appropriate desktop application!

Audio/Visual

- INSNA will provide an LCD projector, screen, and HDMI cables in each breakout room.
- **REQUIRED: *All presenters are responsible for bringing their own laptops and any necessary dongles/adaptors to connect your laptop to the projector.***
- Should you forget, INSNA is unable to guarantee a dongle or adaptor will be available.
- If your **laptop only has USB-C ports and does not have a headphone jack**, look for a dongle that includes a headphone jack for audio, HDMI for video, and has an extra USB-C port for charging.

WIFI Connection:

- WIFI will be available for conference participants throughout the meeting space for personal internet use and email – specifics about the network name and password will be provided closer to the conference dates. Please be aware, however, that internet connection may not be reliable during your presentation. If your presentation includes connecting to a website, please ensure you have a backup plan.
- **Unauthorized speakers, guests, and/or co-authors being added through Zoom, Teams, or other video conferencing tools is forbidden at Sunbelt.**

Who's a Speaker Profile

- Sunbelt speakers will receive an email from emily@insna.org on **Monday, May 11**, with the following subject: **2026 Sunbelt: Complete Your Speaker Profile!**
 - If you do not receive this email, please contact emily@insna.org to have the email resent to you.
- The email will include a link to your speaker profile form. Please complete this form as soon as possible! You can add in your headshot, bio, social media and website links, etc.