

Sunbelt 2026

Virtual Oral Presentations

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

Date, Time, and Location

- Refer to the [Sunbelt agenda](#) to find your presentation date and time. All times are listed in Eastern Daylight Time (EDT).
- Your virtual presentation will be hosted in Zoom. You will receive the Zoom link two (2) weeks prior to Sunbelt.
- To ensure your presentation begins on time, please enter the Zoom at least 10 minutes prior to the scheduled start time (e.g., if your virtual presentation will be presented during the 9:00 AM – 10:00 AM timeslot, please log on by 8:50 AM) and have your presentation up and ready to share your screen.

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.
- We will have an INSNA staff member or volunteer in charge of timekeeping to ensure presentations run on time. In addition, an INSNA staff member or volunteer will be monitoring the chat in Zoom and the Whova mobile app for questions.
- **REQUIRED:** All virtual presenters are responsible for sharing their own screens and advancing their own slide deck. INSNA is *not* responsible for advancing your slides.

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

- All virtual presentations will be presented live in Coquina H onsite. This is the only onsite hybrid room.
- Please note that when you enter the Zoom room, you will not be able to see the in-person audience. However, you will be able to hear them during the Q&A section.

Internet Connectivity/Accessing Zoom:

- We strongly suggest accessing Zoom from a laptop or desktop with Google Chrome as your browser.
- When speaking/presenting, please have your video turned on and your microphone unmuted. When your presentation is finished, please stop sharing your screen, turn off your camera, and mute yourself to prevent any feedback or potential disruptions when others are speaking.
- The Zoom link that INSNA will provide will only be shared with those who are going to be presenting and participating at Sunbelt. ***Do not share the Zoom link with anyone.***
- **Unauthorized speakers, guests, and/or co-authors being added through Zoom, Teams, or other video conferencing tools is forbidden at Sunbelt.**

Whova 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.