2026 NATIONAL RESEARCH CONFERENCE FOR THE PREVENTION OF FIREARM-RELATED HARMS

2026 National Research Conference for the Prevention of Firearm-Related Harms
Baltimore, Maryland
Wednesday, December 9, 2026 - Friday, December 11, 2026

Workshop, Symposium, Oral, and Lightning Science Presenter Guidelines

We are thrilled to have you present at the 2026 National Research Conference for the Prevention of Firearm-Related Harms! Please review this document outlining important information for all presentations as well as for each presentation type (oral, lightning science, workshop, symposium).

Be sure to view the full conference agenda, which contains the most up-to-date information on session times, room assignments and more. If you see any errors in your session or presenter details please email us immediately at support@albrechtevents.com. All presentations will take place in person, with no ability to present remotely.

All accepted presenters have been notified by email. You should have also received an email inviting you to the Presenter Resource Center. Within the Presenter Resource Center, please complete the following tasks:

Tasks	Deadline
Review and Update Profile Upload a Headshot (*Headshot file: 424 x 324 pixels (Max file size is 2 MB)*)	Friday, September 25
Register for Conference https://www.firearmresearchsociety.org/2026-registration *Note: Being a presenter does not automatically register you nor ensure hotel accommodations. All presenting authors are required to register for the conference, pay the applicable registration fees, and arrange travel and hotel accommodations.*	Saturday, October 10
Book Your Hotel Room Click here to book your room at The Hilton Baltimore Inner Harbor room block **Please note that rooms within the block are limited and may sell out before this deadline, so early booking is strongly encouraged.*	Monday, November 16*

Presentation Slide Requirements for Workshop, Symposium, Lightning Science, and Oral Abstract Presenters
To reduce formatting and technical issues, please create your slides with PowerPoint ONLY. No other format can be accepted (e.g., Canva, PDF, Google Slides, Keynote, etc.). If you create your presentation with a different software, please convert it to PowerPoint before uploading. It is the responsibility of the presenter to confirm that fonts and spacing are not compromised during conversion.

All presenters of orals, lightning science, symposia, and/or workshops need to upload their FINAL PowerPoint slides via the Presenter Resource Center by Monday, November 23, 2026 before 11:59 PM EST

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PowerPoint Formatting Guidelines:

- PowerPoint 2007 or later must be used to create the presentation.
- Files must be saved in .pptx format.
- Please use the following naming convention for your upload:
  - Date of Presentation.Time of presentation.PresenterLastName.TitleofSession
    - Example: Dec10.9am.Smith.Workshop1.pptx
- PowerPoint slides must be in On-Screen Show (16:9) format.
  - In PowerPoint select File→Page Setup→Slide Size to adjust.
- Slide #1 is your title slide, which should match exactly the title posted on the conference website agenda.
- If your presentation includes media (e.g., video, soundbite, etc.), ensure all media are embedded into PowerPoint. Lightning Science slides should not include any embedded media.
  - Do not just include a link to an outside URL or website/video.
  - If you have sound or video in your presentation - please alert us for additional testing in the questionnaire on the Presenter Resource Center.
  - Ensure any downloaded fonts or images are embedded into the PowerPoint.
- We do NOT require a Conflict of Interest (COI) or disclosure slide, but you are welcome to include one.
- There is a conference themed Slide Deck available to download in the Presenter Resource Center. You are welcome to use this template but it is not required.

All slides will be previewed for adherence to slide requirements prior to the conference and you will be notified of any issues or changes needed. **Presentations will be pre-loaded onto a laptop located at the AV table in each session room. You will not be using your own laptop to run your presentation. You will be given a clicker to advance your slides.**

We will not be able to accept presentations that are submitted after November 23rd. ***No changes to slides after November 23rd (including on the day of presentation) will be permitted.***

Presentation Guidelines

- We advise you as the presenter to test the equipment in your assigned room before your presentation to ensure that you can advance your slides and any media files are working correctly.
- A confidence monitor will be available in the space so you can view your presentation while speaking. Please note that the confidence monitor does not display speaker notes from your PowerPoint presentation. We cannot guarantee that you will be able to see or access speaker notes during your presentation, so please be prepared to present without notes or bring an alternative version, such as a printed copy or additional notes, for reference.
- As a precaution, bring all media files with your presentation, even though you've embedded them in your slide presentation.
- Bring a backup electronic version of your presentation either on a personal laptop, Dropbox, OneDrive, or USB Flash/Jump Drive. This backup is only for technical failure/emergencies.
- There will be AV team members in each room to help with any issues.

Session Room Setup:

- Sessions will be held in the following rooms at The Hilton Baltimore Inner Harbor:
  - Key Ballroom 1 - 8
  - Holiday Ballroom 1 - 2

    - Holiday Ballroom 3
    - Paca
    - Carroll
    - Tubman
- The Hilton Baltimore Inner Harbor + Map of Hotel Event Spaces
- All rooms will have a podium and presenter table with six (6) chairs. Pending on the room, these may be set on a stage with stair and railing access.
- A wireless microphone will be at the podium and three (3) gooseneck microphones will be at the presenter table to be shared by presenters.
- We can only accommodate six (6) presenters for symposia or workshops and only one presenter per oral presentation at the presenter table. All additional presenters will need to sit in the audience.
- For lightning science sessions, which have eight (8) total presenters, presenters will sit at the presenter table with eight (8) chairs. Presenters will move to the podium for their presentation and return to the presenter table when they're finished.
- Each room will have one (1) or two (2) large screens on either side of the stage.
- There will be wireless microphones on stands in the center of each room for attendees to walk up and ask questions during Q&A portions.
    - If an attendee does not use the microphone, we ask that you repeat the question using the microphone.
- All presenters are requested to strictly observe their allotted presentation time (discussed below).
    - It is recommended that presenters practice and time themselves to ensure they adhere to the time constraints.
- There will be a confidence monitor in front of the stage for presenters to view the presentation.
    - **Presentation notes will likely not be visible to presenters, so presenters are encouraged to bring a printout of presentation notes, if needed, to have at the podium.**
    - Presenters are not permitted to use their own laptops at the podium.
    - Presenters will be given a wireless remote to forward slides. The remote also has a laser pointer function.

Click here for Hotel Meeting Space Video

2026 NATIONAL RESEARCH CONFERENCE
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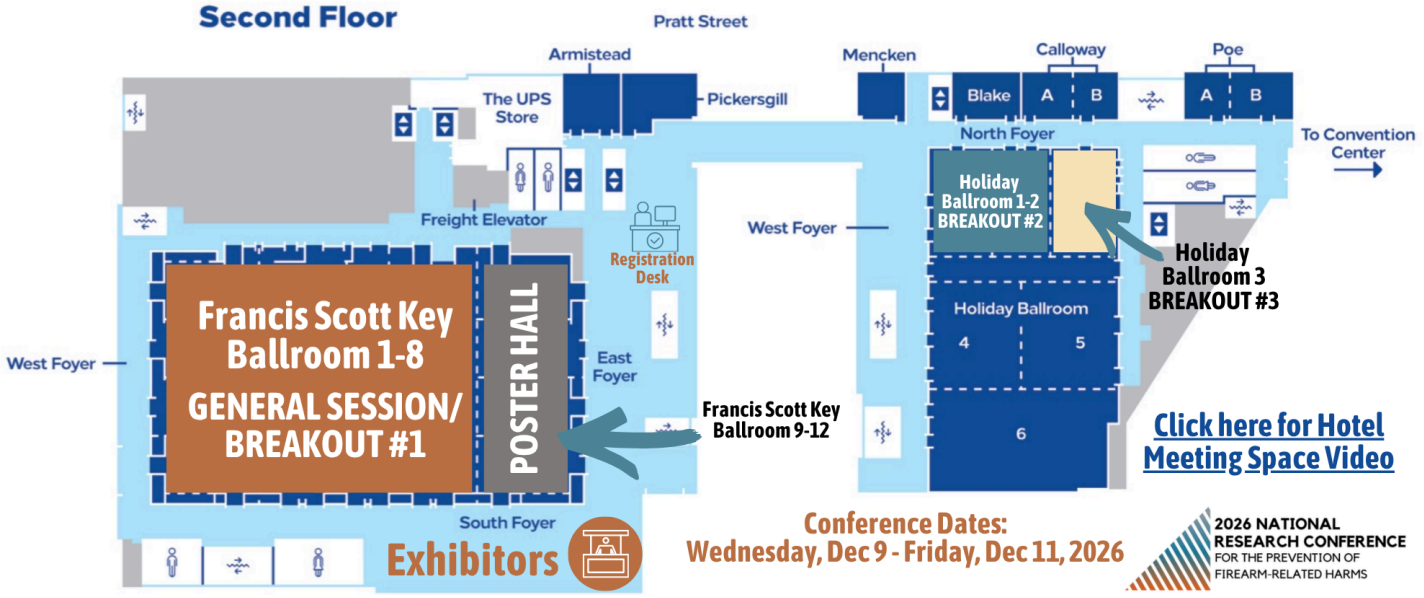
HILTON BALTIMORE INNER HARBOR

Second Floor



[Click here for Hotel Meeting Space Video]

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HILTON BALTIMORE INNER HARBOR

Conference Dates:
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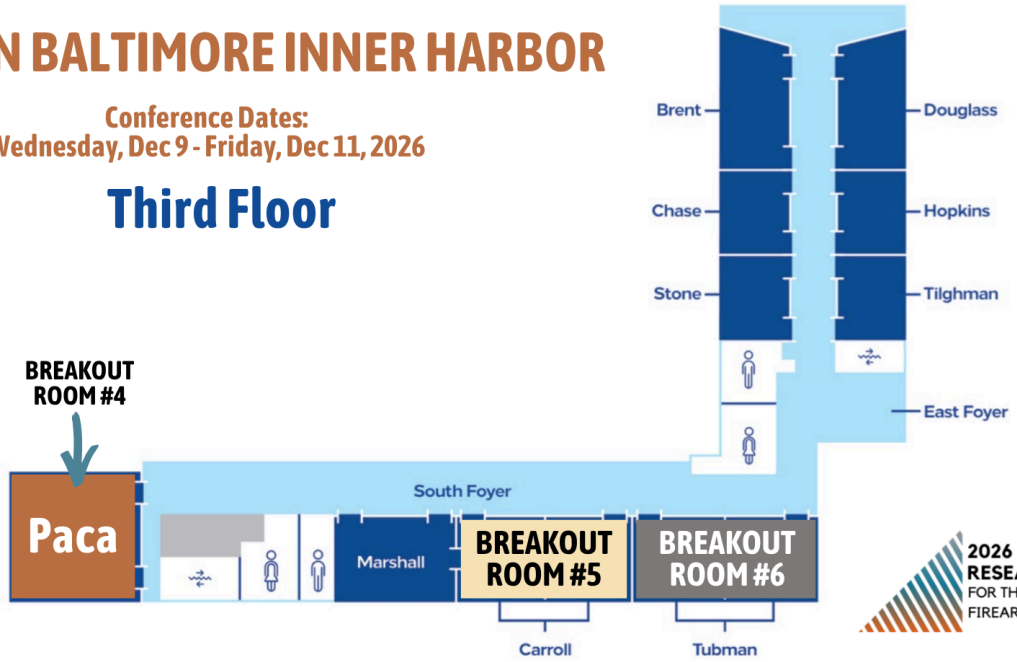
Third Floor



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Workshop Presentations

Your workshop should be prepared according to the following specifications:

- Total session time is 60 minutes.
- A moderator and timekeeper will NOT be assigned to your session. Your team is free to format the session and divide time amongst presenters how you feel best, but the session may not exceed 60 minutes including introductions/Q&A/discussion.
- The presenter table in the meeting rooms can accommodate up to (6) six speakers maximum.
    - If you have more than six presenters in your workshop, additional presenters will need to sit in the audience when not presenting.
- ***Please upload only ONE combined PowerPoint file for the whole workshop session.***
    - One presenter should upload the combined presentation slides to their Presenter Resource Center.
- Any materials needed for your workshop (e.g., print outs, post-it white boards, markers) are your responsibility. The conference will not be able to provide or pay for these supplies or provide any support for these materials.

Symposium Presentations

Your symposium presentation should be prepared according to the following specifications:

- Total session time is 60 minutes. Each team should plan to use approximately 45 minutes total to present symposium content so that the final 15 minutes can be used for facilitated Q&A and discussion.
- A moderator and timekeeper will NOT be assigned to your session. At the time of submission, each symposia team identified a moderator who should be responsible for ensuring smooth facilitation and time management during the session.
    - Your team is free to format the session and divide time amongst presenters how you feel best, but the session may not exceed 60 minutes including introductions/Q&A/discussion.
    - Presenter biographies and countdown cards will be provided for each session.
- The presenter table in the meeting rooms can accommodate up to (6) six speakers maximum.
    - If you have more than six presenters in your symposium, additional presenters will need to sit in the audience when not presenting.
- ***Please upload only ONE combined PowerPoint file for the whole symposium.***
    - One presenter should upload the combined presentation slides to their Presenter Resource Center.

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Oral Presentations

Your oral presentation should be prepared according to the following specifications:

- Total session time is 90 minutes. Each session has 5 individual presentations.
- Each presenter will have up to **12 minutes** for their presentation followed by 3 minutes of Q&A.
    - Please be respectful of your fellow presenters and stay within the time limits. The moderator will stop your presentation or Q&A session when the 15 minute total limit is reached.
    - A staff member or the moderator will have countdown cards to give you time reminders during your presentation.
    - The moderator will facilitate a brief Q&A after your individual presentation as well as at the conclusion of all presentations in your session.
- The session will begin with a brief introduction by a Moderator (assigned by the Science Committee to your session), followed immediately by presentations. Presenter introductions will be the biographies pulled from the conference website presenter page.
- You will present from the podium in the room.
- Each presentation room will have a presenter table for you to sit at when not presenting.
- You are able to have more than one presenter per abstract as long as you keep within time limits. However, only one presenter may be seated at the presenter table per abstract. Any additional presenters will need to sit in the audience.
- After your presentation and individual Q&A, you will return to the presenter table and will participate in Q&A from the table at the conclusion of all presentations in your room.

Lightning Science Presentations

Your lightning science presentation should be prepared according to the following specifications:

- Total session time is 60 minutes. Each session has 8 individual presentations.
- As a presenter, you will have up to 5 minutes for your presentation. There will be a combined 15 minutes of Q&A at the end of the session to be shared by all presenters.
    - Please be respectful of your fellow presenters and stay within the time limits. The moderator will stop your presentation when the 5 minute total limit is reached.
    - A staff member or the moderator will have countdown cards to give you time reminders during your presentation.
    - The moderator will facilitate Q&A and discussion after all presentations in your session. Please understand if the moderator limits discussion in order to allow questions for all presentations during this shared Q&A time.
- Each presenter will have no more than 4 slides for their presentation. Please remember to include the title of your presentation on the first slide.
- Tips for giving a successful lightning science presentation.
    - Focus on one key contribution that your study makes.

  - Tell a tight story arc: problem → innovation → implications. This is not a compressed version of a traditional 15-minute research presentation. Do not cover every aspect of your study. Prioritize what the audience needs to know to understand your main contribution and why it matters.
  - End your presentation with a clear takeaway, call to action, or invitation for collaboration. If everything is important, nothing stands out. Pick the takeaway you want people discussing afterward.
  - Aim for 1 minute of presentation per slide.
  - Avoid text-heavy slides. Use clear, simple images, diagrams, and/or graphs to support your narrative.
  - Don't include animations, transitions, or embedded media in your slides.
  - Slides should complement what you're saying, not repeat it.
  - Be sure to practice your presentation a number of times to ensure you stay within the 5-minute time limit. The time limit will be strictly enforced.
- The session will begin with a brief introduction by a Moderator (assigned by the Science Committee to your session) followed immediately by presentations. Presenter introductions will be the biographies pulled from the conference website presenter page.
- You will present from the podium in the room.
- Please sit at the presenter table when not presenting.
- After your presentation, please return to the front row of the audience and be ready to participate in Q&A at the conclusion of all presentations in your session.

Email support@albrechtevents.com with any questions about presenting and the Presenter Resource Center.