2015 NCHS Presentation Guidance and Audiovisual Requirements

The 2015 National Conference on Health Statistics is fast approaching, and we want to update you on a number of important items and dates.

Presentations

Instructions on making your PowerPoint (PPT) presentation accessible are available from:
http://www.cdc.gov/nchs/events/2015nchs/accessibility.htm and
http://inside.nchs.cdc.gov/ois/ppt/preparing_ppt_for_accessibility.pdf.

Instructions and guidance on how to deliver a presentation are available from:
http://www.cdc.gov/nchs/events/2015nchs/speaker_guidelines.htm.

Adonikka Jamison in the Information Technology Services Office (ITSO) is the point of contact for preparing the laptop for your presentation. She will make available the necessary statistical software (SAS, SPSS, Stata, and SUDAAN) for the Conference and any additional files or data sets that you have, including your presentation. Save your presentation file with the name "Presenter Last Name_Presentation Day of the Week_Room_Session#." Example: Moore_Wed_WhiteOak_A_Ses_AA2.

To have your presentation loaded in advance, please email or deliver a copy on your secure thumb drive to Adonikka by close of business on Wednesday, August 19.

If your presentation is not ready by August 12, please bring it to the Speaker Ready Room at least 24 hours before your presentation time. Speaker Ready Room operators will be there to accept presentations and add them to the Speaker Ready Room file server archive.

If you would like to review your presentation before providing it to the Speaker Ready Room operator, there will be three laptops in the Speaker Ready Room for you to work on independently. If needed, the operator can help you make edits to your presentation. Speaker Ready Room hours of operation are below.

Speaker Ready Room at the Conference (Cabin John Room)

Hours of Operation:

Sunday	**3:00 a.m.–7:00 p.m.**
Monday	**7:00 a.m.–6:00 p.m.**
Tuesday	**7:00 a.m.–6:00 p.m.**
Wednesday	**7:00 a.m.–3:00 p.m.**

All speakers need to check in at the Speaker Ready Room at least 2 hours before their presentation.

After the Conference

NCHS presenters are required to post their slides to the Conference website. Presentations must be compliant with the HHS PowerPoint Document 508 Checklist:
http://www.hhs.gov/web/508/accessiblefiles/checklistppt.html. Please send the PPT file (not PDF) to Jennifer Moore.