



# Abstract FAQ-Preparedness Summit

## When will I receive an update on my abstract status?

We will be sending out notifications for abstracts in January 2026

## How do I register for the meeting?

You can register at [Home - 2025 Preparedness Summit](#)

## How do I book my hotel for the meeting?

After you have registered you will receive a confirmation email, this email will provide you with information on how to book your hotel.

## If I'm presenting a session, do I need to be in Baltimore, MD?

Yes, if you are presenting an in-person session, you will be required to be in Baltimore, MD in-person.

## Will presenters be required to register for the 2026 Preparedness Summit?

Yes, **ALL** presenters are required to register for the 2026 Preparedness Summit to present.

## Is there a limit to how many authors I can list on my abstract?

This depends on what type of abstract you are submitting. Normally our maximum number of authors is 3.

## How can I update my author list?

You can edit your author list in the speaker portal [2026 Preparedness Summit](#) . Go to: **Manage session, speaker and contacts.**

## Can my co-author present?

Yes, your co-author can present at the conference. They will have to register as a presenter.

## I can no longer attend to present at the meeting, but I would like to ask my co-author to present. How do I change the speaker?

First you will need to notify us that you will **NOT** be able to present by sending an email to [abstracts@naccho.org](mailto:abstracts@naccho.org), second you will need to go into the speaker portal [2026 Preparedness Summit](#) and update the co-author to speaker. This can be done by going to the speaker portal and update it under: **Manage session, speakers, and contacts.**

### **I can't present on this date; can I reschedule it for another day?**

Contact [abstracts@naccho.org](mailto:abstracts@naccho.org) to see if there is space available in another session. If there is no space, you will need to either withdraw your abstract or ask the program chair to waitlist your abstract.

### **Can I change the format of my presentation? (learning session, poster, etc.)**

No, you cannot change the format of your presentation, as we have planned our programming to support the number of sessions we are able to offer based on type. If you would like to request a change, please contact [abstracts@naccho.org](mailto:abstracts@naccho.org) to see if we have any availability for changes.

### **How do I make corrections to my abstract?**

You cannot change your abstract content once the submission deadline has passed. However, minor corrections (i.e. spelling errors, etc.) can be made. You will make these edits in the speaker portal [2026 Preparedness Summit](#) Under **Manage Session, Speakers and Contacts**.

### **Is there an online program where my session is listed?**

Your session will be listed in our interactive schedule; this schedule will not be made available until approximately two months before the conference.

### **How much time do I have for my learning session?**

You will have either 45 minutes, 60 minutes or 90 minutes based on the length of the learning session that you have been accepted for. You will **NOT** be sharing this time with other presenters who are not already part of your abstract.

### **How do I upload my PowerPoint presentation in advance of the meeting?**

You will need to go to the speaker portal [2026 Preparedness Summit](#), click under: **Upload Session Materials**, go to the area that says **Handouts** and upload your presentation.

### **How many handouts can I add to the speaker portal?**

We do not have a limit on how many handouts that you can upload but we do request that you only upload handouts, videos or PowerPoint presentations that reflect your session. We request that you **DO NOT** upload links to your company website.

### **What size are posters allowed?**

Posters should be no more than 6' wide x 4' tall

### **Do I need to print my poster?**

Yes, NACCHO will **NOT** be responsible for printing your poster.

### **What type of material should I print my poster on?**

Poster can be printed on standard poster paper, cloth or vinyl.

### **When will I receive my poster number and presentation date and time?**

You will receive this information one week before the conference.

### **Will there be Wi-Fi at the conference?**

There will be basic Wi-Fi in all of the meeting space, but it will not support streaming during sessions. If you plan to show any videos those will need to be on your thumb drive as well.

### **Will my presentation be uploaded to the laptop in my session room?**

You will need to bring your presentation on a thumb drive. We will not be pre-loading presentations onto the laptops in the session rooms.

### **When is my final presentation/handouts due?**

Please upload your final presentation and handouts **by April 1, 2026**

### **Where do I upload my presentation and handouts?**

Your presentations/handouts need to be uploaded to the speaker portal, (add link), please go to: **Upload session materials**, click on it, go the button that says Handouts this is where you will upload all materials (PowerPoint presentations, handouts, videos).

### **How do I upload a video?**

Map Your Show takes YouTube or Vimeo file links. After you record your session in Zoom then please create an unlisted video in YouTube, a how-to video is linked below.

<https://youtu.be/WkgOvUr5Alc>

Once you have the link you can then add that under **Upload Session Materials** on the speaker dashboard.

### **Do I have to use the PowerPoint presentation provided by NACCHO?**

We strongly encourage all presenters to use the PowerPoint template provided. We understand that some government agencies are not permitted to use the provided template.

### **Where do I find the PowerPoint template?**

In the speaker portal, [2026 Preparedness Summit](#) go to PowerPoint template, click the template download button to automatically download it to your computer. If you do not see the file, check your downloads folder.