



SPEAKER AND POSTER PRESENTER GUIDE

SPR's 66th Annual Meeting | October 14-17, 2026
Halifax Convention Centre | Halifax, Nova Scotia, Canada

Thank you for serving as a presenter at the SPR 2026 Annual Meeting. Please review the information below and complete the applicable preparation steps before arriving in Halifax.

Quick Links

Meeting website and registration	Online program and schedule
Virtual Speaker Ready Room (this link will be added when available, at least 2 weeks before the meeting)	Optional SPR 2026 slide template

All Presenters

- Registration is required. All presenters, including poster presenters, must be registered for the Annual Meeting.
- Confirm your session details. Review the online program for the current date, time, room, presentation order, and poster assignment.
- Plan to present in person. The 2026 Annual Meeting is an in-person conference in Halifax.
- Update your JOYN profile. Confirm that your name, credentials, institution or affiliation, and other profile details are correct for the online schedule and mobile app.

Invited, Symposium, Workshop, and Oral Presenters

Upload your presentation in advance using the Virtual Speaker Ready Room link that will be emailed to you and posted on the conference website when available. Advance upload is encouraged to help the AV team organize and test presentation files before the session.

- Use a clear file name that includes your last name, presentation day, and a shortened title. Example: Padilla_Thursday_SessionTitle.pptx.
- If you do not upload in advance, bring the final file on a USB drive and submit it at the registration desk at least 24 hours before your presentation.
- Arrive at your assigned room at least 10 minutes before the session begins to confirm that your slides are ready.
- AV technicians and/or SPR staff will be available to assist with presentation setup.

- The conference PowerPoint template is optional. Presenters may use their own slide design or the SPR 2026 template linked above.

Poster Presenters

- Print and bring your poster. Presenters are responsible for printing their own posters and transporting them to Halifax.
- Check your assignment before the meeting. The online program lists the assigned poster session. Session information may be updated as the program is finalized.
- Mount the poster during the setup period for the assigned session. Push pins will be provided onsite.
- Remain with your poster for the duration of the assigned poster session so attendees can discuss the work with you.
- Remove the poster promptly at the end of the session. SPR cannot store or ship posters left after the session.

Poster size reminder: Use the dimensions and orientation provided in your acceptance or scheduling communication. [Click here](#) for poster specifications.

Mobile App and Session Information

- Registered attendees will receive access information for the JOYN meeting platform and mobile app.
- Use the app and online schedule to review sessions, presenters, exhibitors, and program updates.
- Profile and session information are drawn from the information entered in JOYN. Please correct missing credentials or affiliations in your profile as soon as possible.

Final Presenter Checklist

- ☐ Registered for the Annual Meeting
- ☐ Confirmed the session date, time, location, and presentation order
- ☐ Updated name, credentials, and affiliation in JOYN
- ☐ Uploaded the final presentation to the Virtual Speaker Ready Room, if applicable
- ☐ Pack a backup copy of the presentation
- ☐ Plan to arrive at the session room at least 10 minutes early
- ☐ Poster printed and poster assignment confirmed, if applicable

Questions?

For presentation, registration, or accessibility questions, contact info@sprweb.org

We look forward to seeing you in Halifax!