



ITEC Oral Session Instructions

Thank you so much for presenting your paper at ITEC. Please review and follow all the guidelines provided below. **If there are any company approvals required, please allow time for that process.** If you have additional questions or concerns please email Allison.C@rna-associates.com.

Presentation Guidelines

Oral session presentations should maintain a 16:9 aspect ratio. A standard ITEC template is enclosed in this packet but not required. ITEC logo use is allowed only on presentations to be given during ITEC and must maintain a similar aspect ratio to any other logo it is positioned in line with. In order to make sessions run as smooth as possible, please submit your presentation by Friday, June 13, 2025. To submit your ppt file, fill out [this form](#).

Presentation Length

Oral Session Presenters are given a 15-minute time frame to present with a 5-minute Q&A following the presentation. Oral Sessions are held in the afternoons of Wednesday, June 18 and Thursday, June 19 and all day Friday, June 20.

Registration Requirements

Each paper must have a full conference registration completed by April 1, 2025. Any paper not registered after that date risks being left off the conference publication. Any attendee that is unable to travel to the conference due to public policy will be refunded in full.

Communicable Illness Policy

The health and wellness of ITEC attendees is important to us. If the presenting author becomes unable to travel or attend due to illness, accommodations can be made for the presentation. Details regarding this will be provided the week leading up to the conference.

Hotel Information

We recommend you book your hotel room as soon as possible with our room block at The Anaheim Marriott. The Anaheim Marriott is the same location as the conference. The Anaheim Marriott is currently charging \$366 per night right now over the convention dates, but our room block rate is \$259 per night, plus amenities like free wifi, complimentary breakfast, discounted parking, and more. An excellent savings! The room block will start filling up quickly and we don't want to risk you having to pay more. [Click here to book your room today.](#)