



Oral and Pre-formed Panel Presentation Guidelines for the International SBCC Summit

22-26 June, 2026

Oral and Pre-formed Panel presentations are individual presentations that have been assigned to a particular technical session or Pre-formed panel. Each Oral Panel is composed of 3-4 presenters grouped by the Program Sub-Committee or submitted as a group for a Pre-formed Panel.

To view when your abstract has been assigned, please go to the following link after June 1, 2026: <http://sbccsummit.org/program/summit-program/>.

Room Equipment

A laptop connected to a projector with wireless and audio capability will be available in each meeting room. Please upload your presentation to your online profile on the SBCC Summit website in advance. When you arrive at your session, you will be able to open your presentation from the website on the laptop in the room. You should also bring your presentation materials on a flash drive with any slides or audiovisual files prior to the start of the session, as a backup. Table top, lapel, and wireless microphones will also be available. There will be sessions where AI or simultaneous interpretation is available.

You are responsible for ensuring your presentation materials are available in your assigned room.

Timing and Structure

Most Oral and Pre-formed Panel Sessions have been allocated 75 minutes. Check the schedule to confirm the time and location of your assigned session. Each presenter will have a maximum of **12 minutes** to present. This leaves at least 20 minutes for interaction/discussion with the audience.

Pre-formed Panels should have their own designated moderator to introduce the panel and manage time, while the Oral Panels that have been formed by the sub-committee will be assigned a moderator.

Unlike Oral presentation sessions, Pre-formed Panels may include a brief opening statement by the moderator to explain how the individual presentations address an underlying theme or idea. They may also include a brief closing summary suggesting how the individual presentations contributed to the underlying theme. However, like Oral presentation sessions, Pre-formed Panels are expected to reserve **at least 20** minutes of the total session for interaction and discussion with the audience.



Role of the Moderator

The assigned moderator will be responsible for enforcing time limits. All presenters are expected to respect these limits and to rehearse their presentation to ensure that they fit the time allotted. Please see guidelines below for more information.

Tips for Preparing your Presentation

- Show up to the room venue at least 15 minutes early to ensure your presentation is set up and displaying properly so the session can begin on time
- Be sure that any online or audio components are accessible prior to the start of the session
- Your presentation should follow the outline of your abstract (e.g., Background, Methods, Results and Discussion)
- Use consistent font styles and sizes throughout your presentation. Make sure you choose a style and font size and colors that can be read clearly from far away
- Avoid the use of too many acronyms and spell out any you do use the first time it appears
- Indicate how your work relates to the main conference themes
- Practice your presentation in advance to ensure that you can finish within the allotted time
- Include as many graphics and visuals on your slide as possible to emphasize the key points in your presentation
- Try not to read the text from your slides but rather use the bullets as reminders of points you want to get across, or a story/example you want to tell

Deadlines

- Please acknowledge this email by June 1 to indicate if your talk will be presented in a language other than English (French or Spanish), so that interpretation can be arranged.
- **Monday, June 1, 5p.m. EST:** - Deadline to upload your final presentation to your profile.

For any questions, please email info@sbccsummit.org.



Multimedia Showcase Guidelines for the International SBCC Summit

22-26 June, 2026

Multimedia Showcases will provide a forum that features listening, viewing and/or interacting with multimedia products or materials used in SBCC programs, including entertainment-education. Media might include film, television, social media videos, mobile platforms, music, radio, animation, comics, transmedia, virtual reality, interactive websites, or other formats.

To view when your abstract has been assigned, please go to the following link after June 1, 2026: <http://sbccsummit.org/program/summit-program/>.

Room Equipment

A laptop connected to a projector with wireless and audio capability will be available in each meeting room. Please upload your presentation to your online profile on the SBCC Summit website in advance. When you arrive at your session, you will be able to open your presentation from the website on the laptop in the room. You should also bring your presentation materials on a flash drive with any slides or audiovisual files prior to the start of the session, as a backup. Table top, lapel, and wireless microphones will also be available. There will be sessions where AI or simultaneous interpretation is available.

You are responsible for ensuring your presentation materials are available in your assigned room.

Timing and Structure

Multimedia Showcase submissions have been organized into 75-minute panels according to themes, media platforms, or other criteria. If you have been assigned to one of these panels, you will be able to display all or part of your submission (depending on its length). Panel Sessions have been organized to allow time for presenters to discuss elements of their work related to the panel theme or media platform, and to engage participants in questions and answers. Each presenter will have a **maximum** of 15 minutes to both introduce their multimedia product **and** show part or all of it, as time allows. Presenters are expected to adhere to this time limit to allow **at least** 20 minutes for interaction and discussion with the audience. A moderator, assigned to each session, will be responsible for introducing panelists and enforcing strict time limits. All presenters are expected to respect these limits and to rehearse their presentation to ensure that they fit the time allotted.



Tips for Preparing your Presentation

- Show up to the room venue at least 15 minutes early to check that your multimedia piece has been successfully loaded and to ensure that your presentation is set-up and displaying properly (including any online or audio components). This pre-panel check by all presenters is critical. Any delays associated with having to load presentations at the last minute will affect the time that you personally are allowed.
- It is a good idea to produce an edited version of the clip you will be showing as a separate file that can be played in its entirety without having to search for the beginning and end points of what you will share.
- If you are presenting multiple videos during a single panel, you should combine them sequentially into a single file for ease of playback.
- Up to 7 minutes of your total time is allowed for audio/video demonstrations with the remainder of your time used for your oral presentation.
- Your presentation may follow the outline of your abstract (Background, Description of Multimedia, Results and Discussion). However, as time will be short, you may provide more information on aspects of greatest importance, such as its purpose, background, development process, audience, and/or evaluation results.
- Your presentation should include some discussion about how your material is relevant to the proposed theme for your panel and the themes of the conference.
- If you use power point slides, use consistent font styles and sizes throughout. Make sure you choose a style and font size that can be read clearly from far away.
- Minimize the use of acronyms and spell out any that you do use the first time it is mentioned.
- Add additional graphics or images to emphasize the key points in your presentation
- Practice your presentation to ensure that you can finish within the allotted time. (It is difficult for a moderator to cut the presenter off, but they will be instructed to do so.)

Deadlines

- Please acknowledge this email upon receipt.
- **Monday, June 1, 5 p.m. EST: Deadline to** upload your presentation to your profile.

For any questions, please email info@sbccsummit.org.



Skills-Building Session Guidelines for the International SBCC Summit

22-26 June, 2026

Skills-Building Workshops will provide participants with the opportunity to develop new and strengthen existing skills including, but not limited to, research, communication channels, advocacy, program planning, program design, program implementation, monitoring and evaluation, theories and approaches.

Submitters are encouraged to think creatively about ensuring maximum opportunity for audience engagement, interactivity, and learning. Rather than using a didactic teaching approach, facilitators should facilitate highly interactive learning approaches such as experiential learning, group work, and others.

To view when your abstract has been assigned, please go to the following link after June 1, 2026: <http://sbccsummit.org/program/summit-program/>.

Room Equipment

A laptop connected to a projector with wireless and audio capability will be available in each meeting room. Please upload your presentation to your online profile on the SBCC Summit website in advance. When you arrive at your session, you will be able to open your presentation from the website on the laptop in the room. You should also bring your presentation materials on a flash drive with any slides or audiovisual files prior to the start of the session, as a backup. Table top, lapel, and wireless microphones will also be available. There will be sessions where AI or simultaneous interpretation is available.

You are responsible for ensuring your presentation materials are available in your assigned room.

Timing and Structure

Skills Building sessions have been allotted 120 minutes. You may program that time as you wish according to the instructional needs and objectives of the workshop.

Participants will be invited to sign up in advance for skills building sessions on the Dryfta app.

Tips for Planning your Session

- Make sure your session has clear learning objectives and outcomes and, ideally, a way for participants to know if they have achieved them



- Ensure that facilitators are knowledgeable and experienced in the subject matter of your workshop
- Balance a combination of conceptualization and practice, large and small group work, and presentations (e.g. reporting back or sharing achievements) from participants
- Consider using handouts and worksheets that can enhance or streamline learning

Tips for During the Session

- Arrive at your venue at least 15 minutes before the session to ensure all presentations and audiovisual arrangements are properly set up and that facilitators are present and ready
- Bring any printed handouts and worksheets with you to the session
- Make sure you have time at the beginning for introductions (particularly of the facilitators but also of participants if the group is small enough) and any necessary housekeeping details
- Review the rules of etiquette you expect from the participants to ensure your workshop runs smoothly
- Begin by reviewing the agenda and clearly state the learning objectives and outcomes of the workshop
- During group or plenary discussions, encourage participation by asking thought-provoking questions; provide opportunity for everyone to participate
- Ensure the discussions are not off-topic and stay focused on the workshop objectives

Deadlines

- **Monday, June 1, 5 p.m. EST:** Deadline to upload your final presentation to your profile (per abstract).

For any questions, please email info@sbccsummit.org.



10 Minute Stories That Flip the Script Guidelines for the International SBCC Summit

22-26 June, 2026

Modeled on oral storytelling traditions, 10 Minute Stories That Flip the Script are concise, narrative-style presentations that invite speakers to share a surprising but well-formed idea, a powerful experience or insight, or a bold new perspective. Talks should challenge conventional wisdom, provoke fresh thinking, or spark new directions in social and behavior change communication (SBCC).

There are no slides required, but minimal, high-impact visuals are welcome. The emphasis is on the spoken narrative: your voice, your story, your argument.

To view when your abstract has been assigned, please go to the following link after June 1, 2026: <http://sbccsummit.org/program/summit-program/>.

On the Day

- Arrive at your session room at least 15 minutes early to verify that your materials are loaded and displayed correctly.
- Bring your presentation on a USB flash drive as a backup.
- Test any audio or video elements before the session begins.
- Take a breath, connect with your audience, and tell your story.

Room Equipment

A laptop connected to a projector with wireless and audio capability will be available in each meeting room. Please upload your presentation to your online profile on the SBCC Summit website in advance. When you arrive at your session, you will be able to open your presentation from the website on the laptop in the room. You should also bring your presentation materials on a flash drive with any slides or audiovisual files prior to the start of the session, as a backup. Table top, lapel, and wireless microphones will also be available. There will be sessions where AI or simultaneous interpretation is available.

You are responsible for ensuring your presentation materials are available in your assigned room.



Timing and Structure

All presenters are expected to respect the 10-minute time limit and to rehearse their presentation to ensure that they fit the time allotted. The following is a guide that can help you prepare within the 10-minute limit. You do not need to follow it rigidly, but your presentation should cover these elements in some form.

Part 1: Make your audience care (2 minutes)

- What is the **challenge** your talk addresses?
- Why is it **relevant** for the SBCC field and the main themes of the conference?
- What is the scope and dimension of the challenge? (Who does it affect, where, how big the problem is, etc.)

Part 2: Explain your idea (2 minutes)

- What is the main idea/finding/lesson/recommendation you are presenting?
- How is it related to the challenge you have described?
- What makes it unique?

Part 3: Describe your evidence (2 minutes)

- What are you basing your main idea/finding/lesson/recommendation on? This can be a very brief summary of a few research findings, and/or a brief description of the work that underpins your ideas.
- As noted above, try to use storytelling techniques as much as possible and refrain from using too many slides.

Part 4: Call to action (2 minutes)

- How can the idea be useful to/used by others?
- What are the necessary steps or conditions to be able to apply the idea (including by whom, in what circumstances, etc.)

Part 5: Impact and closing (2 minutes)

- How might the application of your idea affect those in your audience who act on it?
- What improvement or shift does it promise.
- End with a memorable closing statement that reinforces your message.



Tips for Preparing your Presentation

- Think of your talk as a story and not as a slide deck.
- Visual aids in the form of slides should be used to move presentations along and draw attention to central points. Consider minimizing text as much as possible in favor of photos or animations that reveal new information or emphasize a discussion point. Ensure any images or infographics are simple, clear, and legible.
- REHEARSE! You can never practice too much. Rehearse with:
 - people you love (and who love you)
 - groups (small or large)
 - peers
 - people who are NOT experts in your field
 - your coach and fellow presenters on site

Deadlines

- Upon receipt- Please acknowledge receipt of these guidelines by responding to the notification email.
- May 13, 2026 - participate in preparation Webinar
- June 1, 2026 - 5 pm EST - last date/time to upload your final presentation to your profile

For more information, please email info@sbccsummit.org.



Failing Better: From Oops to Aha! Guidelines for the International SBCC Summit

22-26 June, 2026

Failure often provides some of the greatest insights into how we can improve SBCC programs and research, yet these lessons are rarely shared. These 10-minute presentations will create space focused on what did NOT work, why it mattered, and how those experiences led to growth and learning. By normalizing discussion of failure, these sessions aim to help the field avoid repeating mistakes, encourage honest reflection, and support innovation through collective learning.

Presenters are encouraged to go beyond describing what happened to critically examine why it happened, including underlying assumptions, contextual factors, and decisions that shaped the outcome.

Innovative approaches to presentations that incorporate spoken narrative with high-impact visuals are ideal. Sessions should clearly highlight the relevance of the failure to SBCC practice or research, the depth of reflection, and the clarity of lessons learned. Presentation should offer constructive insights and actionable recommendations for others in the field.

To view when your abstract has been assigned, please go to the following link after June 1, 2026: <http://sbccsummit.org/program/summit-program/>.

On the Day

- Arrive at your session room at least 15 minutes early to verify that your materials are loaded and displaying correctly.
- Bring your presentation on a USB flash drive as a backup.
- Ensure that all videos are embedded, and fonts are standard to avoid formatting or playback issues.
- Test any audio or video elements before the session begins.
- Take a breath, connect with your audience, and tell your story.

Room Equipment

A laptop connected to a projector with wireless and audio capability will be available in each meeting room. Please upload your presentation to your online profile on the SBCC Summit website in advance. When you arrive at your session, you will be able to open your presentation from the website on the laptop in the room. You should also bring



your presentation materials on a flash drive with any slides or audiovisual files prior to the start of the session, as a backup. Table top, lapel, and wireless microphones will also be available. There will be sessions where AI or simultaneous interpretation is available.

You are responsible for ensuring your presentation materials are available in your assigned room.

Timing and Structure

All presenters are expected to respect the 10-minute time limit and to rehearse their presentation to ensure that they fit the time allotted. The following is a guide that can help you prepare within the 10-minute limit. **You do not need to follow it rigidly, but your presentation should cover these elements in some form.**

Part 1: Set the context (2 minutes)

- Provide a short overview of the project, outlining the focus area/theme, and what it was supposed to achieve.

Part 2: The failure (2 minutes)

- Describe the failure, including details of the impact and scope (Who did it affect, where, how big the problem was, etc.)
- Be specific and transparent, avoiding generalizations.

Part 3: Relevance of the failure to SBCC practice or research (2 minutes)

- Why is your failure relevant to the field of SBCC? Clearly link your experience to broader SBCC practice, policy, or research contexts.
- What implications does your failure have for the field of SBCC?

Part 4: Reflection (2 minutes)

- What insights have you drawn from reflecting on the failure?
- Highlight “pitfalls to watch” for others in the field to avoid similar failures
- Ensure that lessons learned are clear and applicable to the field of SBCC practice/research.

Part 5: Impact and closing (2 minutes)

- Share actionable recommendations for field practitioners
- What improvement or shift does your learning pose for the field of SBCC?



Tips for Preparing your Presentation

- Think of your presentation as an inspirational session. Remember that you are normalizing discussion of failure and supporting innovation in the field of SBCC through honest reflection.
- Visual aids in the form of slides could be used to move presentations along and draw attention to central points. Consider minimizing text as much as possible in favor of photos or animations that reveal new information or emphasize a discussion point. Ensure any images or infographics are simple, clear, and legible.
- Try not to read the text from your slides but rather use the bullets as reminders of points you want to get across
- REHEARSE! You can never practice too much!

Deadlines

- **Monday, June 1, 5 p.m. EST:** Deadline to upload your final presentation to your profile (per abstract).

For any questions, please email info@sbccsummit.org.



Poster Presentation Guidelines

22-26 June, 2026

A Poster Presentation is a visual representation of your abstract. Posters will be displayed digitally in the Summit Poster Plaza and presented during assigned sessions where authors will engage with participants and answer questions.

Poster Design & Technical Requirements

Posters for the 2026 SBCC Summit will be presented on **digital screens**. Please follow these guidelines:

- If using the Summit-provided template ([PPT version](#) | [Google Slides version](#)), **export your final version as a PDF**
- If not using the template, use a **vertical 9:16 (portrait) layout**
- Be optimized for a **43" screen (resolution: 2160 x 3840)**
- Be **saved and uploaded as a PDF**
- Be **uploaded to your Dryfta account by June 1, 5 p.m. EDT**
- Be saved to a **USB drive as a backup**

[Instructions for uploading your poster to Dryfta are available.](#)

Accessibility & Inclusive Design Standards

To ensure your poster is accessible to the widest possible audience:

Layout & Structure

- Use a **clear, logical flow** (top-to-bottom or left-to-right)
- Keep the design **simple and uncluttered**
- Prioritize key messages over dense text

Text & Readability

- Use **large, legible fonts**:
- Titles: large and readable from a distance
- Body text: readable from **10–15 feet**
- Use **sans-serif fonts** (e.g., Verdana, Arial)
- Avoid ALL CAPS, italics, and decorative fonts
- Use **consistent font styles and sizes**
- Avoid acronyms, abbreviations, and jargon where possible

Color & Contrast

- Ensure **high contrast** (e.g., dark text on light background)
- Do not rely on color alone to convey meaning
- Avoid busy or patterned backgrounds

Images, Graphs & Visuals

- Use **clear, relevant visuals** (charts, images, icons)
- Label all graphs and figures clearly
- Keep visuals simple and easy to interpret
- Avoid overly complex or crowded graphics

Language & Content

- Use **plain, concise language**
- Structure content clearly (e.g., Background, Methods, Results, Conclusions)
- Ensure your poster is understandable to a **broad, global audience**

[Additional suggestions can be found here.](#)

Preparing for Your Poster Session

- You may use the Summit provided templates ([PPT version](#) | [Google Slides version](#)), but this is not required
- You will be assigned a time to present your poster and engage with attendees
- A full schedule will be available on the Summit website after June 1
- Be prepared to **briefly explain your work and answer questions**

Helpful Tips

- Bring **optional handouts** (do not ship materials to the venue)
- Include your **email address or a QR code** for follow-up
- Clearly display:
 - Author names
 - Affiliations (institution/organization)

Presenting Accessibly

When discussing your poster:

- Verbally **describe key visuals and findings**
- Speak clearly and at a moderate pace
- Be mindful that attendees may engage in different ways (visual, verbal, or discussion-based)



Submission & Deadlines

- **June 1, 5 p.m. EDT:** Deadline to upload your poster to Dryfta
- Save a backup copy on a USB device

For questions or support, contact:

info@sbccsummit.org



Moderator Guidelines for the International SBCC Summit

22-26 June, 2026

A moderator is someone who introduces the session and the panelists, keeps everything moving according to time, facilitates discussion, indicates when a presenter can speak and coordinates question and answer sessions. If you have volunteered to be a moderator, please follow the guidelines below:

Moderators will be provided with information about the sessions they are guiding, including the abstracts and contact information of the panelists.

Room Equipment

A laptop connected to a projector with wireless and audio capability will be available in each meeting room. Presenters should upload their presentation to their online profile (per abstract) on the SBCC Summit website in advance. When they arrive at your session, they will be able to open their presentations from the website on the laptop in the room. They should also bring their presentation materials on a flash drive with any slides or audiovisual files prior to the start of the session, as a backup. Microphones will be available, and AI interpretation will be available.

Presenters are responsible for ensuring their presentation materials are available in your assigned room, but as moderator you should confirm that they have done so.

Timing and Structure

Oral Sessions and Pre-formed Panels have been allotted 75 minutes. Each presenter will have a maximum of 10 minutes to allow **at least** 20 minutes for interaction/discussion with the audience after all presenters have spoken. The last 15-20 minutes in every session **must** be allotted to Q&A interaction with the audience. Presenters have been asked to strictly observe these time limits. Moderators are expected to strictly enforce time limits out of fairness to all presenters and the audience who will want time to ask questions and participate in discussion.

Multimedia Showcase sessions will also be moderated. Each session is allotted 75 minutes. Each presenter will have a maximum of 15 minutes to introduce their multimedia product and show part or all of it, as time allows. Presenters are encouraged not to show slides and to speak for no more than 5 minutes to introduce the material they are going to showcase; they are expected to adhere to this time limit to allow **at**



least 20 minutes of the session for interaction and discussion with the audience after all presenters have spoken.

Prior to the Summit

- Familiarize yourself with the abstracts that will be presented during your assigned session
- Familiarize yourself with the guidelines for presenters and the format of the session you are assigned to

Prior to the session

- Please arrive 15 minutes before the session begins
- A table, chairs and podium for the presenters will be provided at the front of the room along with microphones. Sit in the seat closest to the podium where presenters can see you clearly
- Greet presenters when they arrive and introduce yourself
- Verify presenters' biography data and how to pronounce their names
- Brief them on how the session will be conducted. Remind them of the time they are allotted for their presentations. Let them know how you will communicate time warnings throughout the session
- Verify that their presentation materials are ready and can be opened on the laptop in the seminar room (technical staff will be available to facilitate that process)
- Please make sure you begin every session ON TIME. This will ensure that every presenter has equal time to present their abstracts

During the session

- Start each session by requesting that participants silence or turn off all cell phones
- Ask the audience to hold their questions until after all presenters have spoken to ensure that all presenters have equal time to present
- Briefly introduce each presenter just before they speak. Mention the presenter's name, title and the organization they are affiliated with for this event
- If a presenter does not show up to the session, readjust the order of the presentations accordingly
- Use the provided time cards (5 Minutes Left, 2 Minutes Left, 1 Minute Left, Please End) to ensure presenters are staying on time during their presentations



- When the question-and-answer period begins, ask audience members to refrain from offering extended commentary or opinions about the presentations and encourage them instead to focus on questions for the panelists
- Always end the session by thanking the presenters and the audience

What to do if...

A presenter will not stop talking? It's important to establish the rules with presenters before the session. Explain the importance of staying on time. If you have been providing visual time cues but a presenter is still going over time and showing no signs of stopping, stand up next to the person as yet another visual cue. If this doesn't work, it's perfectly acceptable – and respectful to other presenters – to interrupt the presenter and ask him/her to stop in fairness to the other panelists.

No one is asking questions to some or all of the presenters? If possible, write down a few questions of your own that you can ask each presenter in case this happens.

A presenter does not show up? Contact the room monitor to notify them of any presenters who are not present. If the person still does not show up, you can allow additional space/time for those in the room or for questions and answers. Adjust accordingly.

An attendee is being unruly? Establish the guidelines for the session before beginning. If an attendee is being disruptive, ask that questions/comments be held until the end so that the session does not fall behind time. If the person continues to be disruptive, report it to a room monitor or staff.