

## **Presenter Guidelines for RSMj 2025 in Detroit, MI**

### **General Information**

Unlike other conferences that may be more general or cover more domains, this is a conference on marijuana, so we strongly encourage you to start your poster or talk with presenting your specific research and not worry about making general problem statements (e.g., Marijuana is the most widely used substance...) or about doing shallow dives into the literature (i.e., reviewing the literature on prevalence of Cannabis Use Disorder), as most of the audience will already be familiar with this information. Instead, start with your study, which will give you more time to present your work.

### **Poster Printing and Presenting Instructions**

- We are agnostic regarding poster style and encourage presenters to communicate their science as they desire.
- Maximum poster size is 4 feet tall x 4 feet wide, although any smaller dimensions are fine (3 feet tall x 3.5 feet wide could work well for a landscape layout). Please do not go over the maximum size, otherwise your poster “neighbors” will have to overlap your poster.
- You can set up your poster at any time on the day of your presentation in the Cadillac Ballroom
- You will be assigned a number for your poster (found in the full conference program on the website). The poster number will indicate where to hang your poster.
- If you need to print your poster at the conference there is a print shop inside the conference center. See this link for details: <https://local.fedex.com/en-us/mi/detroit/49874>

### **Paper Session Presentation Instructions**

- In order to allow time for questions and transitions between speakers, your talk should be a maximum of 15 minutes. Please make sure you adhere to this time limit to be fair to the other speakers in your session. The Chair of the session will keep time and may need to cut speakers off if they go too long.
- The presentation laptops will be Windows machines, so if you or any of your speakers use another operating system, they may want check that their presentation formatting is compatible with Windows.
- We will have screens and microphones.
- If you want a laser pointer, please bring that yourself, as we will not provide those.
- Please email your presentation slides to both Jeffrey Wardell (jwardell@yorku.ca) and Jamie Parnes (jamie\_parnes@brown.edu) the evening prior to your talk. We will have the presentations downloaded and ready to go on the podium laptops the following day. Of course, if you have your talk ready sooner, you are welcome to send them to us even earlier.
- Alternatively, you can bring your presentation slides on a USB thumb drive to the room you will be presenting in first thing in the morning on the day of your talk. Someone can help you load it onto the laptop during the breakfast hour before the first session. Having all files for the day loaded on the laptop in the morning will make things go smoother and avoid delaying the start time of your session if technical issues arise.

### **Guidelines for Symposia**

- All symposia sessions are scheduled for 75 minutes. The Chair of the symposium is responsible for determining a schedule for the sessions as they see fit and communicating this to the presenters (i.e., amount of time for each talk, amount of time for the discussant, etc.). The Chair is responsible for keeping time during the session.
- The presentation laptops will be Windows machines, so if you or any of your speakers use another operating system, they may want check that their presentation formatting is compatible with Windows.
- We will have screens and microphones.
- If you want a laser pointer, please bring that yourself, as we will not provide those.
- If multiple talks are presenting data from the same study, we strongly suggest coordinating such that the first speaker will cover the overall methods and subsequent speaker do not need to repeat the overall design elements.
- Symposium Chairs - Please email all slides to both Jeffrey Wardell (jwardell@yorku.ca) and Jamie Parnes (jamie\_parnes@brown.edu) the evening prior to your talk. We will have the presentations downloaded and ready to go on the podium laptops the following day.
- Alternatively, you can bring the slides on a USB thumb drive to the room you will be presenting in first thing in the morning on the day of your talk. Someone can help you load it onto the laptop during the breakfast hour before the first session. Having all files for the day loaded on the laptop in the morning will make things go smoother and avoid delaying the start time of your session if technical issues arise.

## **Inclusivity Guidelines**

- RSMj welcomes all who wish to attend our conference. We would like to establish standards regarding how we all present and the language that we use to ensure that all participants are seen, heard, and respected. To that end:
  - We ask all presenters to work to identify and avoid using potentially stigmatizing language. This can often be accomplished by using person-first language (e.g., individuals meeting CUD diagnostic criteria, persons experiencing homelessness).
  - If you are talking about sex, our preference would that you would use “assigned sex” or “sex assigned at birth.” Additionally, types of assigned sex are limited to female, intersex, and male.
  - If you are talking about gender or gender identity, we request that you use terms such as cisgender man or woman, transgender, transgender man or woman, or gender expansive, to name a few. Please do not use the terms male and female when discussing gender.
  - If you are talking about race and ethnicity, we would prefer that you talk about them separately as they are different constructs. Race refers to dividing people into groups based on various sets of physical characteristics and the subjective process of ascribing social meaning to those groups. Ethnicity describes the culture of people in a geographic region, including their language, heritage, religion and customs.
  - If you are talking about sexual orientation, we ask that this be limited to discussions of attraction, whether physical, emotional, or sexual, and should move away from the hetero-homosexual binary. Individuals should be described as they present when you are collecting data from them.
  - If you are analyzing data by groups (i.e., analyzing data by race) and one group does not have enough participants to be included in analyses (i.e., is underpowered), please do your best to present their data in a descriptive way so that they are not erased from your study. Please avoid collapsing a number of too small groups into one “other” or “non majority” category as this erases individuals just like deleting them does and creates a very heterogeneous comparison group.
  - These guidelines should be applied to all minoritized groups, including, but not limited to, individuals who live in indigenous communities, disabled communities, or are undocumented.

These are suggested guidelines designed to enhance the conference experience for everyone. If you have any questions/concerns, please contact the conference chair, Bradley Conner, at [brad.conner@colostate.edu](mailto:brad.conner@colostate.edu)