



Age + Action[®]

2026 Conference | Arlington, Virginia: May 26-29

2026 Presenter Guide

1. Immediate Next Steps

Confirm Your Participation

- If you have not registered, please register as a presenter at [Age+Action](#).
- If you are presenting with colleagues, share this guide with them.
- Add your contact information, photo, and bio to the [Presenter Update Form](#).
- If you are no longer able to present, notify the team immediately at conference@ncoa.org.

Verify Your Session Details

- Review your presentation on the [live agenda](#).
- If updates are needed, submit changes through the [Presenter Update Form](#).

2. Promote Your Session

Help spread the word that you're presenting at Age+Action! Use the [Age+Action Social Sharing Toolkit](#) to quickly and easily share on your social media platforms.

3. What to Bring to the Event

- Use the Age+Action [slide deck template](#) to build your presentation.
- Use PowerPoint, not Canva or Google Slides for your deck.
- Bring your slide deck to the event on a USB drive.
- If you are using Keynote, bring your Mac—adapters will be available.

4. Room A/V Setup

Each session room includes:

- Laptop (provided by NCOA)
- Projector and screen
- Panel table with presenter microphones
- Podium with microphone
- Wireless microphone for audience Q&A (or you can use the conference mobile app)
- A/V technician support (if you are using a Mac, adapters will be available)

5. Pre-Session Expectations

Arrival

- Please arrive 15 minutes before your session start time.
- A greeter will welcome you and introduce you to the A/V technician.
- Use this time to:
 - Test your slides
 - Review the room layout
 - Confirm microphone setup
 - Ask any technical questions

If You Are Delayed

- Notify the conference team at conference@ncoa.org if you anticipate being late.
- If you are not in the room 10 minutes before your session start time, staff will contact you using your mobile number on file.

6. Before You Travel to the Event

- Watch your email for instructions on how to download the event mobile app.
- Check the agenda on [Age+Action](#) for updates. *Room locations may change.*

7. Need Help?

We're here to support you! Email conference@ncoa.org with any questions or concerns.

We look forward to your session and the insights you'll bring to the Age+Action community.