

**2026 MHSRS Meeting FAQs
Frequently Asked Questions (28 July 2026)**

Q. As a 2026 MHSRS oral or poster presenter, do I need to register? Is there a discount?

All attendees need to register for the meeting and pay the published fee. There are no discounts.

Q. Do the rates for the MHSRS block of rooms at the Gaylord and the Marriott Village expire?

The rates for the MHSRS room block at the Gaylord have expired. The rates for the MHSRS room block at the Marriott Village do not expire. Limited rooms are still available at the Village. The Gaylord is sold out.

The latest Microsoft security patches have affected Dell processors. As a result, attendees registering using government email addresses may not have received email reservation confirmations due to firewall issues. If you have not received an email confirmation and want to verify your hotel reservations, please call the hotel.

Q. When will credit cards be charged for the first night?

Credit cards will be charged for the first night on 27/28 July 2026 for lodging at the Gaylord and at Marriott Village.

Q. Who is eligible to use the FL State tax exempt form?

Tax Exempt is for Florida State only and Federal Government only.

Q. Can I pick up my badge before Monday, 3 Aug?

Yes.

Registration is open from 1500-1900 on Sunday, 2 Aug. It reopens at 0630 on Monday, 3 August. Avoid long lines! Please try to pick up your badge on Sunday.

Q. Will bus transportation be provided from the Orlando airport (MCO) to the hotel and back to the airport in 2026?

Bus transportation will NOT be provided between the airport and the hotels. Attendees must arrange their own transportation. There are many shuttles/public transportation options available.

- A full range of options can be found on the Orlando Airport's website at <https://flymco.com/ground-transportation/>
- **Mears Connect Standard Shared Service** has a \$34.56 round trip fare to/from the Gaylord. (Note: May be subject to a 3% fuel surcharge). To make a reservation, go to <https://www.mearsconnect.com/#reserveForm>

- A shared service, similar is that available for the Gaylord, is not available for those staying at the Marriott Village. Please contact Mears for economical options.

Q. If I stay at the Marriott Village, how will I get back and forth to the Gaylord for the meeting?

The Marriott Village will provide complimentary shuttles to/from the Gaylord daily Monday through Thursday. Transportation provided by the Villages to and from Gaylord Palms Resort & Convention Center is based upon the following schedule:

Day/Date	AM Shuttles	PM Shuttles
Sunday 8/2/2026	No service	2:30pm - 8:00pm Continuous Loop
Monday 8/3/2026	6:00 am – 10:30am Continuous Loop	4:30pm - 10:30pm Continuous Loop
Tuesday 8/4/2026	6:00 am – 10:30am Continuous Loop	4:30pm - 10:30pm Continuous Loop
Wednesday 8/5/2026	6:00 am – 10:00am Continuous Loop	4:30pm - 10:30pm Continuous Loop
Thursday 8/6/2026	5:30am – 10:00am Continuous Loop	12:00pm - 4:00pm Continuous Loop

Q. I was selected for a poster presentation. How do I find out the date and time of my session?

- (1) Refer to your letter for the name of your poster breakout session.
- (2) Go to <https://mhsrs.health.mil/MHSRS>; look under Spotlight on the home page, click the link for Breakout Session Poster Schedule.
- (3) Find your breakout session for posters day and time.

Poster board numbers are available in the app. You can access board numbers by searching for your name, poster title, or the day/time of the poster topic session and locating your poster presentation. There will be staff onsite near the posters to help direct you as needed.

Q. What size should my poster be? What are the guidelines for preparing my poster?

Printed posters should be sized to fit on boards measuring **4 feet high and 6 feet wide**. **Please ensure that the content of your poster complies with any Executive Order that has been released.**

There is no standard template for the posters. Use your organizational template to prepare your poster. They should be structured as – Introduction, Materials and Materials, Results, Discussion and Conclusion.

Bring the printed poster with you to the meeting. The meeting organizers will not print any posters. Alternately, you can mail your poster to the hotel, but the poster needs to be addressed to you. A fee is required to retrieve it. The MHSRS organizers will not accept/retrieve any mailed posters.

Q. Can I ship my poster to the Gaylord?

Yes.

The hotel charges a fee for pick up. The meeting organizers will not pick up your poster for you.

The address is:

(Guest Name)

(Arrival date)

Gaylord Palms Resort & Convention Center

6000 W Osceola Pkwy

Kissimmee, FL 34746

Q. I have multiple posters in the same poster topic area. Can my posters be placed side by side?

Placement of posters by the same author in a particular Breakout Session topic area (e.g., Prolonged Care) is done as part of the quality control review before the poster board numbers are assigned. For any other request concerning multiple posters by the same author, we do our best to accommodate but make no promises.

Q. What is my responsibility for organizational clearances for my presentation (poster and/or slide)?

Attendees are responsible for obtaining all required organization clearances (e.g., Public Affairs, Operational Security, Legal) for their oral presentation slides or posters. Be sure to factor this into your planning to hit the July 2 deadline to upload. For DoW attendees - All information presented in a public forum must be formally cleared for public disclosure. Distribution A.

Q. Is it possible to make edits to my accepted abstract after the notification letter is received?

Yes.

The MHSRS health.mil website has re-opened to make minor edits to your accepted abstract. **Only the original submitter of the abstract can make these changes.** Go to the submitter's account on the MHSRS health.mil site, <https://mhsrs.health.mil/MHSRS>, to access the abstract. Make the change(s) and click save. Allowable edits include minor text changes, change of presenter, adding a disclaimer, and/or withdrawing the abstract.

Note: Presenter or title changes received after close of business Wednesday, 29 Jul, are not guaranteed to make it into the app.

Q. Will printed programs be available at the meeting this year?

No.

We will once again rely on the event meeting app which is available as of 24 July. The MHSRS 2026 EventPilot Mobile App and Online Planner are now available to begin planning your Symposium experience before you arrive.

Access the **Online Planner** at <https://www.mhsrs.net/> Click Event Information > Agenda.

Download EventPilot **Mobile App**:

Step 1: Search for EventPilot in the Apple App Store or Google Play

Step 2: Enter the Event Code: MHSRS26

Step 3: Select MHSRS 2026 to open the event

To access personalized features in the Online Planner or EventPilot Mobile App, log in using:

Username: Your MHSRS Registration Confirmation Number (from registration confirmation email)

Password: Your Last Name (exactly as entered during registration/case sensitive)

If you require any assistance regarding registration confirmation number, please contact

mhsrs2026@anidealpartner.com

The overall meeting agenda and day-to-day speaking schedule will be posted on the MHSRS health.mil site. Attendees are encouraged to print these before leaving for the meeting.

Once on site, if questions arise, please check with registration staff.

Q. Can I place a QR code on my poster for readers to find additional information on the research?

Yes.

Q. My abstract was selected for an oral presentation at the 2026 MHSRS, but I cannot attend. Can I send a substitute presenter?

Yes, with one exception. You may send a substitute presenter if you were selected for an oral presentation at a breakout session. **Substitute presenters are not allowed in the Young Investigator Competition (oral or poster).**

If you are unable to attend the MHSRS, **but have a substitute presenter for an oral presentation,**

(1) go into your abstract on the MHSRS website, click edit to the top of the abstract. Scroll down and change the presenter name and upload a signed Conflict of Interest (COI) for the new presenter. Click save.

(2) let your session moderator know of the substitution, and

(3) email the Contact Us / Program Support page on the MHSRS website to inform us of the presenter change; include MHSRS abstract number, presenter full name, terminal degree, and email address.

The link for the COI form can be found under SPOTLIGHT on the homepage of the MHSRS website - <https://mhsrs.health.mil/MHSRS>

If you are unable to attend **and have no substitute presenter,** please

(1) go into your abstract on the MHSRS website, click edit to the top of the abstract. Scroll down and click the Withdraw Abstract button at the bottom of the abstract. Click save.

(2) email Contact Us/Program Support on the MHSRS website to inform us of the withdrawal.

Q. My abstract was selected for an poster presentation at the 2026 MHSRS, but I cannot attend. Can I send a substitute presenter?

Yes, with one exception. You may send a substitute presenter if you were selected for an poster presentation. **Substitute presenters are not allowed in the Young Investigator Competition (oral or poster).**

If you are unable to attend the MHSRS, **but have a substitute presenter for a poster presentation**,

(1) go into your abstract on the MHSRS website, click edit to the top of the abstract. Scroll down and change the presenter name. Click save.

(2) email Contact Us/Program Support on the MHSRS website to inform us of the change.

If you are unable to attend **and have no substitute presenter**, please

((1) go into your abstract on the MHSRS website, click edit to the top of the abstract. Scroll down and click the Withdraw Abstract button at the bottom of the abstract. Click save.

(2) email Contact Us/Program Support on the MHSRS website to inform us of the withdrawal.

Q. Do substitute oral presenters need to submit a COI form?

Yes.

A new COI is not required for substitute poster presenters.

Q. Is there a specific length for my oral presentation?

Yes.

The standard presentation time is 15 minutes to include questions. Individual presentation times (e.g., 1300 – 1315) will be posted when all speaking schedules have been submitted.

Q. Is there a standardized slide template for oral presentations?

No.

Use your organizational template and utilize the wide format (16:9). All presentations must include a Disclaimer/Conflict of Interest slide. Contact speakers@MHSRS.net for a sample, if needed.

Q. I have co-authors. Can I list them on my title slide?

No.

Only the Speaker(s)/Presenter(s) should be listed on the title slide. This individual/individuals have submitted a COI/Disclosure form for review.

All presentations must also include an acknowledgement slide. On this slide, list individuals who may have contributed to the overall work but NOT the individual slide deck preparation. These individuals do not require a COI form.

Q. Is there anything specific guidance to preparing my slide presentation?

Yes.

Before preparing and uploading your PPT slide, visit these two pages:

- <https://www.mhsrs.net/session-guidelines>
Be sure to review “How to Upload Your Slide Presentation” on this page to make sure the 5 criteria listed have been met.
- <https://sites.google.com/pimed.com/facultyguide/presentations?authuser=0>
Presentation Do’s and Don’ts. Consult this list when formatting your content for presentations, to ensure compliance with ACCME Standards. This includes things such as not using logos and brand names, as well as the proper use of products, images and company names.

Please ensure that the content of your slide presentation complies with all Executive Orders that have been released.

Q. How do I name my slide presentation?

For consistency and ease of use, please use the following naming convention to name your presentation file: **SessionDay_SessionStartTime_AbstractID#_PresenterLastName.pptx**

Example:

- Wed_1530_MHSRS-26-0139_Smith.pptx
- Mon_0800_MHSRS-26-4928_Jones.pptx

Q. How do I load my slide presentation?

The portal for uploading your PPT presentation is open. Go to <https://www.mhsrs.net/session-guidelines> to make sure slide presentation requirements for upload have been met. Scroll page to Ready to Upload?, click and watch the video, then follow the instructions to upload your PPT.

All sessions receiving abstracts are considered for CE credit.

Q. Where do I upload my poster PDF and when do I need to load it by?

Upload your poster in PDF format through your account on the MHSRS website (<https://mhsrs.health.mil/MHSRS>) by COB on 3 Aug 2026. Your account on the MHSRS website is the same account that you initially submitted your abstract.

- Log into your account on the MHSRS homepage (<https://mhsrs.health.mil/MHSRS>)
- Go to Abstracts on the left side of the page
- Click on the MHSRS number of the abstract for your poster
- Click the “Edit Abstract” link near the top of your Abstract
- THEN scroll to the bottom, navigate to and select your poster and click “Upload Poster”
- Double check that your abstract is loaded and accessible

To be eligible for consideration for a poster award, a pdf of your poster must be accessible to the joint judging panel. If a pdf is not available, the poster will be eliminated from award consideration.

If you are having trouble uploading your poster, email Contact Us/Technical Support or Contact Us/Program Support.

Q. When are the slide presentations due?

Presentations are needed as close to 2 July as possible. This is to allow the Continuing Education (CE) provider ample time to review slides for CE eligibility before the meeting starts on 3 August. It is important to note that for a breakout session to be eligible for CE credit, all presentations in any given session must all be approved by the CE provider.

We cannot accept slide presentations by email. You must use the portal to upload your PPT presentation.

Q. I am the moderator or speaker in a non-abstract breakout session that is not seeking CE credit. When is my slide presentation due?

Slides for presentations selected for oral talks in the non-abstract breakout sessions where CE credit is N/A are due as close to Wednesday, July 17 as possible. Presentations by email will not be accepted.

Go to <https://www.mhsrs.net/session-guidelines> to make sure slide presentation requirements for upload have been met. Scroll page to Ready to Upload?, click and watch the video, then follow the instructions to upload your PPT.

Contact speakers@mhsrs.net with any questions.

Q. Is it possible to make edits to my submitted presentation once I upload it to the portal?

Yes, you may make edits to your PPT and re-upload a NEW version to the Dropbox. Please use the same naming convention as in the instructions and append something such as "V2" so it's easily identified as the newer version. We will delete the old version. (<https://www.mhsrs.net/session-guidelines>)

Once onsite, you can still re-upload a new version straight to the Dropbox or go to the speaker ready room and use one of the laptops to access your current presentation and make changes directly to it. That version which lives in our Dropbox will be the same one that is feeding to the room where you are presenting.

Contact speakers@mhsrs.net with any questions.

Q. Will we have access to our in-slide speaker notes and a slide advancer during the presentation?

Please note there is no access to your PPT deck notes, you will either need to print and bring them with you or make notecards. Conversely, you can also bring your laptop to the podium and work the notes version on your own laptop while using the slide advancer. We are NOT able to change out the event laptops holding/streaming all presentations for presenters, as it slows down the transition time between speakers and as you know, the timing is tight.

If you want to use a laser pointer during your presentation, please bring your own.

Q. Will there be transportation to Disney Springs this year?

Yes, transportation will be provided to Disney Springs on Tuesday and Wednesday evenings based on the following schedule:

DISNEY SPRINGS SHUTTLES		
Boarding Location: Gaylord Palms Transportation Lobby - Front of Hotel		
Route	Tue, 4 Aug	Wed, 5 Aug
TO Disney Springs	First bus departs 1730 Continuous loop	First bus departs 1730 Continuous loop
FROM Disney Springs:	Last bus departs 2215 Continuous loop	Last bus departs 2215 Continuous loop