Important Deadlines

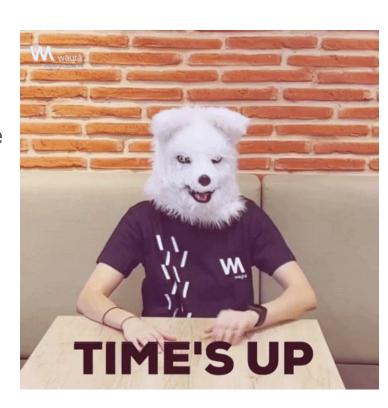
- 1. All presenters are required to fill out this Google form.
- 2. **All** (in-person, virtual) **oral presenters** are requested to fill out the form and upload their *presentation slides* by **May 21**.
- 3. **All** (in-person, virtual) **poster presenters** are requested to fill out the form and upload their <u>lightning presentation slides</u> and <u>posters</u> by **May 21**.
- 4. Please read and follow the guidelines for oral and poster presenters outlined in the following slides before completing the form.

Guidelines for Oral Presenters

- Keynote speakers have 20 minutes (15-minute talk and 5-minute Q&A), and all other oral presentations have 15 minutes (12-minute talk and 3-minute Q&A).
- 2. We will use **Zoom** for hosting the online conference, and a designated laptop for the in-person presenters.
- A Zoom meeting link will be sent out on May 21. You will share your own screen if you present virtually.
- 4. Name your file as **SX.X_yourlastname.pdf** where X.X is your talk number.
- 5. All oral presenters are required to upload the slides by May 21.

Guidelines for Lightning Talks

- Prepare a 1-minute lightning talk for your poster
- It is YOUR opportunity to SHOWCASE and PROMOTE your poster to the entire audience
- 3. Prepare **one-page slide** with take-home messages and one or two key figures.
- 4. Make sure to be "Right on Time" for your lightning talk!
- 5. Name your file as **PX.X_yourlastname.pdf** where X.X is your poster number
- 6. All poster presenters are required to upload the slide by May 21.



In-Person Poster Presenters

- 1. The poster size is recommended to be 36 W x 42 H inches (914 mm x 1067 mm). Maximum poster dimensions are 48 x 48 inches to fit on the provided poster board.
- 2. Set up your poster to the poster board (T pins or tape will be provided)
- 3. The poster room will be available for set-up on Tuesday morning, May 23 for both Session P1 & P2 presenters.
- 4. Name your file as **PX.X_yourlastname.png** where X.X is your poster number
- 5. Please upload the poster by May 21.

Virtual Poster Presenters

- 1. We will use <u>Gather.town</u> for hosting the virtual poster session, and more details will be released soon.
- 2. The poster must be a .png file
- 3. Use a **16:9 aspect ratio** **different than the in-person poster format
 - a. Minimum width is 1000 px (24.46 cm)
 - b. Minimum height is 600 px (15.88 cm)
 - c. Landscape is preferable to view the full image, but portrait can be used with scrolling.
 - d. You can use PowerPoint, Canva, or another third-party application to design and save a 16:9 image.
 - e. You can use the same file for the preview image, but for the best view, we recommend an image that is half the width and height of the image.
- 4. Maximum file size is 3 MB.
- 5. Do not use a transparent background.
- 6. Name your file as **P3.X_yourlastname.png** where 3.X is your poster number.
- 7. Please upload the poster by May 21.