

# 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 *lightning presentation slides* and *posters* 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

1. 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.
3. 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

1. Prepare a **1-minute** lightning talk for your poster
2. 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 [Gather.town](https://gather.town) 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.**