



IASE – IASC 2023 Satellite Conference

GUIDELINES FOR PRESENTERS GIVING ORAL PRESENTATIONS

The conference is using the [Whova](#) platform. You can access Whova through your web browser or by downloading the mobile app at <https://whova.com/whova-event-app/>.

All conference sessions will be hosted on Whova and live-streamed through a Zoom webinar. The Zoom chat and Q&A will be disabled and attendees can post their questions in the Whova chat for your session during and after your presentation. The guidelines included in this document summarize important information for presenters. Please also refer to the Guidelines for Attendees to learn how Whova and Zoom will be used by attendees.

SESSION STRUCTURE:

- Each parallel session will consist of 3-4 presentations.
- Each presentation will be 20 minutes, followed by a 5-minute Q&A period. Some presentations will be delivered in-person in Toronto, and some remotely via Zoom.
- All presentations will be live-streamed via Zoom and Zoom recordings will be posted on Whova for later access.

PREPARING FOR YOUR PRESENTATION (Both ONLINE and IN-PERSON PRESENTERS):

- The presentation schedule is published on the [conference website](#) and will appear on Whova.
- Please note the time of your parallel session (e.g., Session 1-A, Session 2-B, etc.), and make sure you have the right time zone if you are presenting remotely.
- **All** presenters should upload their slides in **PDF format and landscape orientation** no later than July 9, 2023, to the link circulated on June 6 by email with the subject *Important information about your IASE 2023 Presentation*. Please contact us at IASE2023.Satellite@gmail.com if you are unable to locate/access this link.
- The file containing your slides should be titled as “[speaker first name]_[speaker surname].PDF”.
- Please join the session (either go to the room if presenting in-person or join the appropriate Zoom session if presenting online) **at least 10 minutes before the start of the parallel session in which you are presenting**. For example, if you are presenting from 3 to 3:30pm but your parallel session is scheduled from 2-3:30pm you should arrive at the room or join the Zoom webinar no later than 1:50pm.
- Please monitor your email for any additional instructions from the program committee or Encore, our hybrid AV and webinar service provider.

FOR ONLINE PRESENTERS

- You must use the [Zoom Desktop Client](#) for delivering your online presentation. If you already have the Zoom Desktop Client installed on your machine, please check for updates in advance (see <https://support.zoom.us/hc/en-us/articles/201362233-Updating-Zoom-to-the-latest-version> for more information).
- You will use your own computer to share your microphone, camera, and slides. Your presentation should not contain audio or video. Test your microphone, camera, and screen

sharing in advance of your session to ensure the equipment works with Zoom; you can join a test meeting at zoom.us/test. Please also follow these recommendations from Encore, our hybrid AV and webinar service provider:

- If possible, use a headset w/ microphone for better audio quality.
- If possible, use a wired internet connection.
- If on Wifi, try to limit the amount of devices simultaneously running on that network during your presentation.
- Ensure your device is plugged in and notifications are silenced.
- You will receive an email from the conference organizers or Encore, our hybrid AV and webinar service provider, with a link to join the Zoom webinar for your session; you should NOT join Zoom through the link for attendees on Whova, as this will not give you access to the necessary controls for your presentation.
- Note that the Zoom chat and Q&A will be disabled and attendees will be encouraged to use your session's Whova chat to ask questions.

FOR IN-PERSON PRESENTERS

- Every room will have a pre-configured computer, from which you will run your presentation (i.e., you will not use your own laptop). You will NOT be logged into Zoom to present, but your presentation will be live-streamed through Zoom by Encore, our hybrid AV and webinar service provider.
- The slides that presenters submit will be compiled into a single file and loaded on to the presentation computer.
- You will be using a PDF viewer for your presentation, which should not contain any audio or video.
- NOTE: If you need to switch to an online presentation, please let the conference organizers know as soon as possible by emailing IASE2023.Satellite@gmail.com.

DURING & AFTER THE SESSION (Both ONLINE and IN-PERSON PRESENTERS)

- There will be a Session Chair and dedicated Encore technician(s), our hybrid AV and webinar service provider, in every room to support both online and in-person presenters.
- Before each presentation, the Session Chair will introduce the presenter.
- Each presenter will have 20 minutes for their talk, followed by a 5-minute Q&A period.
- During your presentation, the Session Chair will monitor the Whova chat and collect questions for the Q&A period.
- After your presentation the Session Chair will moderate a Q&A, relaying questions posed on the Whova chat and perhaps additional questions posed by in-person attendees. The Session Chair will try to cover as many questions as time permits.
- The Whova chat for your talk will be open and available throughout the conference. Please check your session's Whova chat periodically during the conference and address any questions there as there may be follow-up questions and attendees who watch the recording of your presentation (e.g., online attendees in different time zones or people who couldn't attend as scheduled) may ask questions.

If you have any questions or need to reach an organizer, email IASE2023.Satellite@gmail.com.