



IASE – IASC 2023 Satellite Conference

GUIDELINES FOR PRESENTERS GIVING ORAL PRESENTATIONS

The conference is using the [Whova](https://whova.com/whova-event-app/) 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 administered through Whova and live-streamed through a Zoom webinar. Zoom chat will be disabled for attendees as Q&A will take place in the Whova chat for your session. The guidelines included in this document summarize important information for presenters. Please check the Guidelines for Attendees to learn how Whova and Zoom will be used for conference participation.

SESSION STRUCTURE:

- Each parallel session will consist of 3-4 presentations.
- Each presentation will be 20 minutes, followed by questions and discussion.
- The [agenda with the presentation schedule](#) will be available to conference attendees on Whova and displayed publicly on the conference website.
- Some presentations will be delivered in-person in Toronto, and some remotely via Zoom.
- All presentations will be live-streamed via Zoom, as well as recorded and posted on Whova for later access.

PREPARING FOR YOUR PRESENTATION:

ONLINE PRESENTERS

- You must use the Zoom Desktop Client for delivering your presentation.
- Test your microphone and camera before your session to ensure the equipment works with Zoom.
- The presentation schedule will appear on Whova. Please note the time of your parallel session (e.g., add to your Whova Agenda).
- Please follow the “Accessing a Live Session” instructions in the guidelines for participants to join the Zoom meeting for your session and watch your email for any additional instructions from the conference organizers.
- Your presentation should not contain audio or video.
- 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.
- You must upload your presentation slides to this shared folder by July 9, 2023 <https://drive.google.com/drive/folders/1Pg5tmJC-J8fPg7-x1CpG7U8enzVxTnwg?usp=sharing>
- Slides should be in pdf format and in landscape orientation Name the file “[first name]_[last_name].PDF”

IN-PERSON PRESENTERS

- Every room will have a pre-configured computer, from which you will run your presentation (i.e., you cannot use your own laptop).

Commented [AG1]: Is posting on the website a step we can remove?

Commented [BW2R1]: Both are the Whova agenda, but when embedded on the website, it will be publicly viewable. I'll tweak the wording a bit here...

Commented [AG3]: Add that they will be screen sharing their slides from their own computer?

Commented [BW4R3]: I'm not 100% sure this is the case...Encore wanted all presentations combined into a pdf and set up on the presentation laptop/computer. Maybe they are planning just to have audio/camera from the speaker?

Commented [AG5]: I was also prompted to request access. We need to get around that. We should also create a short URL for this

Commented [BW6]: Prompted to request access?

Commented [SD7]: We shouldn't make this public, the link gives edit rights to anyone

- Your presentation should not contain audio or video.

DURING THE SESSION

- There will be a Session Chair and dedicated AV/tech support personnel in each session (in person).
- Please join the session (either go to the room if presenting in-person, or join the Zoom session if presenting online) at least 5 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 Zoom webinar) no later than 1:55pm.
- Before each presentation, the Session Chair will introduce the presenter.
- Each presenter will have 20 minutes for their talk and 5 minutes for Q&A.
- During the presentation, the Session Chair will monitor the Whova chat and collect questions for the Q&A. We welcome speakers to continue to engage with questions in the Whova chat after their session.
- See the Whova speaker guide for more information about presentation on Whova at <https://whova.com/pages/whova-speaker-guide/>.

Q&A SESSION

- Following your talk there will be a short Q&A period.
- Attendees may post questions in the Whova chat for your session during your presentation, as ask in the room for those attending in-person.
- The Session Chair will be monitoring Whova chat and will ask any questions that were submitted. They will try to cover as many questions as time permits.
- If some of the questions have not been answered or for any follow-up conversation, we will encourage participants to use the Whova chat which will be open and available throughout the conference. Please check your session's Whova session occasionally during the conference and address questions there.

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