PRESENTATION, POSTER, AND LIGHTNING TALK INSTRUCTION

Oral Presentation Guide
Talks are scheduled in 15-minute time slots. We strongly encourage a presentation of no more than 12 minutes to allow three minutes for discussion and to entertain questions from those in the audience. The time limit will be strictly enforced. Presentations will be lived streamed to a conference website, but the presentations will not be recorded.

Once your abstract has been accepted for the meeting, you will need to prepare your presentation and data in Microsoft PowerPoint format. Windows is the only operating system available for the presentations. If your presentation data is linked to other files, those linked files also should be saved in the same folder and checked with the audio-visual technicians for operability beforehand. Likewise, if parts of your presentation are not in PowerPoint format, you will need to check with the audio-visual technicians prior to the meeting to make sure it is compatible with the computers that will be used during the sessions.

Each presenter will be provided with full instructions on how to upload presentations prior to the meeting. All presentations will be preloaded into the computer by the audio-visual staff. Oral presenters will be provided with instructions on using the presentation system prior to the start of their session.

Poster instructions
Posters must be no more than 45 inches wide by 33 inches high or (114 cm wide by 84 cm high). They will be placed on poster boards and will adhere to the boards using push pins that will be provided. Preparation suggestions and any specific instructions will be posted at a later date.

Posters will be presented depending upon the poster session to which you are assigned. You will be notified of your poster session’s time and day well in advance of the meeting, and you will be expected to be available to present your poster during your designated poster session. Poster presenters are asked to adhere to designated set-up and tear-down instructions and times, we ask that posters remain up for the duration of the conference. Posters will be discarded if the presenting author does not dismantle them according to tear-down instructions and times.
Each poster will be assigned a number. You will put your poster next to this number. There will be two (2) posters per side of each panel-board. Therefore, posters must be no larger than the maximum size. If your poster exceeds these specifications, it may be subject to removal.

**Pre-recorded lightning talks**

If you are unable to attend the conference but would still like to present your abstract, we are offering participants to supply a pre-recorded lightning talk prepared in Powerpoint that will be played during the poster sessions. Lightning talks are designed to be short five-minute overviews of your research and findings.

Each lightning talk may not exceed 5 minutes and is limited to 4 slides plus a title slide. Recordings must be provided to the conference organizers by May 6, 2022. Please provide your name and contact information on one slide.

Presenters must adhere to presentation guidelines for recording your presentation (or your presentation will not be included): PowerPoint allows you to toggle your video on or off should you want to just overlay audio to your presentation without video.