TWS 2022 Annual Conference Presenter Guidelines

***Important Changes for 2022 ***
You will be able to upload your presentation file from any computer with internet access. Once your presentation files are uploaded you will be able to confirm and click through your slide deck. You will need your personalized link to access your presentation files. As a result of this change, we will not have a dedicated speaker upload room at the conference. Instead, there will be a speaker support kiosk near registration if you need assistance.

To make educational content accessible to as many members as possible, presenters will be required to upload a pre-recorded version of their talk prior to the conference.

ORAL PRESENTATION GUIDELINES:

Individuals giving an oral presentation in Spokane are required to upload their **slide deck as well as a recorded version** of their presentation that will be available to all conference participants after the conference. The recorded version is a critical component and allow those who could not attend your live presentation to have access to all the science content at TWS2022. Please review the following instructions for preparing your talk. As a reminder, talks should be 12 minutes in length, with the remaining 3 minutes for questions.

Slide decks (PPTx files only) must be uploaded no later <u>than 4 hours before the start of you session via a link that will be emailed to you in September (and again after that)</u>. Slide decks should be prepared in wide format (16:9). You can also use the link referenced above to make updates from any computer. There will be a speaker support kiosk near registration with a limited number of computers available, in case you need assistance. We also recommend bringing a flash drive with your presentation files.

Your recorded presentation file is due no later than **November 4th, 2022**. You will need to upload an MP4 video recording of your talk via the speaker portal, which arrived in your inbox (check your spam folder, too). There are multiple options for preparing video recordings of your talk, here are a few:
- Zoom - [Recording with Zoom Meeting App](#)
- PowerPoint – you can record your talk in [PowerPoint and export it as a MP4](#)
- XCD Recording tool – this is an online tool in the speaker portal that allows you to directly record and save your talk. [Here is a video tutorial describing that process](#)

A COUPLE OF OTHER TIPS:
- Always do a short test recording to make sure that your sound and screen are as you wish, then do a final recording and save your recording in case you run into any uploading issues, then you don't have to re-record.
- If you encounter a "spinning wheel" when you upload your talk, it is very likely that your internet connection speed or computer is too slow, try another network or computer.
- If you run into issues, try another internet browser. We suggest using Chrome.

POSTER PRESENTATION GUIDELINES:

Poster presenters will prepare both a printed poster for display in Spokane and will upload a PDF version in the speaker portal. Poster presenters may record an optional short video (under 3 minutes) describing their poster that will be available on-demand to all conference attendees after the conference. Please review the following information related to posting and attending your posters as well as information for uploading a PDF version and optional video for display on the virtual conference platform.

Posters should be prepared and printed with final dimensions under 46 x 46 inches. Tacks will be provided in Spokane, but also consider bringing a few extras.

Poster Setup and take down instructions:
Poster presenters are expected to attend their poster during the Trade Show & Poster Networking Event.

> Monday Evening Poster Session:
> > Set up: Monday, November 7th between 3:00 – 5:00 pm
> > Take down: Tuesday, November 8th between 4:00 – 5:00 pm*
> Wednesday Evening Poster Session:
> > Set up: Wednesday, November 9th between 7:30 – 9:30 am
> > Take down: Thursday, November 10th between 10:30 am – 12:00 pm*

*Posters remaining after the removal period will be taken down and recycled by conference organizers.

PDF and Optional Video files are due no later than **November 4th, 2022**. You will need to upload your PDF poster file (and MP4 video recording, if desired) via the speaker portal, which arrived in your inbox (check your spam folder, too). There are multiple options for preparing video recordings of your talk, here are a few:
- Zoom - Recording with Zoom Meeting App
- PowerPoint – you can record your talk in PowerPoint and export it as a MP4
- XCD Recording tool – this is an online tool in the speaker portal that allows you to directly record and save your talk. Here is a video tutorial describing that process

We encourage you to further consider the accessibility of your talk by reviewing suggestions on how to prepare an accessible presentation for diverse audiences, shared with us by our colleagues in the IDEA Working Group.