

Oral presentation guidelines

Please always keep within your allotted time. Presentation should be adjusted to the given length. Session chairs are required to adhere to the session schedule. This is critical to the overall success of the symposium.

Keynote Sessions

Invited keynote presentation duration: 40 min

One speaker has a full 40 min slot. The talk should be ca. 30 min with a 10 min Q&A period

All keynote speakers should

- Keep to the allotted length of their talk
- Be prepared to answer questions and engage in discussions about their presentation

Technical Sessions

Technical session presentation duration: 20 min

The total time allotted to each speaker is 20 minutes. Talks should run for 15 minutes PLUS 5 minutes for questions.

Organization of Technical Sessions

- We are running two Keynote Sessions, seven Technical Sessions and one Roundtable Discussion in two days. See [ISMDAR conference agenda](#) for detailed schedules.
- Each Technical Session runs for ca. 100 – 140 min and includes 5-7 talks.
- Each Technical Session assigns a session chair for coordinating, moderating, organizing, and managing the session, including Q&A.
- All registered participants (presenters and regular attendees) will receive an email reminder containing the links to access all meetings before the scheduled events and on the day itself. Similarly, these links will be available on each session on the website www.ismdar.com.

All authors/presenters are requested to:

Before the session

- Be online and arrive 10-15 minutes before your session.
- If you are joining the session before the host/session chair has started the meeting, kindly standby in the waiting room until he/she starts the session.
- Remember to check the settings of your Zoom profile: name/background.
- Join the session in advance and test your microphone, audio, and camera once joined so the session can start on time.

During the session

- You can choose to turn on/off videos based on your preference.
- If you choose to do a live presentation, the instructions to share your screen when presenting can be found [here](#). If you choose to do a pre-record video, session chair will play the recorded video for you. You have to be online during this period and Q&A.

- Audience could ask questions either by 'raising hand' or 'chat box' during Q&A.
- If a question requires a lengthy reply, suggest that you and the person asking the question discuss it after the presentation. Then take the discussion out of the zoom room.

After the session

- The whole session will be recorded. The video will be available for viewing on the [conference website](#) within two days after finishing the session.

Publication and Distribution

- Official conference audio and/or video recordings may be made of your presentation. Your registration has constituted your agreement that recordings can be made and distributed.
- Accepted abstracts may be posted on the website and included in the conference abstract volume to be shared with all conference attendees and stakeholders.
- Social Media (Twitter, Facebook, Instagram, etc.): While the default assumption is to allow open discussion of presentations on social media, please respect any request by a presenter to not disseminate the contents of their talk.

Questions

Questions regarding your presentation or the conference program may be directed to the Conference Contacts **Dr. Shimin Liu** (szl3@psu.edu) and **Dr. Long Fan** (luf12@psu.edu).