



ISSCR SPEAKER'S CORNER

The purpose of this document is to prepare Invited and Abstract-selected speakers for their presentation and become familiar with what to expect, whether you are participating in an in-person meeting or a webinar. This guidance will also assist session chairs, moderators, and panelists.

Direct any speaker questions to abstracts@isscr.org.

Click on the type of event you are being asked to present:

[ANNUAL MEETING](#)

[INTERNATIONAL SYMPOSIUM](#)

[ISSCR WEBINAR](#)

[SESSION CHAIR](#)

RESOURCES:

[HELPFUL TIPS](#)

[ISSCR MEETING EMBARGO POLICY](#)

ANNUAL MEETING

Get Ready - Refer to the speaker informational email sent by abstracts@isscr.org

- Login to your ISSCR Account and complete the following tasks:
 - Upload or update your headshot.
 - Update or add your biography (150-200 words in length).
 - Review and sign the Speaker Agreement, if you have not already.
- Invited Speakers Only:
 - Register for the meeting using the promotional code provided.
 - Submit your talk title and abstract into OpenWater abstract system.
 - You will be asked to help review abstract submissions. Additional information will be sent via email.
- Travel:
 - Book your own travel and hotel.
 - To qualify for Invited Speaker reimbursement, the hotel must be booked within the ISSCR's official housing site.
 - Refer to the Annual Meeting event site, click on the Resources/Travel section for discounts and housing information.

General Information:

- Presentation date, time, and length of talk will be sent to you via email.
- Make the most out of your meeting experience by promoting the meeting and your presentation on social media.
 - Use the meeting hashtag #ISSCR to engage on social media.
 - For additional information regarding social media outreach, email media@isscr.org



Presentation Day

- Pick up your badge at the ISSCR Registration Desk
- Upload your presentation to the Speaker Ready Room at minimum 2 hours prior to presentation session start time or the day before.
 - Presentations cannot be uploaded in the session room, only in the Speaker Ready Room.
 - Presentation format 16:9
- Arrive to the session room 15-20 minutes prior to the start time and check-in with the session chair and AV technician
- Check-in with the AV technician and ensure your presentation has been received from the Speaker Ready Room.

After the Meeting – Invited Speakers Only

- Reimbursement form and information will be sent via email. Please complete the form and submit receipts by the deadline.
- Reimbursements will take 6 to 8 weeks to process from the deadline date.

INTERNATIONAL SYMPOSIUM - Refer to the speaker informational email sent by abstracts@isscr.org

Get Ready

- Login to your ISSCR Account and complete the following tasks:
 - Review and sign the Speaker Agreement, if you have not already.
- Invited Speakers Only:
 - Register for the meeting using the promotional code provided.
 - Submit your talk title and abstract into OpenWater abstract system.
 - You will be asked to help review abstract submissions. Additional information will be sent via email.
 - Travel: Complete the travel form that was sent to you via email by the deadline. ISSCR will book a guest room on your behalf at the hotel closest to the venue.
 - ISSCR cannot guarantee a guest room after the set deadline.
 - Book your own travel (flight, train, or car).
 - Invited Speaker Reimbursement Note: Meals are not covered by reimbursement.

General Information:

- Presentation date, time, and length of talk will be sent to you via email.
- Make the most out of your meeting experience by promoting the meeting and your presentation on social media.
 - Use the meeting hashtag #ISSCR to engage on social media.
 - For additional information regarding social media outreach, email media@isscr.org

Presentation Day

- Pick up your badge at the ISSCR Registration Desk.
- Arrive at the session 20 minutes prior to the start time and check-in with the ISSCR program manager with your presentation.
 - Bring your presentation on a USB drive.
 - Presentation format 16:9
- Check in with session chair and greet the other presenters.

After the Meeting – Invited Speakers Only

- Reimbursement form and information will be sent via email. Please complete the form and submit receipts by the deadline.
- Reimbursements will take 6 to 8 weeks to process from the deadline date.



SESSION CHAIR

Get Ready

- The ISSCR staff will prepare a script and introduce you to the speakers via email. Please review the script and instructions ahead of time. Prepare seed questions if needed.
- There may be announcements and sponsored messages that need to be read by session chairs as indicated in the script.

Presentation Day

- The ISSCR staff will provide one printed copy of the script to you onsite.
- Pick up your badge at the ISSCR Registration Desk.
- Arrive at the session room 15-20 minutes prior to the start time and check-in with the speakers and AV technician.
- Familiarize yourself with the timer, lectern, and audience microphone for Q&A.
- Meet the speakers, confirm name pronunciation, and remind them of time limits.
- Keep all talks ON TIME. If a speaker goes overtime, shorten the Q&A session accordingly.

ISSCR WEBINAR

Get Ready

- An email calendar invite will be sent with your individual Zoom link for the webinar.
 - DO NOT register for the webinar. ISSCR will register invited speakers after the meeting.
- Attend the scheduled prep call via Zoom. The purpose of this call is to go over the flow of the webinar, test your system, and practice sharing your slide deck.
- Make the most out of your meeting experience by promoting the meeting and your presentation on social media
 - Use the meeting hashtag #ISSCR to engage on social media.
 - For additional information regarding social media outreach, email media@isscr.org
- Helpful Tips

Presentation Day

- Click on your individual Zoom link at a minimum of 30 minutes prior to the start of the webinar. The calendar invite is set for 30 minutes prior to the start time.
 - An email reminder will be sent one hour and one day prior to the start of the webinar.
- Webinar presenters will present “live” and share their own slides.
- ISSCR Staff will be available to assist and guide you through the webinar.

ISSCR Meeting Embargo Policy

Abstracts selected for poster or oral presentation are embargoed from the time of submission until the time of presentation. Abstract content may not be announced, publicized, or distributed before the presentation date and time in any way, including blogging and tweeting. ISSCR does permit promotion of general topics, speakers, or presentation times

This embargo policy applies to all formats of abstract publication, including abstracts in electronic or printed versions of Program/Abstract Book, online via ISSCR Webinar platform, Society’s website(s), and other presentations.

HELPFUL TIPS

Create your presentation

- Practice your talk to be sure it fits within the scheduled time, accounting for any Question-and-Answer time (if applicable).
- Presentation slides
 - Slide 1: Your title slide
 - Slide 2: Listing of any disclosures
 - The presentation should be built on a widescreen 16:9 aspect ratio
 - No custom fonts unless embedded. To be safe, use Arial font
 - Unembedded custom fonts will not be displayed
 - Embed any video or images to the slide deck
- Accepted presentation types for in-person/webinar presentations:
 - Microsoft PowerPoint version 2010 or later (.pptx)
 - PDF
 - If you are not sure, email abstracts@isscr.org

NOTE: When preparing your PowerPoint/PDF presentation, it is best practice to refrain from placing any scientific work in the upper right corner, as shown in the example below.



Webinar Presenting Tips

- Best to connect to the internet via a hard-wired line. If not, possible please be sure to close all other applications and stop any streaming while you are presenting.
- If your internet connection is not stable, your slides will be run for you while you are presenting.
- When presenting, avoid sitting with a window or light behind you. Try to adjust the lighting in the room and clear any clutter behind.