

ASRM 2021 Oral Abstracts Frequently Asked Questions (FAQ)

I've been selected to present an Oral Abstract presentation. What do I do now?

1. Congratulations! **You should register yourself for the ASRM Scientific Congress & Expo!** Oral presenters are expected to attend their assigned Oral Abstract Session to discuss their work with their colleagues. A Scientific Congress badge is required for entry to all sessions. Register here: <https://asrmcongress.org/register/>.
2. You are required to pre-record your 10-minute presentation and present it live/in-person at the ASRM meeting in Baltimore, MD.
 - a. You should book two appointments for this recording: a Tech Check appointment and your Pre-Recording appointment.
 - b. **Pre-recordings are due by September 17, 2021** (no recording appointments are available after this date).
3. You should prepare your in-person presentation and attend your assigned oral abstract session at the in-person ASRM 2021 meeting.
 - a. Presenting authors will receive two additional emails: one to upload their slides for in-person presentation & another email to complete tasks in the on-demand Education Harvester site.

Who do we notify to change the presenting author?

Please have the current presenting author email ASRM directly with this request at abstracts@asrm.org. Please include your abstract number, title, and the name of the co-author that needs to be listed as the presenting author. No other changes can be made to the title, authors, or body of the abstracts after the submission period ends (April 28, 2021). Dates and times of presentations cannot be changed.

My abstract was accepted for oral presentation, but the presenting author cannot make the in-person meeting and none of the co-authors, nor anyone else, can present in-person for us. What do I do?

Please have the **presenting author** email ASRM at abstracts@asrm.org **no later than October 15, 2021**. Include your abstract ID and explanation of your circumstances and request for virtual-only presentation in this email. Virtual-only presentation of an oral abstract must be approved by ASRM & is handled on a case-by-case basis. ASRM prefers oral presentations to be given in-person, when possible. If **any** of the co-authors are attending the in-person meeting, then they should be marked as the presenting author and give the in-person 10-minute presentation and participate in the 5-minutes of live Q&A. **ASRM must be notified if an author wants to present an oral abstract virtual-only.** If ASRM is not notified, the pre-recording will not be pulled into the in-person presentation system and this oral presentation will not be presenting during the in-person oral abstract session. Virtual-only oral presenters are required to register for the ASRM 2021 On-Demand Congress.

What does virtual-only presentation look like for oral abstracts?

ASRM must be notified **no later than October 15th** if an author wants to present an oral abstract virtual-only (see above). If ASRM is not notified, the pre-recording will not be pulled into the in-person presentation system and this oral presentation will not be presenting during the in-person oral abstract session and the oral will be considered "failure to present". Once a request for virtual-only presentation is approved by ASRM, the presenting author should complete their speaker tasks in the Cadmium system. Virtual-only presentation of an oral abstract consists **only** of the 10-minute pre-recording being played during the in-person session. Virtual-only presenters do **not** participate in any live elements or audience interaction (there is no Q&A for virtual-only presentation). Virtual-only oral presenters are required to register for the ASRM 2021 On-Demand Congress.

What is the penalty for withdrawing after July 16, 2021, or failure to present?

Per the [ASRM 2021 Call for Abstracts](#): **Any presenting author who fails to present an accepted oral or poster abstract or have it presented by a coauthor, or who withdraws an abstract after July 16, 2021, will not be allowed to serve as an author on an abstract considered for presentation at the ASRM Scientific Congress for the following two years.** ASRM reserves the right to impose additional penalties on other parties (including corporate and other sponsors of research projects) for improper withdrawal of abstracts. Exceptions will be considered if the ASRM is given **prompt notification** for extreme, unforeseen circumstances. To withdraw an abstract, update the presenting author, or notify ASRM of non-presentation, the primary author should email abstracts@asrm.org with the abstract title and number and information about the withdrawal.

What does ASRM consider "failure to present"?

Failure to present means the presenting author failed to follow the instructions provided. Abstract authors are responsible for checking their emails regarding acceptance/rejection and instructions regarding presentation. The examples provided below are not an exhaustive list but only an illustration of what this phrase could mean.

- **For an abstract accepted for oral presentation,** failure to present means the presenting author failed to follow instructions provided to them (which could mean failing to log into the education harvester and complete tasks, or that the 10-minute pre-recording was not completed by the due date, or the author failed to show for the in-person presentation). If the presenting author cannot perform these duties, they should have a co-author or other individual present for them. **ASRM must be notified before the meeting if an author wants to present an oral abstract virtual-only (abstracts@asrm.org).** If ASRM is not notified, the pre-recording will not be pulled into the in-person presentation system and this oral presentation will not be presenting during the in-person oral abstract session. This may qualify as failure to present as well.

How do I make edits to my existing abstract?

Edits to abstracts can no longer be made as abstract submission ended on Wednesday, April 28, 2021. Edits cannot be made to late-breaking abstracts as late-breaking submission ended on Wednesday, July 14, 2021.

Where is the abstract supplement so I can see my published abstract?

All accepted abstracts are published in the Fertility & Sterility Abstract Supplement online at www.fertstert.org as a supplemental issue, typically in September each year. Until then, you can view the titles and authors of accepted abstracts in the ASRM 2021 Online Schedule [here](#).

When will I receive notice of my abstract being accepted or declined by ASRM?

Notifications regarding acceptance/rejection were emailed to the presenting author beginning June 28, 2021 to the presenting author's email address listed in the Online Abstract Submitter. If you did not receive notification of the status of your abstract by July 12, 2021, call Technical Support at +1(401) 334-0220 or email technical support at asrm@confex.com.

I have not received my abstract notification yet – what do I do?

If you are not the presenting author, ASRM will not notify you directly of the status of your abstract. Check with your presenting author for status updates. Notifications regarding acceptance/rejection will be emailed to the **presenting author** (only) beginning no later than June 28,

2021 to the presenting author's email address listed in the Online Abstract Submitter. If you do not receive notification of the status of your abstract by July 12, 2021, call Technical Support at +1(401) 334-0220 or email technical support at asrm@confex.com.

Does ASRM have a Late-breaking abstract submission period?

Yes! ASRM accepted late-breaking abstracts June 16, 2021 to July 14, 2021 at 5:00 pm (Eastern). Late-breaking submission is now closed.

I am presenting in-person at the meeting; do I need to make a pre-recording of my presentation? How do I make my pre-recording of my Oral Abstract Presentation?

For ASRM 2021, oral abstract presenters must pre-record their 10-minute presentation *in addition to attending and presenting their abstract live/in-person* at the meeting in Baltimore. An email will be sent to the presenting author's email with instructions on scheduling their pre-recording and uploading their slides for presentation as soon as ASRM has this information. **Pre-recordings are due by September 17, 2021.**

How do I complete my education harvester tasks mentioned in my acceptance letter?

The presenting author will receive an email directly from the Cadmium Education Harvester to complete tasks within the on-demand system. **These tasks are due by October 4th.**

How do I upload my in-person presentation mentioned in my acceptance letter?

The presenting author will receive an email from ASRM with instructions on how to login and upload their slides for presentation at the meeting. **This upload is requested by October 4th.**

Can I make edits to my presentation?

For the pre-recorded presentation: You can until you make your Pre-Recording of your presentation. Once you've made the pre-recording, you will not be able to make edits to that presentation. Be sure your presentation is ready to present by the day/time you choose for your Pre-Recording.

For the in-person presentation: You will upload a copy of your presentation for in-person use into the on-site presentation management system called Orchestrate. This upload is due by October 4, 2021. You can make edits to the in-person presentation up until the day before you present and upload changes in the Orchestrate system or on-site in the Speaker Ready Room.

Do Oral Abstract Presenters use the ASRM PowerPoint template for their presentations?

No! The ASRM PowerPoint template is for CME activities to have a more cohesive look. Oral Abstract Presenters should use their own PowerPoint design.

What is the abstract embargo?

ASRM asks that authors maintain an embargo on information in the abstracts, along with any additional information that will be presented at the Congress, until the day and time scheduled for presentation at the Congress, with the exception of certain abstracts that are included in ASRM's press releases for the Scientific Congress- these will usually have an embargo set a few hours earlier than the scheduled presentation time. For more information regarding what may be released publicly before the Congress, or how to comply with the embargo, please contact publicaffairs@asrm.org.

Will there be a moderator for my ORAL abstract session?

Yes! All oral abstract sessions are assigned two moderators, who are given instructions on keeping the presenters to their assigned times and moderate the questions/discussion during the LIVE Q&A portion.

What are the dates of the ASRM 2021 meeting? What are the differences in the meeting this year from last year?

- ASRM 2021 will be an *in-person meeting* in Baltimore, Maryland this October 17 – 20, 2021.
- ASRM 2021 will also have an On-Demand site that will include pre-recorded sessions & a virtual poster wall (recorded content is available online for on-demand viewing beginning October 18, 2021 through December 31, 2021). The Postgraduate Program will be fully on-demand this year as well.
- ASRM 2020 was a *fully virtual* meeting, but ASRM 2021 will only have online elements – so you get the best of both worlds!

My abstract was selected for the Virtual Prize Paper Session. Will there be Live Q&A for this session?

ASRM added this additional session to recognize high-scoring abstracts that were marked with the Virtual-only presentation preference (mostly by international authors). These oral abstract presenters will pre-record their 10-minute presentations and those will be available on-demand to all registered attendees, **but Live Q&A is not part of this session**. Virtual-only oral presenters are required to register for the ASRM 2021 On-Demand Congress.

Will posters be virtual or in-person for ASRM 2021?

ASRM 2021 will be an *in-person meeting* in Baltimore, Maryland this October 17 – 20, 2021. All ASRM 2021 accepted posters will be given the opportunity to present in-person at the Baltimore meeting. **All posters** will also be presented virtually on our Poster Wall. Presenting authors will receive an email directly from the Cadmium Poster Harvester with instructions on uploading their poster and a short audio recording about their poster.

Where do I get my "Presenter" ribbon?

Oral Abstract Presenters who desire a ribbon to attach to their registration badge can pick up a **RED "PRESENTER" ribbon** in the **Speaker Ready Room**. Blue "Speaker" ribbons are reserved for those speaking in interactive sessions or symposia sessions.

Who do I contact if I have read the [Call for Abstracts](#) and these FAQ and still have questions?

- For **non-technical support**, please email abstracts@asrm.org.
- For **technical assistance in the abstract system**, please email asrm@confex.com or call Technical Support at +1(401) 334-0220 between the hours of 8:30 AM and 6:00 PM Monday through Friday, US Eastern Standard Time (GMT -05:00).

- For **technical assistance in Cadmium** Education Harvester or Poster Harvester, email support@cadmiumcd.com or via phone (877) 426-6323 & +1 (410) 638-9239 Monday – Friday, 9 am – 9 pm (Eastern).
- For **registration assistance**, please contact asrmregistration@spargoinc.com or via telephone: (866) 471-7224 (US) & +1 (571) 549-4539 (International).

Should I register myself for the ASRM 2021 Scientific Congress?

Yes! As the presenting author of an accepted abstract for oral or poster presentation, you will be required to attend the ASRM 2021 Scientific Congress and Expo, either in-person, or virtually (for poster presenters who will not have an in-person opportunity). **You must register yourself for the meeting even though you are a program participant.** No discounts are offered to abstract presenters. **Registration rates and program information are available here:** <https://asrmcongress.org/register/>. Virtual-only oral presenters are required to register for the ASRM 2021 On-Demand Congress.

I need a Letter of Invitation to apply for my travel. Where do I get this?

If you need to apply for a VISA to attend the ASRM Scientific Congress, a letter of invitation is available [here](#) or is available as a document to download when you register for the meeting.