

## ASRM 2021 SCIENTIFIC CONGRESS & EXPO

### IN-PERSON SPEAKER FAQ

This FAQ is for in-person session Speakers. Please see our [Presenter Resources page](#) for FAQ for on-demand only Speakers (including PG faculty) and for oral abstract presenter FAQ.

#### **I cannot attend the in-person meeting but still want to participate in my session. What should I do?**

Please see our on-demand speaker FAQ on our [Presenter Resources](#) page.

#### **I am attending the in-person meeting. Do I need to pre-record my presentation?**

**Yes!** ASRM is asking all speakers to pre-record their presentations as a fail-safe in case something were to prevent you coming to the meeting, and so we have on-demand content for those who cannot attend the in-person meeting. Please follow all instructions on booking your pre-record appointments.

#### **Where/when do I upload my slides/presentation?**

For in-person Congress session speakers pre-recording, you will have your presentation ready to present (via share-screen) on the day of your Pre-Record (no upload required). If you are attending the in-person meeting, you will receive a separate email to upload your presentation for use at the meeting by October 4, 2021. You will also have Speaker Tasks to complete in the Cadmium Conference Harvester, including uploading a copy of your slides. Those tasks are due by October 4, 2021.

#### **When do I need to have my presentation's pre-recording completed?**

All pre-recorded presentations should be completed **no later than September 17, 2021**.

#### **What is the link to book appointments for pre-recordings?**

This link was sent to all speakers and presenters in your speaker agreement email. Please contact ASRM at [abstracts@asrm.org](mailto:abstracts@asrm.org) if you did not receive this email.

#### **I am having issues with accessing the scheduling site for pre-recording, who can help me?**

If you have any problems accessing the pre-recording site/calendar, tech support for the Pre-Record scheduling site can be reached at [support@falconevents.com](mailto:support@falconevents.com).

#### **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 I use a specific PowerPoint Template for my presentation?**

**Yes!** ASRM has a **required** PowerPoint template for Scientific Congress session speakers in CME sessions (Oral abstract presenters do NOT use this template). You can download the template [here](#) (clicking this link will initiate a download). Other speaker resources (including points for effective PowerPoint presentations, virtual speaker guidelines, and other presenter's resources) can be found [here](#).

#### **If I have videos playing in my PowerPoint presentation, do I need to do anything special?**

If you are using video files in your presentation, please be sure to note this in your Pre-Record booking information and email the video file(s) (separate from your presentation) to [taylor@falconevents.com](mailto:taylor@falconevents.com). Please reference your SESSION CODE that was provided in your directions.

#### **How long am I presenting?**

This is a conversation you should have with your session chair and any other session participants. Each presentation needs to be timed to cover a specific amount of time so that your total session time does not run over the allotted/scheduled time for that session. Please refer to your speaker agreement for chair contact info and session length details.

#### **How will my in-person session work if one of my speakers cannot attend the in-person meeting? Can they participate in the Q&A via stream?**

Sessions with speakers who cannot make the in-person meeting will play that non-present speaker's pre-recorded content and then proceed with the remainder of the session. Speakers who are not present for the in-person meeting **will not be able to participate in any live part of the session**, including Q&A.

#### **Do I really need to make both a Tech Check and a Pre-Record appointment?**

**Yes!** Both appointments (Tech Check & Pre-Record) are required by the pre-recording team.

#### **What if I have more than one presentation – should I book more than one STEP 2 appointment?**

**Yes!** It is recommended that you book a STEP 2 appointment for each presentation you need to pre-record. You only need to book **one** Tech Check ever.

#### **Should all my presenters book the same Tech Check?**

No! This is intended as a one-on-one session. Please do not invite others. Do not substitute yourself with an assistant or another person. The Tech Check will only be effective if working directly with the individual who will be making the presentation/recording. You should attend the Tech Check from the same device you plan to make your pre-recording from. The point of the Tech Check is to ensure your sound/audio work with the pre-record system.

#### **What if my presentation has a panel/group portion?**

If you have a presentation that has more than one person presenting at the same time/together (i.e., a panel discussion, debate, or interview-style session), **one person** should book the appointment for the pre-record. At the time of booking, they will enter the other presenters' emails into a "ADD GUESTS" part of the booking. Please include an email for all panelists and include a list of names in the text box during booking titled, "How many speakers will record together? (i.e. a panel or interview)". Please ensure you book enough time for the panel. Each speaker should book their own Tech Check.

#### **What platform will I be making the Pre-Recording on?**

All presentations are scheduled to be recorded on Zoom. You are encouraged to download and use the Zoom app and create a profile. This is free to do. Be sure you are logged in as yourself. You can check if you have the latest version of the Zoom app by clicking this link: [https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting). You can also use the browser-based Zoom app, but it may have limited functionality. If you require use of different software or other accommodations, please discuss this with your Tech Check technician, or email [support@falconevents.com](mailto:support@falconevents.com) for assistance.

#### **What if I cannot find a pre-recording time that works for me on the booking calendar?**

You should first reach out to [support@falconevents.com](mailto:support@falconevents.com) to see if alternate hours are available. If you cannot find a time that works for you, you can record yourself and upload your own MP4 file as a last resort. **This is not common and should only be used as a last resort option.** Video files must be less than 1.5 GB. Tips for

using the Zoom platform to pre-record your presentation are [here](#), but you may use other recording methods. Please reach out to [abstracts@asrm.org](mailto:abstracts@asrm.org) with additional questions or to submit your video file once complete.

**Do you have any virtual speaking pointers or guidelines?**

Yes! Please view them on our [Presenter Resources](#) page.

**Is Registration open?**

**Registration opens next week!** You can register online at <https://asrmcongress.org/register/> or by calling 866-471-7224. If you have any questions or issues with your registration, please email [asrmregistration@spargoinc.com](mailto:asrmregistration@spargoinc.com).

**Is it a requirement to register for the meeting if I am a speaker?**

**All speakers are expected to register for the meeting.** If you are a Congress speaker and cannot attend the in-person meeting, you should register for the On-Demand Congress.

**What is my Speaker Discount?**

This was specified in your speaker letter of agreement/faculty contract, please refer to that for more information. Discounts are automatically applied when you login to register. If you feel you do not have a discount being applied, please email [asrmregistration@spargoinc.com](mailto:asrmregistration@spargoinc.com).

**I have more questions, what do I do?**

The [ASRM Congress site](#) has FAQ available [here](#). If you need further assistance, please reach out to [asrm@asrm.org](mailto:asrm@asrm.org).