

## ASRM 2021 ON-DEMAND CONGRESS SPEAKER FAQ

(This FAQ is specifically about pre-recording content, including the PG Courses.

We also have In-[Person Speaker FAQ](#) and [Oral Abstract Presenter FAQ](#) on our [Presenter Resources Page](#).)

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

- **Postgraduate courses** are **only on-demand** and have **no** in-person or live meeting sessions/times. You should follow all directions to complete your pre-recordings by September 17<sup>th</sup>.
- For **in-person Congress sessions**, ASRM is allowing speakers to participate even if they cannot attend in-person by pre-recording their presentation. Your pre-recording will then be played during the in-person session and those who attend in-person will handle all the Q&A. Speakers who cannot attend in person will not participate in the live/in-person session other than their pre-recording being played.

### If I cannot attend my in-person Congress session, can I be streamed in so I can participate in Q&A or other live parts of the session?

Unfortunately, streaming in speakers who cannot attend in-person (via Zoom or other apps) is not an option. Those speakers' pre-recorded presentation will be played during the live session, but they will not be able to participate in the session otherwise.

### **None** of the speakers in my session can attend the in-person meeting. What should we do?

You should follow all directions for pre-recording your content and ask the Chair of your session to email [abstracts@asrm.org](mailto:abstracts@asrm.org) to notify ASRM that your session will be ONLY on-demand. On-demand only sessions will not have any interaction with the audience or live Q&A. We are encouraging you to instead pre-record a panel discussion asking each other common questions about your presentations to go along with your on-demand content.

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

- For Postgraduate courses: You will screen-share during your pre-record appointment and do not need to upload your presentation for that purpose. You will be required to upload a copy of your slides and a copy of your references into the Cadmium Conference Harvester as part of your speaker tasks in that system. PG faculty will receive a separate email from that Conference Harvester with instructions on how and when to do this. Uploads are due by October 4, 2021.
- For Congress session speakers not attending in-person: You will have your presentation ready to present (via share-screen) on the day of your Pre-Record (no upload required). You will have the opportunity to upload a copy of your slides in the Cadmium Conference Harvester as well. That upload isn't due until October 4, 2021. You will receive an email directly from that system with instructions on Speaker Tasks.

### Can I make edits to my 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. However, you will be able to make edits to the slides before you upload and can delete and replace that file in the Conference Harvester if you have further changes (in case you catch a typo, etc.).

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

ASRM has a **required** PowerPoint template for Postgraduate Program & Scientific Congress speakers. You can download the template [here](#) (clicking this link will initiate a download). Other speaker resources (including points for effective PowerPoint presentations) can be found [here](#).

### How long am I presenting?

This is a conversation you should have with your course/session chair and any other session participants. Your course/session chair has a copy of your confirmed on-demand lecture schedule. If you need the name or email of your chair or other speakers, email [abstracts@asrm.org](mailto:abstracts@asrm.org) or check your speaker letter of agreement/contract.

### Do I really need to make 2 appointments?

**Yes!** Both appointments (Tech Check & Pre-Record) are required by the pre-recording team. Even if you have attended an ASRM-led tech check; even if you did a Tech Check last year, you still need to book and attend one this year.

- Your Tech Check appointment should be done from the device and with the microphone and speakers you plan to use when you make your pre-recording. If you use a different device, that defeats the entire purpose of the Tech Check.

### Should all presenters in my session 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 other 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.

### **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.

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

All presentations will 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.

### **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.

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

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

### **Is Registration open?**

**Registration is open!** 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).

### **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).