

ASRM 2020 VIRTUAL SCIENTIFIC CONGRESS & EXPO

VIRTUAL SPEAKER FAQ

This FAQ is for session Speakers. For oral abstract presenter FAQ, please click [here](#).

Where/when do I upload my slides/presentation?

This year, with the move to the *virtual* meeting, **you do not need to upload your slides for the meeting**. This is a deviation from the “upload your slides by September 21st” information that was previously communicated (that was related to the in-person meeting). You will have your presentation ready to present on the day of your Pre-Record. This way, you control your transitions and slides. You will receive a separate email from the virtual system (Cadmium) to complete speaker tasks, and one of them is an optional upload of slides. This is for the attendees to view/download during the meeting and is completely optional.

When do I need to have my presentation’s pre-recording completed?

All pre-recorded presentations should be completed **no later than October 15, 2020**.

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

This link was sent to all speakers and presenters via email on 9/2/2020. Please contact ASRM at research@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 above site/calendar, tech support for the Pre-Record scheduling site can be reached at support@falconevents.com.

Can I make edits to my 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. Be sure your presentation is ready to present by the day/time you choose for your Pre-Recording. You should discuss with your session chair how long each presenter in your session is speaking.

Do I use a specific PowerPoint Template for my presentation?

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.

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. Each symposium, interactive session, and clinical session is assigned 50 minutes, which should include 8-10 minutes at the end for the LIVE Q&A.

How does that LIVE Q&A part work?

Speakers in sessions with a LIVE Q&A part to their session will be given a link to use on the day-of their session. You should login at least 5 minutes before your session is scheduled to begin. You will watch the presentations and view the Q&A live as it comes in for your session. You will be able to type answers to some questions and choose which ones to answer during the LIVE discussion. There will be training with the LIVE Stream team on this for the moderators. This training will be recorded and shared with all chairs/moderators/speakers.

Do I really need to make 2 appointments?

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.

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.

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), one person can book the appointment for the pre-record. At the time of booking, you can enter the other 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.

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. 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 for assistance.

Do you have any virtual speaking pointers or guidelines?

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

Is Registration open?

Yes! 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. Questions regarding if a speaker discount has been applied to your registration amount should also be directed to 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 unless a financial hardship or logistical issue comes up, in which case they should reach out personally to inquire about an exception. Please email asrmregistration@spargoinc.com to request information on the special form ASRM has for attendees from developing countries to receive a discounted rate.

Where can I view the ASRM 2020 Virtual Congress schedule?

The full schedule is online [here](#). You can sort by track, day, and session type for your convenience.