

Oral Abstract Presenters' FAQ:

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

Congratulations! You should register yourself for the ASRM Scientific Congress & Expo! You are expected to prepare and present a 10-minute talk using a PowerPoint presentation followed by five minutes of discussion. You will receive an email with instructions on how to upload the PowerPoint presentation to the ASRM Presentation Management site **before** the meeting. A Scientific Congress badge is required for entry to all sessions. Register here: <https://asrmcongress.org/register/>.

I want to confirm that my intent to present my abstract, but the website has taken this section down. What do I do?

It is assumed all accepted abstracts will be presented unless the primary author withdraws the abstract. You do not need to confirm you will present, as your abstract was accepted for presentation. Unless you request to withdraw, your abstract is part of the program and expected to be presented.

Is there a Penalty for not giving my Oral presentation?

Yes! Per the 2019 Call for Abstracts: **Any presenting author who fails to present an accepted abstract or have it presented by a co-author, or who withdraws an abstract after July 15, 2019, 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. ***Submission of an abstract for consideration for presentation implies that the presenting author or a designated co-author will attend the meeting to present his/her work if accepted. Late-Breaking Abstracts accepted for presentation cannot be withdrawn.***

If the primary author cannot make the meeting, who do we notify to change the presenting author?

Please have the primary author email ASRM directly with this request at jthrash@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 submission. Dates and times of presentations cannot be changed. Withdrawal deadline to withdraw without incurring a penalty is July 15, 2019.

I heard there is an embargo on my abstract. What is that?

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 enicoll@asrm.org.

I submitted a Late-breaking abstract, when will I be notified about the status of this abstract?

Late-breaking notifications have been emailed out as of August 1st. If you are the presenting author and have not received an email, please contact jthrash@asrm.org.

Do Oral abstract presenters use the ASRM template for their presentations?

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

Should my PPT be in standard or widescreen format?

Both are supported, widescreen is recommended.

Where do I load my Oral abstract PowerPoint presentation?

An email will be sent to the Presenting author with instructions on how to login and load presentations.

The upload site link is: <https://asrm2019.sessionupload.com/login>.

ASRM asks that presentations are loaded by September 9, 2019. Edits and changes can be uploaded online to the presentation up until Thursday, October 10th. After that, you will need to load any changes in the Speaker Ready Room. On-site Speaker Ready Room details are below.

Speaker Ready Room information:

The Speaker Ready Room computers are configured with the same hardware and software as those in the meeting rooms. Technicians will be available to assist you with uploading and ensuring that your presentation is correct. All presenters are asked to submit their presentations no later than the day prior to the presentation time. *It is imperative that you review your presentation in the Speaker Ready Room especially if it contains video files, or if it was created on a Macintosh computer.*

The on-site **Speaker Ready Room** will be located in the Pennsylvania Convention Center (**PCC**) room **204BC**.

Speaker Ready Room Hours of Operation:

Friday	2:00 pm - 6:00 pm
Saturday	7:00 am - 6:00 pm
Sunday	7:00 am - 5:00 pm
Monday	7:00 am - 5:00 pm
Tuesday	7:00 am - 5:00 pm
Wednesday	7:00 am - 4:00 pm

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.

Will there be a moderator for my oral abstract session?

Yes! All oral abstract sessions are assigned at least two moderators, who are given instructions on keeping the presenters to their assigned times.

Where do I find the room number for my presentation?

Room numbers, once assigned, will be available in the ASRM mobile meeting app, in the printed daily schedules in your delegate packet, and in the [schedule-at-a-glance](#).

Should I register myself for the ASRM Scientific Congress?

Yes! As the presenting author of an accepted abstract for oral presentation, you are expected to

attend the ASRM 2019 Scientific Congress and Expo. **You must register yourself for the meeting even though you are a program participant.** Online registration, hotel reservations, and the Program information are available at <https://asrmcongress.org/register/>. **Be aware that there are illegitimate sites posing as ASRM's registration site that have no affiliation with ASRM. Only our <https://asrmcongress.org/register/> site should be trusted.** Registration questions should be sent to asrmregistration@spargoinc.com or 866-471-7224. Housing questions should be sent to asrmhousing@spargoinc.com or 866-471-7224.

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.

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

The abstract supplement is published by *Fertility & Sterility* in September and can be found on this page, once published: <https://www.fertstert.org/content/abstracts>.