



# Presenter Instructions

Please review the instructions and important information below

## General Notes

- All talks should be given LIVE, preferably in-person in Boston. Pre-recorded videos are meant only as a back-up, to be used sparingly in the case of serious technical difficulties.
- For paper presentations: Speakers are allocated 20 minutes for their presentation: 16 minutes for set up and presentation and 4 minutes for questions.
- For Hot Off the Press presentations: The oral presentation slots will be 10 minutes long, with 7 minutes for the presentation and 3 minutes for questions.
- For Student Workshop presentations: The oral presentation slots will be 20 minutes long, with 16 minutes for the presentation and 4 minutes for questions.
- For workshop talks: presentation length may vary; you will receive instructions from the workshop organizers.
- For poster talks (i.e. posters, Late Breaking Abstracts, and Competition Abstracts): the presentation should be 5 minutes long.
- For tutorials, the presentation should be between 60 and 100 minutes.
- For all the above, speakers should adhere to the time allotted to them in order to keep the conference running smoothly.
- During the talk, the audience is allowed to ask questions in the Whova chat; however, the speakers are free to choose to either answer them on the spot, or wait until the end of the talk. In the latter case, if there are other (oral) questions from the audience during discussion, we recommend intertwining them with those from the chat in order to engage the audience.
- Zoom settings: The settings for all Zoom meetings at GECCO have been pre-set and locked at the admin level. These [universal settings](#) can not be modified for individual sessions.
- Zoom interface: We recommend that you use the Zoom desktop client (<https://zoom.us/download>) when presenting from Zoom and that it is up to date.

## To Access Your Session

- We suggest you place the day and time into your personal online calendar along with a reminder. If you need assistance converting time zones, please use <https://www.timeanddate.com/> or similar type website. In addition, you can generate reminders from the Whova app by clicking on "add to my calendar" in the Schedule or Tracks-Agenda. You can search for your sessions by going to

<https://gecco-2022.sigevo.org/Schedule> or <https://gecco-2002.sigevo.org/Tracks-Agenda> .

- Navigate to the meeting room in which your session will be held, either in Zoom or at the host hotel, at least 15-minutes prior to the start of the session. If you are unsure when you present, please access the conference agenda on the Whova app ([https://whova.com/portal/gecco\\_202207/](https://whova.com/portal/gecco_202207/)).
- Have your presentation slides ready to go on your own laptop, ready to connect to the cables at the podium. You may want to have a PDF copy of your presentation available as well. You will be connecting your laptop to the session room projector via an HDMI connection or adaptor. We suggest bringing your own HDMI dongle to ensure stable connectivity.
- Once you arrive or log in, check in with the Session Chair(s) (may be onsite and/or virtual) and the Volunteer (onsite).
- Log into the Zoom link for your session and test your slide deck via screen share to ensure the remote audience can view your presentation.
- If presenting remotely, join the session through Zoom. Check in virtually with the Session Chair(s) and the Volunteer. Test your slide deck via screen share Whova.
- If you arrive late, you will not have an opportunity to perform a tech audio / video check as the session will already be in progress.

### Session Logistics

<u>Day-of Session Timeline</u>	<u>Details</u>
15 min – 0 min before session time	<ul style="list-style-type: none"> <li>• Volunteer, Session Chair(s) and in-person presenters arrive at the meeting room.</li> <li>• Remote presenters log into Zoom.</li> <li>• The Volunteer will do a last-minute audio/visual check of presenters and review any last minute details.</li> <li>• The Volunteer will open the Zoom meeting 10 - 15 minutes prior to the beginning of the session.</li> </ul>
At the session start time	<ul style="list-style-type: none"> <li>• Volunteer will ask all presenters to keep their video off and to mute as the session begins.</li> <li>• Session Chair(s) will offer a short introduction to the session and the first speaker.</li> </ul>

During the session	<ul style="list-style-type: none"> <li>● Each presenter will present their slides in sequence and then take questions from the audience, both onsite and via Whova.</li> <li>● The Session Chair(s) and Volunteer will keep the presentations moving along within the timeframe of the session.</li> <li>● In the unlikely event that a speaker faces serious technical issues, the Session Chair(s) and Volunteer may opt to play the pre-recorded video of his/her presentation. In this case, the pre-recording can be played on the GECCO laptop and screen shared to the audience.</li> <li>● The Session Chair(s) can view any questions from virtual attendees coming in through Whova chat and relay them to the presenter during the Q&amp;A times.</li> </ul>
5 min before the end of the session	<ul style="list-style-type: none"> <li>● Volunteer will give Session Chair(s) and presenters a 5-minute warning</li> </ul>
Post-session	<ul style="list-style-type: none"> <li>● Once the session is over, presenters are strongly encouraged to join their session room in Gather for additional questions and (informal) discussions about their talk.</li> <li>● Be ready to reply to (offline) questions that may arise in Whova after your talk.</li> </ul>

If you have any questions or concerns, please contact Erik Hemberg and his team at [gecco2022boston@gmail.com](mailto:gecco2022boston@gmail.com) or 857.259.5734.