SSSP 2023 Annual Conference

Presenter Guidelines

<u>SSSP 2023</u> will be held on November 4, 2023 in Charlotte, NC. These guidelines are for all presenters including posters, data blitzes, and single presenter talks for the SSSP conference.

Presenter Action Items

- ☐ Presenters must <u>register</u> for the convention to present. Early Bird Registration ends on October 19.
- ☐ All presenters will present their content in person in Charlotte, NC.

DATA BLITZ AND SYMPOSIA

Creating your PPT

- ☐ See PPT Templates on this <u>page</u>.
- ☐ We suggest you use this template to ensure accessibility of your slide deck. If presenting in a group session, this makes it easier to combine slide decks into a single file and allow quicker transitions between speakers.
- ☐ Keep information concise. Avoid text-heavy content.
- ☐ Do not use copyrighted materials or content that should not be shared publicly.
- ☐ Consider the <u>Accessibility Guidelines</u>.

Presenting Your Session In Person

- ☐ There will be 45 minutes per data blitz session, so you should plan to have three minutes for your presentation time.
- ☐ There will be 45 minutes per symposia session, so you should plan to have 10 minutes for your presentation time and five extra minutes for all for Q and A time.
- ☐ Volunteers will be available onsite to help troubleshoot any AV and technology issues.

☐ All in person speakers must bring their own computers/laptops to connect on-site to display any PowerPoint, video, slides, or play audio.

☐ We recommend that one person per session be designated to bring their laptop.

☐ All presentations should be loaded onto the one laptop in advance to save time between presenters.

POSTERS

Creating your Poster

☐ See PPT Template for Posters on <u>this page</u>.

☐ Posters may use this template to create their poster or a template of your choosing.

☐ Keep information concise. Avoid text-heavy content.

☐ Do not use copyrighted materials or content that should not be shared publicly.

☐ Consider the <u>Accessibility Guidelines</u>.

Presenting Your Poster In Person

☐ Posters will be displayed on 4' wide by 3' high tri-fold tabletop display boards. Please see to it that you poster does not exceed these dimensions.

☐ Posters are to be attached via thumb tacks or binder clips. No permanent alterations can be made to the poster boards. Thumbtacks and binder clips will be provided.

☐ Each poster presenter will be assigned a day, time, and poster board number. Attendees will be able to mingle and move from poster to poster, having conversations with presenters on the topic of their research.

☐ It is recommended to keep your information simple and concise. Avoid overly text-heavy write-ups. Keep font sizes large to allow viewers to read your poster from multiple feet away.

☐ Do not print materials for presentation on foam-core/board or other thick, heavy materials, as they will not be suitable for attachment to the poster board.

☐ Presenters are able to hang their posters 15 minutes prior to the start of each session and are expected to present for no less than 30 minutes of their assigned session time. It is recommended that presenters be available for the duration of the session to answer any questions.

- ☐ Consider bringing.
    - ☐ Copies of your research to give to interested attendees
    - ☐ Copies of your CV
    - ☐ Business cards
    - ☐ Links to your publications online, your research, your lab, or your website