SPEAKER GUIDELINES

FOR BREAKOUT SESSIONS

Formal letters of invitation are sent by e-mail from the CSTE national office by **Wednesday, March 24, 2021**. Presenting authors should respond to the invitation online no later than 11:59PM EDT on **Monday, April 12, 2021. All breakout presenting authors are required to upload their recorded presentation no later than 11:59PM EDT on Monday, May 10, 2021.**

CSTE 2021 ANNUAL CONFERENCE

VIRTUAL CONFERENCE

RESPONDING TO THE SPEAKER INVITATION

Submission of an abstract implies that presenting authors are committed to making the presentation at the conference. Should circumstances change and a presenting author is unable to attend, then the author is responsible for finding a substitute presenting author. Presenting authors that fail to respond by the deadline will be considered accepted and expected to present. **Acceptance or withdrawal of an accepted abstract must be made no later than 11:59PM EDT on Monday, April 12, 2021.** Withdrawals made after this date or failure to present an accepted abstract could result in disqualification from presenting an abstract at future conferences.

All presenting authors must register for the conference and pay related fees in order to access the virtual platform during the conference dates. Presenting authors and moderators are encouraged to become CSTE members, but it is not a requirement to present at the conference. **CSTE membership is required to attend position statement sessions and the Business Meeting.**

VIRTUAL PRESENTATIONS

The virtual conference will operate on a website platform and will be similar to an in-person conference in the sense that presentations will be organized into sessions and assigned a date and time. The time zone for all conference sessions are Eastern Daylight Time (EDT). **All breakout presenting authors are required to upload their recorded presentation no later than 11:59PM EDT on Monday, May 10, 2021.** Presenting authors cannot modify their presentation after the platform is opened to attendees or control their slides during the live or on-demand sessions, so it is critical to submit by the deadline for production requirements. Presenting authors will receive detailed instructions separate from these guidelines on how to use a screen recorder to record your slide presentation either with or without a webcam. Additional instructions and trainings on presentation preparation and upload, Zoom technology, and the virtual platform will be available prior to important deadlines or the conference.

All sessions will be recorded and available on the virtual platform for up to three months after the conclusion of the event for registered attendees. Please ensure your presentation has agency approval for recording as we are unable to modify session recordings.

SPEAKER PORTAL (Presenter's Zone on virtual platform)

Each presenting author will have their own unique portal on the virtual platform where the following information will be managed:

- Upload your headshot photo (optional)
- Upload your cell phone number for contact on live session dates (required)
- **Upload your pre-recorded presentation no later than 11:59 p.m. EDT on Monday, May 10** (required)
- Review your information preloaded and edit as needed

Your Presenter's Zone email address is the same email address provided at abstract submission. **Speakers must use the same email address for abstract submission, Presenter's Zone, and conference registration!** Only presenting authors will receive access to the Presenter Zone.

THERE ARE TWO TYPES OF VIRTUAL BREAKOUT SESSIONS

LIVE Breakout Sessions

(includes Breakout and Quick presentation types) will occur during their assigned conference session date and time where pre-recorded presentations will be played by technical support and speakers, moderators, and attendees participate in live chat and Q&A. Pre-recorded presentations are required for conference production and to avoid potential speaker technical difficulties during day of sessions. **Speakers must attend the live session date and time to participate in chat discussions and answer questions.** Live breakout sessions will use Zoom Webinar where attendees are view-only participants with technical support sharing the pre-recorded presentations during the scheduled session date and time. Speakers are encouraged to utilize webcam functionality during the Q&A portion of the session. Technical support, room hosts, and moderators will have the ability to unmute and show presenting authors, as well as specific attendees during the Q&A portion of the live session. Technical support, moderators, and room hosts will have access to tools that allow them to enhance participation, such as the ability to respond to chats during presentations, answer questions in the Q&A window, up-vote questions, enable an attendee's audio and video privileges, and mute and unmute attendees. Sessions will be recorded and available for on-demand viewing up to three months after the conference on the virtual platform.

ON-DEMAND Breakout Sessions

(includes Breakout, Quick, and Lightning presentation types) will have an assigned conference session date and time for scheduling, but will be available for viewing at any time when the virtual platform is opened to attendees and for up to three months after the conference. There will not be a live chat or Q&A during these sessions. However, attendees will be able to leave written questions and presenting authors are expected to respond to those questions on the virtual platform in a timely manner during the conference dates.

csteconference.org

DEVELOPING YOUR PRESENTATION

All breakout sessions have an overall length of 60 minutes for the virtual meeting schedule. ***Make sure your presentation fits within the timeframe allotted based on the table below and has been approved by your agency by the presentation upload deadline.***

PRESENTATION FORMAT	NUMBER OF PRESENTERS	INDIVIDUAL PRESENTATION LENGTH	ALLOTTED Q&A TIME
Breakout (Live & On-Demand)	3 presentations per session	16 minutes	Live sessions will have 12 minutes of Q&A at the end. On-demand sessions will not have live Q&A, but attendees will be able to leave written questions.
Quick (Live & On-Demand)	5-6 presentations per session	10 minutes	Live sessions will have 10 minutes of Q&A at the end. On-demand sessions will not have live Q&A, but attendees will be able to leave written questions.
Lightning (Only On-Demand)	Up to 12 presentations per session	5 minutes	There will be no live Q&A, but attendees will be able to leave written questions.

FORMATING YOUR POWERPOINT

- Use high contrast colors between lettering and background. Avoid printing text over patterned backgrounds.
- Recommended fonts are san serif font, such as Arial, because san serif fonts are easier to read than serif fonts, such as Times New Roman.
- Each slide should present one subject; avoid detail, but instead display only essential data. Busy slides are confusing to the audience.
- Avoid complex graphics and tables.
- Simplify slides by using key words, brief and concise phrases. Avoid writing complete sentences on slides.
- Videos should not be embedded in your slides.

PRACTICE/REHEARSE

- Time yourself, then decide if you need to add or remove any content to meet the allotted time you have available.
- Practice your presentation multiple times before recording.
- If available, please use a webcam to record yourself.
- Introduce yourself by full name and agency at the beginning of your presentation.
- Limit your review of the abstract background and focus on relevant results for presentations allotted 10 minutes or less.
- End your presentation with conclusions and contact information for attendees to reach you for further discussion outside the session date and time.

Separate instructions and details will be provided for options for recording your presentation file either with or without webcam and how to upload that presentation in the virtual platform.

PREPARING FOR YOUR LIVE SESSION & PRESENTATION

Familiarize yourself with the conference technology. Log into the conference platform as soon as your log-in information is available to be sure you are able to access. If you are participating in a live session, take advantage of practice sessions to learn the technology, do not miss it!

TECHNOLOGY REQUIREMENTS

Use the following recommended equipment and network connections:
- Internet-enabled computer *(PC/MAC – Laptop or Desktop)*
- Hard-wired ethernet internet connection *(Private WiFi is OK, shared WiFi is discouraged)*
- Web-Camera *(only if this was tested BEFORE your presentation),* but is not required.
- A headset or headphones are highly recommended *(speaker audio is highly discouraged)*
- Back-up telephone *(another office phone or cell phone)*

SPEAKING ENVIRONMENT

Set-up your required technology equipment in a quiet/secluded area.
- Make sure this area has strong internet connection capability.
  Commercial internet at your office is typically better than residential connections.
  - Hard-wired ethernet internet connection is highly encouraged, or sit as close to your router as possible
- Make sure this area has a door you can close to eliminate outside distractions/interruptions.

Have enough space around you to have printed materials, a place to write down notes, etc.

Eliminate distractions and prevent interruptions.
- Turn your cell phone on vibrate or silent.
- Notify the people around you that you will be presenting a live recorded event.
- Place a do not disturb sign on your door.
- Stop all incoming calls to the main phone you will be utilizing *(i.e. do not disturb button).*
- Turn off all email/instant messaging/social network notifications
  (if it can make noise, close out of it).

Have a glass or bottle of water nearby.

Lighting and background
- Use front lighting as much as possible. Do not have your back to the main light source, such as a window, as this will cause you to be in the shadow. Adding a lamp without the shade could help.
- Have a solid-colored background behind you that is not distracting.
  - A black or navy-blue backdrop usually are the best.

Wear appropriate neutral-colored clothing, no bright colors, designs, etc.
- Solid colors work best. Avoid busy patterns, and try contrasting your clothing with the background. Accessories, such as a tie or scarf, are a nice touch to help frame your face.
- Preferably wear the same clothing and background as your pre-recorded presentation the day of your live session

Screen sharing
- Change your computer's desktop background to a solid neutral color.
- Remove anything that you do not want participants to see.
- Test the websites/documents you will be sharing to make sure they are working.

PREPARING FOR YOUR
LIVE SESSION & PRESENTATION

Continued from previous page.

BEFORE YOUR PRESENTATION

Reboot your computer. Once it is back up, do not open any other applications you will not use during your presentation.

If you are part of a LIVE session, log in early. Plan to login no earlier than 30 minutes before the start of your session and no later than 15 minutes prior to the start of your session. This allows time to enter the session, ensure needed connections, and prepare for your presentation. Speakers and moderators will enter the session differently than the attendees. You will receive email access instructions specific to your session(s).

Take a deep breath and relax. Even if you are a little nervous, once the program starts, and you begin to talk to the audience, you will find everything will flow smoothly.

DURING YOUR PRESENTATION

There will be technical support and a room host in your meeting room to help troubleshoot any issues or challenges that may arise.
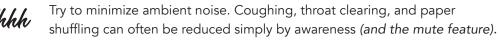
Always ensure the device you are using is powered into an electrical outlet.

Be conversational during the live Q&A time. Just speak to the participants as if they are in the room with you.

Mute yourself if you are not presenting. If you are presenting with others, use the Zoom mute function when others are presenting.

Try to minimize ambient noise. Coughing, throat clearing, and paper shuffling can often be reduced simply by awareness *(and the mute feature).*

Be polite and please do not talk over others.

PHOTOGRAPHY DISCLOSURE

By participating in this conference, you grant CSTE the right to take and distribute photographs, video and/or audio of events and activities for use in CSTE print and digital materials. By agreeing to present, you agree to allow CSTE to make video recordings of your presentation and archive this publicly available media on the CSTE website.

CSTE may select presentations or sessions for promotion to media outlets during the CSTE Annual Conference. Therefore, media personnel may attend conference sessions.

SPEAKER DISCLOSURE

Presenting authors must disclose to participants prior to speaking any significant financial interest or other relationships with the manufacturer(s) of any commercial product(s) or provider(s) of any commercial services discussed in a session presentation and with any commercial supports of the activity. This pertains to relationships with pharmaceutical companies, biomedical device manufacturers, or other corporations whose products or services are related to the subject matter of the presentation topic. Having an interest or affiliation with a corporate organization does not prevent a speaker from making a presentation, but the relationship must be made known in advance to the audience. Questions regarding CSTE presenter disclosure should be directed to the CSTE National Office.