



## ISSCR 2018 PRESENTER INFORMATION

June 2018

Thank you for your participation in the [ISSCR 2018 Annual Meeting](#). With your help this meeting promises to be an outstanding event.

**Presenter Check list** – This list of time-sensitive tasks will help you keep you on track as you prepare for your upcoming presentation. Click on the respective section to be taken to the section with additional information.

[Register for ISSCR 2018](#)- *Past due*

[Reserve hotel room](#)- *Past due*

[Create Presentation](#)- **NOW**

[Upload your presentation](#) – **NOW**

[Preview Presentation](#) (onsite in Speaker Prep room)

[Speaker Rehearsals](#) (onsite)

### BEFORE THE MEETING

#### **Meeting Registration**

Please access the registration site using your ISSCR log-on credentials. **Note: these are different than your Presentation Portal credentials used for presentation uploads.**

[Registration information here](#)

You are responsible for your own meeting registration using the link above. Once registration is finished, the registration confirmation email will include a link to create a letter of invitation for a visa application. The confirmation will also have a link to book your hotel.

#### **Hotel Reservations**

You are responsible for your own hotel reservations. This includes the initial bookings, changes or cancellations.

[Hotel information here](#)

Arinex, the official ISSCR 2018 Housing Bureau, encourages you to book accommodation at one of the preferred hotels to take advantage of exclusive hotel rates before the deadline of Wednesday, 16 May, 2018. Many speakers choose to stay at the headquarter hotel the Crown Metropol Melbourne. After 16 May discounted rates are not guaranteed.

#### **Travel**

Presenters are responsible for their own hotel, airfare or other travel reservations. This includes the initial bookings, changes or cancellations.

All travelers from outside Australia or New Zealand must have a valid visa.

[Apply for a visa here](#)



## Create Your Presentation

Please review these presentation criteria before creating your presentation.

1. Confirm the length of the presentation. The schedule must be strictly followed. Practice your talk to be sure it fits in the scheduled time and accounts for any question and answer segment.
2. Accepted presentation types
  - Microsoft PowerPoint version 2010 or later (.pptx) (for Mac or PC)
  - Apple Keynote version 6 or later
  - PDF
3. Formatting and Media Requirements
  - Presentations should be built in **widescreen 16:9 aspect ratio**.
  - **No custom fonts unless embedded.** To be safe, use Arial. Unembedded custom fonts will not be displayed.

### VIDEO

- It is recommended that all video files be embedded.
  - It is recommended that embedded video is .mp4 encoded in h264, and not exceeding 1920x1080 pixels and 60 frames per second.
  - External/unembedded video files must be named with the presenter's name and slide number. Presenters with separate video movie files **MUST** deliver their presentation media to the speaker prep room for review in person.
4. Include any disclosures in the first slide or two of your presentation.
  5. Plenary speakers: please consider that your audience will include a diverse background of scientific interest and expertise. Give adequate background to contextualize your research. Where possible refer to other speakers in your session or in the program.

### Naming convention

File names must include the **day, room, time (24hr time) and name of the presenter**.

For example, a presentation on Monday in Room 203 at 3pm by Jane Smith must be called:

"Mon 203 1500 Jane Smith" The details must be in this order.

Subsequent versions of presentations must be appended with "\_v2" (or \_v3, \_v4 etc.)

## Upload your presentation to the ISSCR 2018 Presentation Portal

### Your Account

An email has been sent you inviting you to the [Presentation Portal](#) and included your personalized log in credentials. If you need these sent again, please email Liz at [lweislogel@isscr.org](mailto:lweislogel@isscr.org) **Note these log in credentials are different than your ISSCR credentials used for registration**

The Presentation Portal will be open 1 June to 12 June at 12 noon Central time, U.S. for uploading your presentation.



If you do not upload by 12 June, you must bring your presentation (on a USB mini drive or memory card) to the Speaker Prep room at least 4 hours before your presentation.

Only one file per presentation may be uploaded through the online Presentation Portal. Any speaker with unembedded movie files must check into the speaker ready room to upload additional files.

For all speakers we recommend bringing a copy of your presentation(s) on a USB mini drive. Travelers especially should carry this on the plane to avoid any loss.

## AT THE MEETING

### **Preview Presentation**

All presenters are required to check into one of the two Speaker Ready Rooms at least 4 hours in advance of your presentation to review your presentation. Check the quality of your presentation including fonts, bullets, outlines, animations, etc.

#### **SPEAKER READY ROOM HOURS** (Conference Organizer 201 and 202 on Level 2)

Tuesday, 19 June	14:00 – 18:00
Wednesday, 20 June	7:30 – 19:00
Thursday, 21 June	7:00 – 19:00
Friday, 22 June	7:00 – 19:00
Saturday, 23 June	8:00 – 16:30

### **Onsite Rehearsals:**

For Plenary speakers only, please check in at the plenary stage to rehearse for 10-15 minutes during these open hours:

#### **PLENARY TECHNICAL REHEARSALS**

Tuesday, 19 June	16:00 – 18:00
Wednesday, 20 June	10:00 – 12:00
Thursday, 21 June	7:30 – 8:30
Friday, 22 June	7:30 – 8:30
Saturday, 23 June	7:30 – 8:30

For all speakers: Arrive at your session 15 minutes prior to the session start and let the session chair and AV technician know you are present.

Your dedication to the ISSCR and the growth of the stem cell field are greatly appreciated! We look forward to seeing you in Melbourne.

**Liz Weislogel**

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International Society for Stem Cell Research  
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