



INVITED SPEAKER INFORMATION

May 2019

Thank you for your participation in the ISSCR 2019 Annual Meeting. With your help this meeting promises to be an outstanding event.

Speaker Check list

- Photo and Biography (submit **NOW** via [ISSCR 2019 Presentation Portal](#))
- Register for ISSCR 2019 **NOW** [Registration information here](#)
- Reserve hotel room **NOW** [Hotel information here](#)
- Make travel arrangements- **NOW**
- Abstract and title (**Past due** 13 March 2019 via ISSCR 2019 Presentation Portal)
- Create your Presentation- **NOW**
- Upload your presentation (link available in late May)
- Preview Presentation (onsite in Speaker Prep room)
- Submit Reimbursement Receipts (after meeting)

As a speaker there are two systems you will have access to:

The ISSCR membership and meeting registration system

Access your ISSCR profile to reset your password, opt-in to receive ISSCR communications, update your profile, and become an ISSCR member. When you register for the meeting you will use the same log in credentials.

ISSCR 2019 Presentation Portal

An email inviting you to the ISSCR 2019 Presentation Portal with your personal log in will allow access to input your photo, bio, abstract and upload your presentation.

IMPORTANT: The ISSCR membership and meeting registration system and the Presentation Portal use different log-in credentials.

Meeting Registration and Hotel

As an invited speaker, your registration fee is waived for the annual meeting and will be noted in the registration process; however, you are responsible for submitting information for your own meeting registration using the link below. Any additional fees for workshops, luncheons, etc. are your responsibility as well. Once you have successfully registered, you will be prompted to make your hotel reservations.

Please access the registration site using your ISSCR log-on credentials (these are different than those used for the Presentation Portal)

[Meeting Registration here](#)

Travel and Hotel

Speakers are responsible for their own hotel, airfare or other travel reservations this includes the initial bookings, changes or cancellations. Receipts should be submitted after the meeting for reimbursements up to your specified amount. ISSCR recommends coach or economy airfares only; business class tickets will likely exceed the reimbursement limit.

Questions? Contact: Liz Weislogel

Meeting Program Manager

lweislogel@isscr.org

(224)592-5752



ISSCR 2019 ANNUAL MEETING 26-29 June | Los Angeles Convention Center

Co-sponsored by **USC Stem Cell**

[Hotel information here](#)

OnPeak, the official ISSCR 2019 Housing Bureau, encourages you to book accommodation at one of the preferred hotels below to take advantage of exclusive hotel rates before the deadline of Tuesday, 4 June, 2019. Many invited speakers choose to stay at the headquarter hotel, the Hotel Indigo LA, although a wide range of hotel rates are available.

Reimbursement:

All invited speakers will receive complementary meeting registration. *Reimbursement maximum amounts for travel expenses are specified in your invitation letter.* This is meant to defray some of the travel costs; it is not meant to cover all costs. Reimbursements are not available if you do not attend the meeting.

ISSCR 2019 [Presentation Portal](#)

Your Account

A file in your name has been started on our online Presentation Portal and an email was sent with your personalized log in credentials.

Photo and Short Biography

Once you have entered your account, follow the prompts to submit your photo and biography (under 125 words). This information will be used in print and electronic pieces related to this meeting. Note: Your photo and biosketch are already entered if you had previously emailed them. You may edit these now or at any time.

Talk Title and Abstract

An abstract of your talk will be included in the printed program book and will also be available to meeting attendees through our online program planner and mobile app. Speaker abstracts must be finalized by 13 March to be included in the program materials.

You will need to enter the title of the talk, author(s) and abstract text (2000 characters maximum); there is no fee for invited speaker abstract submission. You may return to your account at any time before 15 March for editing.

You will be asked these questions (not published; for internal use only):

- Does the research described in this abstract include human research participants?
- Is the research described in this abstract part of an academic-industry partnership or collaboration?

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lweislogel@isscr.org

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Your Presentation

Your Powerpoint presentation created in **16:9 format** should be uploaded on to our presentation portal prior to the meeting. Details will be sent by May 2019.

Please review these criteria when creating your presentation:

1. Confirm the length of your presentation. Most speakers have 15 minutes for presentation followed by 5 minutes for questions. Keynote speakers have 20 minutes for their presentation without time for questions. The schedule must be strictly followed. Practice your talk to be sure it fits in the scheduled time, accounting for any Question and Answer time.
2. Accepted presentation types:
 - Microsoft PowerPoint version 2010 or later (.pptx) (for Mac or PC)
 - Apple Keynote version 6 or later
 - PDF
3. Check these 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.
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.

ONSITE

All presentations must be checked at the Speaker Ready Room

SPEAKER READY ROOM HOURS (Room 501, Level 2)

Tuesday, 25 June 16:00 – 18:00

Wednesday, 26 June 8:00 – 18:00

Thursday, 27 June 7:30 – 18:00

Friday, 28 June 7:30 – 18:00

Saturday, 29 June 8:00 – 16:30

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

PLENARY TECHNICAL REHEARSALS

Tuesday, 25 June 16:00 – 18:00

Wednesday, 26 June 10:00 – 12:00

Thursday, 27 June 7:30 – 8:30

Friday, 28 June 7:30 – 8:30

Questions? Contact: [Liz Weislogel](mailto:liz.weislogel@isscr.org)

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Saturday, 29 June 7:30 – 8:30

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

See you at the President's Reception: Thursday 27 June 20:30 – 22:30; Vibiana, 214 South Main Street, Los Angeles. A separate invitation has been sent.

Finally, we rely on you to help us build excitement for the meeting. Please share the meeting information with your colleagues and encourage their attendance.

Your leadership and dedication to the ISSCR and the growth of the stem cell field are greatly appreciated.

We look forward to seeing you in Los Angeles!

Kind regards,
Liz

Liz Weislogel
ISSCR Meeting Program Manager

P.S. We encourage you to [Submit](#) your research to [Stem Cell Reports](#), the ISSCR's open-access journal. The reviews are fair, fast, and transparent. ISSCR members get a discounted publication rate.

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