



## Invited Speaker Checklist

Please note these two online systems you will be using:

**ISSCR Presenter Portal** This system is used to submit or update your photo, biography, abstract, and upload your presentation. Your log-in credentials have been sent directly to you. Contact [abstracts@isscr.org](mailto:abstracts@isscr.org) if you need them.

**ISSCR membership system:** Access your ISSCR profile to register for the mee-ng and update your membership. You can also reset your password, opt-in to receive ISSCR communications, and update your profile.

**IMPORTANT:** You will use different login credentials for these two systems.

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- Complete the following tasks in the ISSCR Presenter Portal as soon as you confirm your participation:
  - Photo/headshot
  - Biography (150 - 200 words in length)
  - Complete/sign Speaker Agreement
  - Submit abstract and title of presentation(s); Information to be included in the program book and available to meeting attendees
    - Title of the talk
    - Co-author(s)
    - Abstract text (2,000 characters maximum)
    - Three (3) keywords
    - Funding source, if any
- [Register for the meeting](#)
- Send your travel itinerary to [abstracts@isscr.org](mailto:abstracts@isscr.org)
- Review [ISSCR's Health & Safety policy](#)

### **NOTE:**

- Presentation Date and Time will be shared by email.
- Create your Presentation slides (preferably PowerPoint) in **16:9 format**
- Submit your Presentation via Presenter Portal. If your file is too large, you may send it to [abstracts@isscr.org](mailto:abstracts@isscr.org) via [WeTransfer](#). Presentations must be submitted one (1) week prior to the start of the meeting.

When preparing your PowerPoint presentation, refrain from placing any scientific work in the upper right corner, as shown in the example below. This space is designated for the camera image of the presenter.



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STEM CELL  
RESEARCH

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POWERPOINT SLIDE