



ISSCR 2019 PRESENTER INFORMATION

May 2018

For all Plenary, Concurrent, Innovation Showcase, and Focus Session speakers, and Concurrent session chairs

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; so, practice your talk to be sure it fits in the scheduled time. If there is scheduled Q & A time, it is additional.
Keynote Presentation: 20 minutes
Plenary and Concurrent invited speakers: 15 minutes
Abstract selected speaker: 8 minutes
Concurrent session chair topic overview: 5 minutes
Focus Session or Innovation Showcases: consult your organizer for times
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 should make it a point to 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.)



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

Co-sponsored by **USC Stem Cell**

Upload your presentation to the ISSCR 2019 Presentation Portal

Your Account

A file in your name has been started on our online Presentation Portal and emails with your personalized log in credentials have been sent to you. If you need these sent again, please email Liz at lweislogel@isscr.org **Note these are different than your ISSCR credentials used for registration**

The Presentation Portal will be open 5 June to 25 June for uploading your presentation. Further details will be sent at that time. If you do not upload by 25 June, you must bring your presentation to the Speaker Prep room at least 4 hours before your presentation.

AT THE MEETING

Preview Presentation

All presenters are required to check into the Speaker Ready Room at least 2 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 (Room 501, Level Two)

Tuesday, 25 June	16:00 – 18:00
Wednesday, 26 June	08:00 – 18:00
Thursday, 27 June	07:30 – 18:00
Friday, 28 June	07:30 – 18:00
Saturday, 29 June	08:00 – 16:30

Onsite Plenary 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, 25 June	16:00 – 18:00
Wednesday, 26 June	10:00 – 12:00
Thursday, 27 June	07:30 – 8:30
Friday, 28 June	07:30 – 8:30
Saturday, 29 June	07:30 – 8:30

Plenary speakers can check uploaded presentations in the plenary hall during these hours as well.

For all speakers: Arrive at your session 15 minutes prior to the session start to check in with the session chair and AV technician.