Thank you for your participation in the ISSCR 2020 Annual Meeting. With your help, this meeting promises to be an outstanding event.

Speaker Check list
- Photo and biography (submit NOW via ISSCR 2020 Presentation Portal)
- Register for ISSCR 2020 NOW Registration information here
- Reserve hotel room NOW Hotel information here
- Make travel arrangements - NOW
- Abstract and title (due 11 March 2020 via ISSCR 2020 Presentation Portal)
- Create your presentation
- Upload your presentation (link available in 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:

**ISSCR 2020 Presentation Portal**
This system is used to input or update your photo, bio, abstract and upload your presentation. Your log in credentials are sent directly to you. Contact Liz Weislogel if you need them.

**ISSCR meeting registration and membership system**
Access this system and 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 these login credentials.

**IMPORTANT:** You will use different log-in credentials for these systems

**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 save the date for the President’s Reception: Thursday, 25 June, 19:30 – 21:30
You can access the registration site using your ISSCR log-on credentials (these are different than those used for the Presentation Portal)

**Travel and Hotel**
*Speakers are responsible for their own hotel, airfare or other travel reservations* this includes the initial bookings, changes or cancelations. Receipts should be submitted after the meeting for reimbursements up to your specified amount. ISSCR recommends 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
OnPeak, the official ISSCR 2020 Housing Bureau, encourages you to book accommodation at one of the preferred hotels to take advantage of exclusive hotel rates before the deadline of Monday, 1 June, 2020. Many invited speakers choose to stay at the headquarter hotel, the Westin Boston Waterfront, although a wide range of hotel rates is available.

*OnPeak is the only official hotel provider associated with the ISSCR annual meeting. Please beware that other companies or individuals who contact you are NOT authorized hotel providers and entering into a financial agreement with non-endorsed companies can have costly consequences.*

**Reimbursement:**
All invited plenary and concurrent 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. Receipts must be submitted to the ISSCR by 15 August, 2020.

**ISSCR 2020 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 11 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 11 March for editing.

You will be asked these questions:
- Does the research described in this abstract include human research participants? (not published; for internal use only)
- Include 3 keywords to use for abstract searches

*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 2020.

Questions? Contact: Liz Weislogel
Meeting Program Manager
lweislogel@isscr.org
(224)592-5752
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 30 minutes for their presentation with 5 minutes 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 251, Level 2)
Tuesday, 23 June 16:00 – 18:00
Wednesday, 24 June 8:00 – 18:00
Thursday, 25 June 7:30 – 18:30
Friday, 26 June 7:30 – 18:30
Saturday, 27 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, 23 June 16:00 – 18:00
Wednesday, 24 June 10:00 – 12:00
Thursday, 25 June 7:30 – 8:30
Friday, 26 June 7:30 – 8:30
Saturday, 27 June 11:00 – 12:00

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

*Questions? Contact: Liz Weislogel*
Meeting Program Manager
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(224)592-5752
Your ISSCR Membership Places You at the Heart of the World’s Largest Stem Cell Research Community
We ask that you ensure you are an ISSCR member. As an invited speaker your membership renewal or application will be fast tracked - making it is simple and easy to do so today.  
http://www.isscr.org/membership

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 Boston.