

January 2022

**ISSCR 2022 Annual Meeting
15 – 18 June, 2022
INVITED SPEAKER INFORMATION**

Use this document to plan for ISSCR 2022. Thank you for your participation in the ISSCR Annual Meeting!

Speaker Check list

- Photo and biography upload (submit **NOW** via ISSCR 2022 Presenter Portal)
- Complete Speaker Agreement (submit **NOW** via ISSCR 2022 Presenter Portal)
- Register for ISSCR 2022 - **NOW**
- Make your own travel arrangements - **NOW**
- Make your own hotel reservations - **NOW**
- Abstract and title (submit now through 23 March via ISSCR 2022 Presenter Portal)
- Create your presentation
- Upload your presentation (link available in May)
- Preview presentation (onsite in Speaker Prep room)
- Submit reimbursement receipts (after meeting)

Please note these two online systems you will be using:

ISSCR 2022 Presenter Portal This system is used to input or update your photo, bio, abstract and upload your presentation. Your log-in credentials have been sent directly to you. Contact [Liz Weislogel](#) if you need them.

ISSCR membership system: Access your ISSCR profile, register for meetings, access ISSCR Digital, 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 log-in credentials for these two systems.

Details for Meeting Preparation

Jump to details in this document:

[Meeting Registration](#)

[Travel and Hotel](#)

[ISSCR 2022 Presenter Portal](#)

[Photo and Short Biography](#)

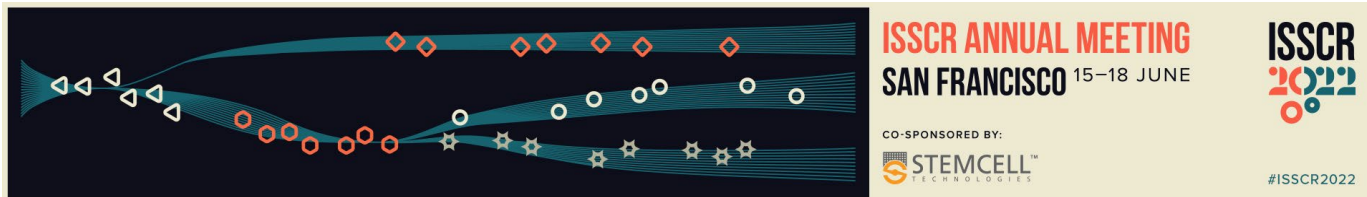
[Submit Presentation Details](#)

[Create Your Presentation](#)

[Onsite](#)

[General](#)

Questions? Contact: Liz Weislogel
Meeting Program Manager
lweislogel@isscr.org
(224)592-5752



Meeting Registration

You must register using this link [ISSCR 2022 REGISTRATION](#) where your registration fee will be noted as complimentary. Any additional fees for workshops, luncheons, etc. are your responsibility. You can access the registration site using your ISSCR log-in credentials (these are different than those used for the Presenter Portal.)

Travel and Hotel

You are responsible for making your own hotel, airfare or other travel-related reservations. Click [here](#) for [Travel and hotel information](#) for the recommended ISSCR hotels.

A reimbursement form will be sent to you following the meeting. Please include receipts and refer to your invitation letter for your maximum travel reimbursement amount. ISSCR recommends economy airfares only; business class tickets will likely exceed the reimbursement limit.

ISSCR 2022 Presenter Portal

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

[ISSCR 2022 PRESENTER PORTAL](#)

Once you have entered your account, follow the prompts to complete tasks related to the meeting. Your presentation times and other details are listed here.

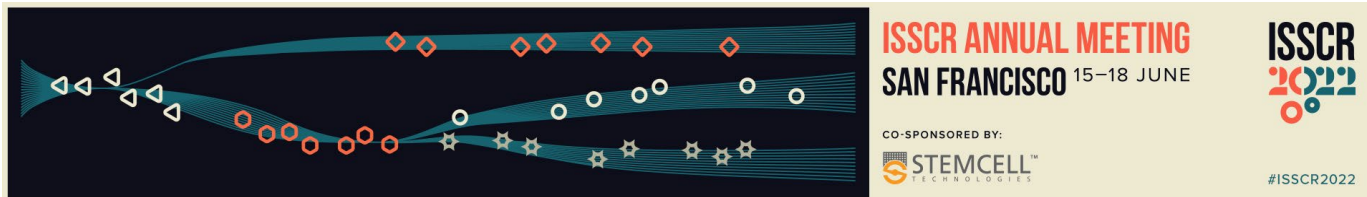
Photo and Short Biography

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 at any time.

Submit Presentation Details

You will be asked to affirm your understanding of, and agreement to, the policies and permissions in the ISSCR Speaker Agreement. Review the [ISSCR Speaker Agreement](#).

An abstract of your talk will be included in the program book and will also be available to meeting attendees through our online program platform. Speaker abstracts must be finalized by 23 March to be included in the program materials. Have these abstract items prepared: the **title** of the talk, any **co-author(s)**, **abstract text** (2000 characters



maximum) and **3 keywords** to use for abstract searches. You may return to your account at any time before 23 March for editing.

Create Your Presentation

Your PowerPoint presentation, created in **16:9 format**, should be uploaded to our presentation portal prior to the meeting. Details will be sent in May. Please review these criteria when creating your presentation:

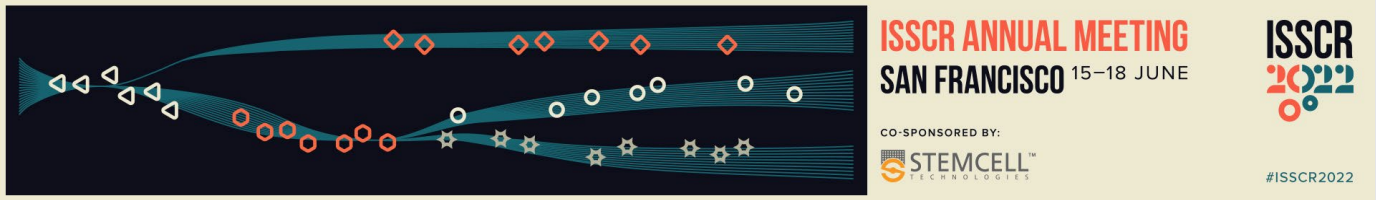
1. Confirm the length of your presentation. Most invited speakers have 15 minutes for presentation followed by 5 minutes for questions. Keynote speakers have 30 minutes for their presentation with 5 minutes for questions. The schedule must be strictly followed. Practice your presentation to ensure you adhere to the assigned talk length and have a smooth presentation.
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.
 - Include your title as slide One, include a listing of any disclosures as slide Two.
4. Create a backup copy for ISSCR, please note the file copy must be in PowerPoint.

Plenary speakers should consider that your audience will include a diverse background of scientific interests and expertise. It is recommended that you provide adequate background to contextualize your research. Where possible, refer to other speakers' research presented in your session to enhance the attendee experience.

Onsite

- All presentations must be reviewed and checked in the Speaker Ready Room.
- Plenary speakers only must check in at the plenary stage to rehearse for 10-15 minutes during open hours.
- Arrive at your session 15 minutes prior to the session start and let the session chair and AV technician know you are present.
- Please save the date for the 20th Anniversary All-Attendee Celebration, the evening of Thursday, 16 June!

Questions? Contact: Liz Weislogel
Meeting Program Manager
lweislogel@isscr.org
(224)592-5752



General

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 simple and easy to do so today.

<http://www.isscr.org/membership>

Make the Most Out of Your Meeting Experience

- Follow the ISSCR on social media to keep up with meeting-related updates.
- Use the meeting hashtag #ISSCR2022 to engage on social media.

We look forward to seeing you in San Francisco!

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