

RERTR-2021: Instructions for Live Presenters

Dear Invited Presenter,

Thank you for accepting our invitation to make a live presentation or participate in a panel discussion during RERTR-2021. There are several more tasks for you to complete:

1. Prepare and submit the file of visuals to rertr@anl.gov as early as possible (ideally April 12).
2. Prepare a few sentences of biographical information to be used by Session Chair to introduce you. Your Session Chair or Panel Moderator will prompt you for this.
3. Register for the meeting on or before April 16 using link at https://www.rertr.anl.gov/meeting_announcements/2021/
You must register in order to get credentials for entering the conference web site.

More about these tasks in the sections below.

Overview of Conference: Please see separate file for General Attendee Instructions

Specific Details for Live Presentations

Individual presentations are in a 20-minute time block: 15 minutes for your presentation and 5 minutes for discussion. The 20-minute limit will be enforced by the Session Chair. Those participating in a panel will be given instruction by the Panel Moderator.

English is the language of the conference.

The visual (slides) you plan to use during your presentation must be sent to rertr@anl.gov by April 12. Format may be either PowerPoint or PDF. We suggest that you use landscape orientation with 16:9 aspect ratio. Slides with 10-12 lines of text are likely readable by your remote audience. We suggest that you minimize use of animation within PowerPoint due to inherent lag times over the internet. The conference staff will display your visuals and will advance from slide-to-slide when you say “next slide”. There will be no way for you to point to anything on your slides during the live presentation.

If you prefer, then you may prerecord your narration (in English) within PowerPoint and conference staff will use “play”; you still need to be present during your scheduled presentation time to participate in the discussion.

You may have your camera either on or off during your individual presentation, as you choose.

Your presentation will be introduced by the Session Chair or Panel Moderator. When the Session Chair or Panel Moderator directs you should unmute your microphone and begin speaking. Be alert during the first few seconds of speaking for a message that you cannot be heard, most likely due to a muted microphone. The best audio quality is usually obtained when you wear a headset with a built-in microphone. After you have presented your material the Session Chair will open the paper for discussion. The audience may submit a written question using the Chat feature of Zoom, which will be read to you by the Session Chair, if it has not already been answered in the Chat by another attendee. Attendees may also “raise their hand” (under Reactions in the Zoom toolbar) to be recognized by the Session Chair to ask a question using their microphone. The conference staff will keep your presentation file displayed during the discussion time in case there is a need to display a specific slide to answer the question. The discussion time may work differently during a Panel Session and will be directed by the Panel Moderator. Please mute your microphone when your presentation time and specific Q&A is completed.

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We suggest that those presenting in hours 1 and 2 of the conference connect to the conference 15-30 minutes before the conference begins that day to verify their connectivity. After connecting to the Main Room, choose the Breakout Room named "Green Room". Those presenting in hours 3 and 4 should connect to the Green Room during the break between conference hours 2 and 3. The conference staff will have a limited-access portion of the conference open for testing by presenters during the 4-hour conference window on Monday April 19 from 8:00-12:00 EDT. Additional instructions will be provided for the testing day.

All live presentations will be recorded. Your publication release and your login to the conference are your consent to this recording process.

Additional Information for Panelists

The organizer of your panel will provide you with additional specific instructions regarding the order of speakers and desired length of remarks within the framework of the panel discussion. If you wish to display any visuals, please provide them (Powerpoint or PDF) to rertr@anl.gov as early as possible. Visuals during the panel will be shared by the conference staff.

We thank you for participation in the conference. Questions can be sent to rertr@anl.gov.

Updated April 9, 2021