

Dear Oral Presenter,

Thank you for accepting the invitation to make a live presentation during the RERTR-2022 International Meeting. Please ensure the following tasks are completed:

1. Prepare and submit the file of visuals to rertr@anl.gov by September 23.
2. Prepare a few sentences of biographical information to be used by Session Chair to introduce you.
3. Register for the meeting by September 23 using link at https://www.rertr.anl.gov/meeting_announcements/2022/registration.html. You must register in order to get credentials for attending the meeting (in person or remote).

More about these tasks in the sections below.

Overview of Meeting: Please visit the conference website https://www.rertr.anl.gov/meeting_announcements/2022/.

Specific Details for Live Presentations

Individual presentations are in a time block (typically 20 minutes) as indicated in the meeting program, which is posted on the conference website. You are encouraged to look for your time slot. The time indicated includes time for discussion and will be enforced by Session Chair.

If you will use visuals (slides) during your presentation then these must be sent to rertr@anl.gov by September 23. 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 audience. The meeting staff will display your visuals. There may be no way for you to point to anything on your slides during the live presentation; use words like top, bottom, left, right to direct the audience's attention.

If you will be physically present in the meeting room (which is our expectation): You will present from podium in front of room. You will be standing next to the projection screen. There will be a confidence monitor in front of you, with image identical to what is on the projection screen – you never need to look at the projection screen. We may not be able to provide PowerPoint's Presenter View at the podium; so, bring any paper notes you need. You will either have a slide-advance device at the podium or you will say "next slide".

If you must present remotely: The remote part of the meeting will operate under ZoomGov, for which the link will be sent closer to the date of the conference. When the Session Chair directs you should unmute your microphone and begin speaking. (We suggest leaving your camera off.) 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. Please mute your microphone when your presentation time is completed. We suggest connecting to the meeting 15-30 minutes before the meeting begins to verify your connectivity. After connecting to the Main Room then choose the Breakout Room named "Green Room". In order to compensate for poor connection during your presentation time, we suggest that you record your presentation as a backup and send it to the conference staff when you sent your presentation visuals; there is a way to make this recording within PowerPoint. If you would like to test your remote presentation setup then contact conference staff at rertr@anl.gov before the week of the meeting to arrange a specific time. Conference staff will advance your slides in response to you saying "next slide".

All presenters: After you have presented your material the Session Chair will open the paper for discussion. Attendees may “raise their hand” in the room or remotely (under Reactions in the ZoomGov toolbar) to be recognized by the Session Chair in order to ask a question; when directed by the Session Chair an attendee may unmute his/her microphone and begin speaking. The conference staff will notify the Session Chair of the raised hands for questions from the virtual audience. Your presentation file will remain open during the discussion time so that you may ask to have a specific slide displayed.