CERF 2021 Oral Presentation Guidelines

Oral presentations are a central component of CERF conferences and provide participants with a valuable opportunity to share their research and network with colleagues. With this year's virtual conference format, each session will consist of 30 minutes of pre-recorded anchor talks, 30 minutes of pre-recorded summary talks, and 30-minutes of live discussion. Please read these instructions carefully to help ensure your presentation is a success.

Submission Due Date and How to Submit: All presentations must be submitted by October 6, 2021. The link where you can upload your talk was provided in your "*Intent to Present Reminder*" email and was given again in the *"Presentation Guidelines"* email from **cerf@confex.com**. If you don't meet this deadline, your talk may be dropped from the program. Please email **askSPC@cerf.science** if you have any questions or technical issues.

Presentation Format and Length: All presentations must be pre-recorded (see below for information on recording your presentation). The length of your presentation was identified in your acceptance email. You have flexibility in terms of the format for your presentation (e.g., number of slides, use of animation, etc.), *but there is no flexibility in the recorded length of your presentation*. *If you don't meet the requirements for recorded length, you will be notified and will have 48 hrs to re-record and re-submit a talk of the correct length.* If your recorded talk time is the correct length, but the video is longer (with dead time), you can trim the video or CERF will trim it for you.

Anchor Oral Presentations: Anchor talks will lead off the first 30 minutes of each session and are designed to broadly introduce the session topic. Sessions either have a single 30-min anchor presentation (not to exceed 25 minute recorded length, plus 5 minutes for live questions), or two 15-min presentations (not to exceed 12 minutes of recorded length, plus 3 minutes for questions). The length of your anchor talk was identified in your acceptance email, but if you have questions, please contact your session chair.

Summary Oral Presentations: Summary talks are 5-minute presentations requiring the presenter to focus on the essence of their research findings. You should record a presentation of no longer than 5:00 minutes. Questions for all summary talks will occur during the 30-min discussion period at the end of each session. All summary presenters are encouraged to additionally record and submit a companion 12-min presentation to expand on your summary presentation. As with the summary presentation, you have flexibility in format but not in the recorded length of these companion presentations. They should be uploaded along with your summary presentation by the October 6 deadline at the link provided in the email.

Discussion: There will be a live 30-minute facilitated discussion period following the pre-recorded presentations. As a default, all speakers are considered panelists

unless otherwise notified. All session participants are invited to participate in this live discussion period. Your session co-chairs will be in touch soon regarding specifics and a request that you please commit to attending the entire 90 minute live session unless you have logistical constraints to do so.

Recording Guidance: CERF is providing resources on how to record your oral presentations and how to participate as a speaker in your session. Please access that guidance **HERE**.

Student Presentations: Student oral presentations may either be 15-minute anchor talks (12 minutes in recorded length) or 5-minute summary talks (5 minutes recorded length). In order to normalize judging of student presentations, all students who present summary talks must upload a companion 12-minute presentation to be eligible for student awards. Judging of student awards for this year's conference will be based entirely on the pre-recorded presentation and will not include evaluation of the student's response to questions. *More information about student judging criteria to come.*

Quality Control: Giving your presentation a last "once-over" is the most important step you will take to ensure your success. Review your presentation after you have recorded it to ensure that the quality of the recording is acceptable, the recorded length follows guidance (5-minute summary, 12- or 25-minute anchor), and that all fonts, images, and animations appear as expected.

Accessible and Inclusive Presentations: Please look to **this document** for guidance on how best to create an inclusive and accessible presentation. This includes an explanation for why this is an important approach to take, a template example, general best practices, and a way to test your final presentation. Closed Captioning will be added by Confex.

Slide Sizing, Fonts and Images: Wide screen format is recommended (16:9). Arial and Helvetica are recommended for clarity and compatibility. Use a font size of at least 24 points for body text and 36–40 points for headings. Light colored text on a dark background is advised. Avoid using red or green. Recommended maximum number of lines in text slides is no more than 6 or 7. Please also consider the size and clarity of images that are presented on your slides. As indicated below, double check the recording of your presentation to ensure that images are easily interpreted in the recording.

Availability of Presentations at the Conference: All pre-recorded presentations will become available on the first day of the conference to facilitate asynchronous viewing.

Availability of Presentations Post-Conference: All session material will be made available to conference attendees at a password-protected webpage for six months

after the conference. This includes: anchor and summary presentations, and 12-min companion presentations for the summary presentations.

Updates and Questions: Further information regarding the virtual platform for the conference will be forthcoming soon. We will notify you when this is available, and we encourage you to email **askSPC@cerf.science**, with questions about the recording or submission of oral presentation directed to John Callaway or Matt Kirwan (oral co-chairs) and any questions about Confex submission of talks directed to Todd Fake at the same email address.