

Scientific Sessions Abstract Presenter Guidelines

Oral Abstract Presenters

- In-Person in Chicago Oral Abstract Presenters: If your abstract was accepted for in-person presentation, you're required to travel to Chicago. To prepare, refer to the In-Person Participant Guidelines and Information on the [Scientific Sessions 2022 For Presenters and Moderators](#) web page.
- Virtual Oral Abstract Presenters: If your abstract was accepted for virtual presentation, you are required to pre-record your oral presentation and upload it to Orchestra. To prepare, refer to the Virtual Participant Self Recording Guide on the [Scientific Sessions 2022 For Presenters and Moderators](#) web page. As a virtual presenter, you're required to register for the meeting and engage with attendees via text in the Q&A chat in the Mobile App during the meeting. The Scientific Sessions 2022 Virtual Participant Guidelines are available on the above reference web page.

Rapid Fire Oral Abstract Presenters

All rapid fire oral abstract presentations will take place in person in Chicago. Presenters are required to travel to Chicago. To prepare, refer to the In-Person Participant Guidelines and Information on the [Scientific Sessions 2022 For Presenters and Moderators](#) web page.

Poster Presenters

- In-Person in Chicago Poster Presenters: If your abstract was accepted for in-person presentation, you're required to travel to Chicago to present your printed poster, in front of your assigned poster board. You're also required to upload an ePoster for online viewing. Instructions for uploading your ePoster and other media will be emailed to you from upload@scientificposters.com.
- Virtual Poster Presenters: If your abstract was accepted for virtual presentation, you're required to upload an ePoster for online viewing. The ePoster will serve as your official presentation. Instructions for uploading your ePoster and other media will be emailed to you from upload@scientificposters.com. As a virtual presenter, you're required to register for the meeting and engage with attendees via chat in the ePoster Forum to discuss your poster during the meeting.

Moderated Digital Poster Presenters

All moderated digital poster presentations will take place in person in Chicago. Presenters are also required to upload an ePoster and to add an audio narration. Audio narration can be recorded through our online tool as you review your ePoster and automatically synchronize page-turning with your slides. Instructions for preparing your moderated digital poster presentation will come from upload@scientificposters.com (Digital Acumen). Check your spam folder if you don't get it.

ePoster Forums

To access the forums, you must be registered for the meeting and log into the ePoster site. Details on how to participate in forums for presenters is explained in this document.

Note: The week before the meeting begins, Digital Acumen will email the presenting authors instructions to their forums.

ePoster Forums: Forums are at the individual ePoster level and allow an attendee to privately submit a question directly to an author. The author receives the question via email and may respond directly to the attendee or responds via the system (to protect their email address). Authors must opt in to activate the Forum for each of their posters.

- Forums are available for each ePoster in which the author chooses to opt in.

To enable a forum on your ePoster (authors):

1. An author must enable their Forum by opting in via the ePosters Submission site. When they enable their Forum, they also create an APPRISOR account for the ePosters delivery site.
2. When the author signs into the ePosters delivery site, they will see a "My Forums" button on the Welcome screen (or in the Collections section) that will let them administer their Forum.
3. When an attendee submits a question via the Forum for a poster, the author will receive an email from the system with the text of the question, the attendee's email address, some instructions and a link back to the ePoster system.
4. The author may then either reply directly to the attendee's email address (exposing their own email address) or follow the link to reply privately via the system (hiding their personal email address), or they choose to respond publicly which will show both the question and the answer on the ePoster site on the details page for their poster, below the abstract so that other attendees may see. This can be useful if clarifying a point from the poster.
5. In addition to responding to a question via the Forum Admin page, an author may also post a message that will appear on their abstract page. Often, authors may write something like "I welcome your questions or comments," etc.

To participate in a forum (attendees):

1. An attendee finds a poster of interest in the system by using the search tools and navigates to the poster details page to view the poster and abstract.
2. If the author has enabled the Forum feature, an "Ask the Author" button will show above the poster's abstract.
3. Clicking the button jumps the user to the bottom of the page, where the user can enter their email address and the text of their question and submit it.
4. The author will receive the question via the email address associated with the submission site and may either respond directly privately via the ePoster system or publicly, where the question and the author's answer will appear on the poster's abstract page in the Forum section for other attendees to see.