SPSP · 2024

annual convention

FEB 8~10 · SAN DIEGO, CA

Podium Presenter Guidelines (In-Person)

SPSP 2024 will be held February 8-10, in San Diego, CA. These guidelines are for in-person presenters (symposia, single presenters, and PD sessions/workshops) excluding poster and roundtable unconferences (those presenters will have a separate set of guidelines).

All in-person presenters must:

- Upload a prerecording and upload a PowerPoint slidedeck to the convention app (*New! No need to convert to a PDF this year*). Prerecordings will be used for viewing by virtual attendees to increase equitable access to all content for all attendees and for in-person attendees that were unable to make it to your session.
- Present in-person

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Important Dates (*dates subject to change*)

December 12	Deadline for Presenters to Register for the Convention.
December 22	Whova site link sent to: -upload Slides and Handouts -create Presenter Profile -create Polls
January 5	Deadline for Early Bird registration pricing
February 1	Prerecordings due. All prerecordings are created by the presenter using their own technology and uploaded to Whova by the presenter
February 1	Deadline to upload Slides and Handouts to Whova
February 8-10	SPSP Annual Convention 2024
May 10	Convention website/app closes

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PRESENTER ACTION ITEMS:

Presenter Registration – Deadline December 12

- Presenters must register for the convention to present.
- Access to Whova (to upload slides, handouts, and presenter profile) is available to registered presenters only.

- Presenters not registered by December 12 will be removed from the program (unless exception has been provided from meetings@spsp.org).
- Presenters must have an active SPSP membership through **December 31**, **2024**.

Creating Your PPT

- See [PowerPoint Template](#)
- We suggest you use this template to ensure accessibility of your slide deck and if presenting in a group session this makes combining slide decks into one file easier to have quicker transitions between speakers
- Keep information concise. Avoid text-heavy content.
- Do not use copyrighted materials or content that should not be shared publicly.
- Consider the [Accessibility Guidelines](#).

Recording Your Presentation – Deadline February 1

You are required to upload a prerecording of your session.

- Each individual is responsible for submitting their own section of the presentation. (Ex. Data Blitz presenters will submit their Data Blitz talk; Symposia speakers will only submit their section of the symposia).
- For combined sessions (Symposia, Single Paper sessions, etc.), each presenters' recordings will be uploaded separately. New this year! Sessions are 70 minutes.
- See below for individual prerecording time limits though you should confirm how many presenters you have in your session to determine how much time you have to present:
  - *Symposia:* 15 minutes with an extra 10 minutes for questions
  - *Single Paper Session Symposia:* 15 minutes with an extra 10 minutes for questions
  - *Data Blitz:* 6 minutes with four extra minutes for questions.
- Presenters may record with any methods they are most comfortable
- Pre-recordings must be uploaded by February 1 and will be uploaded directly to Whova:
  - Suggested file name: Session Title_Last Name_Video.mp4

Uploading Slides and Handouts to Whova – Deadline February 1, 2024
- Create your PowerPoint slides and upload to Whova. Name file as follows:
  - File name: *Presentation Title_Last Name_PPT*
- Please be sure to upload your final file, as you are not able to delete the file after uploading and SPSP Staff will have to remove it for you. **Making sure the final file is uploaded correctly will help avoid delay**
- Presenters may upload up to (2) optional supplemental materials (e.g. worksheets, data results) directly into Whova:
  - File name: *Presentation Title_Last Name_handout.pdf*
- February 1, 2024 is the suggested deadline for your slides and handouts, you may submit to Whova later if needed

- How to upload your materials
  - Check your email for a message sent to registered convention presenters by Whova on Dec 22, 2023.

- To ensure email delivery, add *events-noreply@whova.io* to your address book or safe sender list.
- This email contains a unique link for each presenter that leads to the **Speaker Form**.
- Open the Speaker Form and follow the instructions to submit your poster PDF.

Presenting Your Session In Person (Symposia, Single Presenter Symposia, Data Blitz, Professional Development Sessions and Workshops)

- Presenters will present their content in person in San Diego, CA. **This in-person presentation on February 8-10 is in addition to the prerecording being uploaded by February 1.**
  - **Note**: Those presenting in a Professional Development Session or Professional Development Workshop are not required to upload a pre-recording.
  - **Note**: Those presenting in a live-stream room are not required to upload a pre-recording.
  - A separate email has been sent to you with your presentation date and time.
  - If you cannot find this email, email meetings@spsp.org
- Our audio/visual team will be available onsite to help troubleshoot any AV and technology issues.
- **All in-person speakers must bring their own computers/laptops** to connect on-site to display any PowerPoint, video, slides, or play audio
- Attendees can post questions and communicate with presenters throughout the event and until May 10, 2024.