Research Spotlight Presenter Guidelines

SPSP 2024 will be held February 8-10, 2024 in San Diego, CA

All on-demand, asynchronous presenters must:

- Upload an audio/video presentation
- Upload a PowerPoint PDF to the convention app

On-Demand sessions will be available on the Whova Convention App for viewing.

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Important Dates

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 directly to Whova.
February 1	Deadline to upload Slides and Handouts to Whova
February 8-10	SPSP Annual Convention 2024: -All on-demand presenters must have uploaded their prerecordings before February 1, 2024 so that attendees may view them starting the week of convention.
May 10	Convention website 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.
- 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 your audio/video presentation for on-demand viewing. The deadline is essential to ensure your presentation is ready for viewing, have alternative plans in place due to unexpected emergencies, and to provide equitable access for virtual.

- Research spotlight recordings are limited to 2-5 minutes.
- For Research Spotlight recordings, please consider accessibility and add closed captioning if possible. [One example](#) shows how to add this to Zoom recordings. PowerPoint recordings also have [an option for this](#).
- Presenters may record with any methods they are most comfortable
  - Recording with [Zoom Instructions](#)
  - Recording with [PowerPoint Instructions](#)
- Pre-recordings must be uploaded by February 1, 2024
  - File name: Session Title_Last Name_Video.mp4
  - Presenter will upload their own recording to Whova.

Uploading Slides and Handouts to Whova – Deadline February 1
- Create your PowerPoint slides and upload to Whova. Suggested name file as follows:
  - File name: *Presentation Title_Last Name_PPT*
- 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 1st is the suggested deadline for your slides and handouts, you may submit to Whova later if needed

- How to upload your materials:

    o Check your email for a message sent to registered convention presenters by Whova on **December 22(date subject to change)**.
    o To ensure email delivery, add *events-noreply@whova.io* to your address book or safe sender list.
    o This email contains a unique link for each presenter that leads to the **Speaker Form**.
    o Open the Speaker Form and follow the instructions to submit your poster PDF.

Presenting Your On-Demand Session (Research Spotlight)

- These are on-demand, asynchronous presentations
- The prerecorded video you uploaded will be posted to the virtual platform for access by all attendees.
- Presenters can organize their own Q&A sessions with individual zoom links or a virtual meet-up. Email meetings@spsp.org if you wish to add your zoom link or virtual meetup link to your presentation on Whova.