

Virtual Oral Presenting Author Instructions

1. Please log in to your assigned session 15 minutes prior to start. Your zoom session link will be emailed to you the day prior.
2. We are checking if all presenters have provided presentations to show management. CEFC staff will be present to assist with technical issues and coordination. If a presenter's connection is choppy and quality is affected, the staff member will broadcast the pre-recorded version of the presentation.
3. Session Chairs will check in with all the presenters to get best pronunciation of their name and bio for introductions. CEFC staff will be checking at this time if all speakers can share their screen and can be heard clearly.
4. We will start at the exact scheduled time. Session Chairs will open session by introducing the session and themselves.
5. Presenting Authors will share their screen and present for 15 minutes. After their presentation concludes, they will open up for questions from attendees.
6. Session Chairs may have one or two questions prepared for authors if no questions are raised by the audience.
7. Session Chairs will monitor presentation time and give five minute warning.
8. After all presenters have presented the session chair will close and thank everyone.

Virtual Poster Presenting Author Instructions

1. Please log in to your assigned session 15 minutes prior to start. Your zoom session link will be emailed to you the day prior.
2. CEFC staff will be present to assist with technical issues and coordination. They will facilitate the placement of attendees into breakout rooms to view the posters individually with the authors.
3. Session Chairs will check in with all the presenters to get best pronunciation of their name and bio for introductions. CEFC staff will be checking at this time if all speakers can share their screen and can be heard clearly.
4. We will start at the exact scheduled time. Session Chairs will open session by introducing the session and themselves.
5. Presenting Authors will be assigned to an individual breakout room and will share their screen showing their poster. Authors will be available for an hour to answer questions as attendees come in and out of the zoom breakout rooms.
6. Session Chair may have one or two questions prepared for authors.
7. There will be a 5 minute warning before all breakout sessions end. CEFC staff will end the zoom call after all presenters have answered questions.