Guidance for Presenters

Abstracts for 12 minute Plenary, 8 minute, and 3 Minute Talks will appear in the detailed schedule of abstract "book" in the order of their presentation. These will be available on the conference web site the week before the meeting, but we will try to get them to you as soon as the Organizing Committee can make decisions on sessions and presenters. Please send your slides to David Engelke (david.engelke@ucdenver.edu), copying Jordan Schiefer (jordan.schiefer@cuanschutz.edu) as soon as possible but no later than June 7th. If you are giving a **12 minute or an 8 minute** talk, you will be able screenshare your presentation when it is your turn and an introductory slide for your talk comes on the screen. We will have a copy if your presentation ready in case there is a problem. <u>Please be ready to screenshare (practice beforehand) and "unmute" soon before it is your turn to speak.</u> For 3 Minute Talks the Zoom host will screenshare your slide after the introductory slide. The session Chair will announce you by name with an slide introducing you. After you finish speaking the Chair will read questions posed in the Zoom Chat in order of their appearance and you can answer verbally (so keep unmuted until your discussion time is up).

Although abstracts for both types of talks have the same format, the nature of the talks is quite detailed as shown below. There will be cash prizes for the best presenters in both the plenary and 3MT categories, determined by vote of anonymous judges. *Only student, postdoc and research assistant/associate presenters are eligible.* There will be single first, second and third prizes for the overall best 12 minute and 8 minute talks (3 prizes for each category). Each 3MT session will have one prize for best talk.

12 Minute Plenary Talks

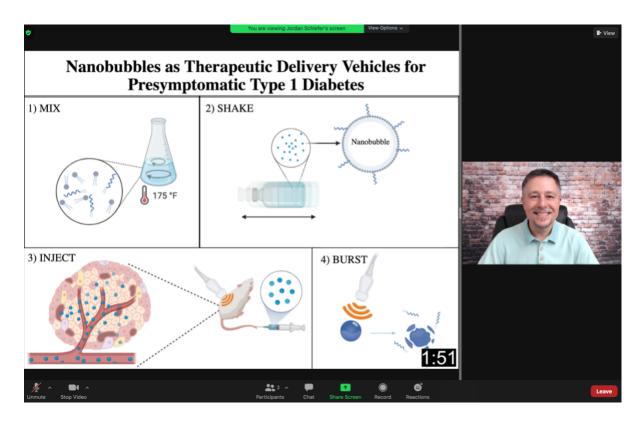
These will follow standard presentation style, with 12 minutes for the talk and 3 minutes for questions. Please observe the 12 minute limit – we have to keep to the 15 minute timeline and we will cut to the next presentation at that time. Unmute when you are to speak and prepare to screenshare your presentation. Please observe the time constraints.

8 Minute Talks

These will follow similar rules as the 12 minute talks, but there will be exactly 8 minutes for presentation and 2 minutes for question and answer.

3 Minute Talks (3MT)

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3 Minute Talks (3MT)

Instead of poster sessions we will have 3 Minute Talks that follow the general format of the international "3 Minute Thesis" competitions. However while the 3 Minute Thesis talks are aimed at a general audience, these 3MT talks can be more focused because it is a good assumption that the audience will understand transcription, though not your particular system. **Rules:**

- Only one slide allowed no animation.
- 3 minute time limit strictly enforced going one second over makes speaker ineligible for prizes. The timer in the lower righthand corner will count down 3 seconds when it is your turn to start speaking (announced by the Chair with your information on the screen in a slide before your slide).
- Traditional presentation style (no poems, rap or interpretative dance)
- Judges will e-mail scores for each session to Dave Engelke. Winners communicated after the end of the conference (to give judges time to confer) and will be posted on the conference web site.

Advice:

- Don't try to cram in non-essential data; 3 minutes is only time to get across essential ideas
- Don't use small font to cram in more text
- Cool graphics help
- Define any abbreviations/acronyms not widely understood outside your subfield
- Practice, practice, practice. Time and connection with the audience are essential try not to just read it.