ISSCR 2024 Annual Meeting 10 – 13 July 2024
INVITED SPEAKER CHECKLIST

Use this document to plan for ISSCR 2024. Thank you for your participation in the ISSCR Annual Meeting!

Invited and Abstract Selected Speaker Check list:

- Photo and biography upload; confirm profile details – *was due 1 November*
- Upload your preliminary talk title– *was due 1 December*
- [Register](#) for ISSCR 2024– NOW
- Make your own [travel](#) arrangements NOW
- Make your own hotel reservations using ISSCR room block NOW (Hotel deadlines may vary)
- Complete Speaker Agreement - NOW
- Upload your abstract – was due 27 March – please email abstracts@isscr.org with any questions.

Create your presentation.

- **Option 1:** Upload your final presentation into your Speaker Presenter Portal by 4:00 PM CEST Friday, 28 June.
- **Option 2:** Upload your presentation in the Speaker Ready Room beginning at 4:00 PM CEST Tuesday, 9 July.

Please note these two different online systems you will be using:

ISSCR 2024 Presenter Portal This system is used to input or update your photo, bio, abstract and upload your presentation. Your log-in credentials have been sent directly to you. Contact abstracts@isscr.org if you need them.

ISSCR Account: Access your ISSCR profile, register for meetings, access ISSCR Digital, and update your membership. You can also reset your password, opt-in to receive ISSCR communications, and update your profile.

IMPORTANT: **You will use different log-in credentials for these two systems.**

Details for Meeting Preparation

Jump to details in this document:

BEFORE THE MEETING

Meeting Registration

- Access registration here
- You will need to login to your ISSCR Account using your ISSCR log-in credentials (*these are **different** than credentials used for the Presenter Portal*.)
- Once you complete the registration steps, proceed to checkout.

INVITED SPEAKERS ONLY

- Use the promotional code when registering: *If you haven't received the promotional code via email, feel free to contact us at abstracts@isscr.org for assistance in resending it.*
- This code is ONLY valid for in-person registration and invited speakers.

Travel and Hotel: All speakers are responsible for making their own hotel, airfare, or other travel-related reservations at their own expense.

HOTEL: See information on hotels and reserve your room: ISSCR 2024 Hotel and Travel information.

INVITED SPEAKERS ONLY

- Please save travel receipts and refer to your invitation letter for your maximum travel reimbursement amount.
- To be reimbursed for the hotel portion of your travel, you must reserve your room using the ISSCR housing site and stay at one of the hotels in ISSCR's official housing block.
- ISSCR recommends economy airfares only; business class tickets will likely exceed the reimbursement limit.
- A Faculty Expense Itemization Form will be sent to you following the meeting.

ISSCR 2024 Presenter Portal

A file in your name has been started on our online Presenter Portal and an email was sent with your personalized log-in credentials. Contact Ayesha Khan at abstracts@isscr.org if you need your log in credentials.

ISSCR 2024 PRESENTER PORTAL

Once you have entered your account, follow the prompts to complete tasks related to the meeting. Your presentation times and other details will be listed.

PRESENTER PORTAL TASKS

Photo and Short Biography

Once you have entered your account, follow the prompts to submit your photo and biography (under 125 words). This information will be used in print and electronic pieces related to this meeting. Note: Your photo and biography are already entered if you had previously emailed them. You may edit it at any time.

Speaker Agreement and Presentation Details

You will be asked to affirm your understanding of, and agreement to, the policies and permissions in the ISSCR Speaker Agreement. Review the ISSCR Speaker Agreement.

Promotional description

Provide a 1-2 sentence general description for your presentation. This is **not** an abstract of your talk.

These descriptions may be used publicly to attract people to your talk, the session, and the meeting, for instance in emails or on social media. This will not be printed in any full program material.

Abstract

An abstract of your talk will be included in the program book and will also be available to meeting attendees through our online program platform. Speaker abstracts must be finalized by 27 March 2024 to be included in the program materials. Have these abstract items prepared: the **title** of the talk, any **co-author(s)**, **abstract text** (2000 characters maximum) and **3 keywords** to use for abstract searches. You may return to your account at any time before 27 March for editing.

Create Your Presentation

Your presentation, created in **16:9 format,** should be uploaded to our presentation portal by Friday, 28 June. If your presentation will not be final by 28 June, you may upload your presentation in the Speaker Ready room beginning at 4:00 PM CET Tuesday, 9 July. Speaker Ready Room location and hours will be shared in the Know Before You Go email ISSCR will send you one week prior to the meeting.

Please review these criteria when creating your presentation:
1. Confirm the length of your presentation.
   - Keynote speaker have 30 minutes for their talk plus 5 minutes for questions.
   - Award lecturers have 25 minutes for their talk plus 5 minutes for questions.
   - Named memorial lectures have 20 minutes for their talk plus 5 minutes for questions.

- Invited speakers have 15 minutes for their talk plus 5 minutes for questions.
- Abstract selected speakers have 8 minutes plus an additional 2 minutes for questions.

The schedule must be strictly followed. Practice your presentation to ensure you adhere to the assigned talk length and have a smooth presentation.

2. Accepted presentation types:
   - Microsoft PowerPoint version 2010 or later (.pptx)
   - PDF
3. Check these formatting and media requirements:
   - Presentations should be built in widescreen 16:9 aspect ratio.
   - No custom fonts unless embedded. To be safe, use Arial. Unembedded custom fonts will not be displayed.
   - Include your title as slide One, include a listing of any disclosures as slide Two.

Plenary speakers should consider that your audience will include a diverse background of scientific interests and expertise. It is recommended that you provide adequate background to contextualize your research. Where possible, refer to other speakers' research presented in your session to enhance the attendee experience.

Make the Most Out of Your Meeting Experience

- Follow the ISSCR on social media to keep up with meeting-related updates.
- Use the meeting hashtag #ISSCR2024 to engage on social media.

DURING THE MEETING

- All presentations must be reviewed and checked in the Speaker Ready Room at least two hours prior to the session starts or the day before.

SPEAKER READY ROOM HOURS

Speakers must review their uploaded presentations at least two hour prior to session start in the Speaker Ready Room (Hall X11-12, Level 1) during the following times:

Tuesday, 9 July 4:00 PM – 6:00 PM
Wednesday, 10 July 8:00 AM – 6:00 PM
Thursday, 11 July 7:30 AM – 4:00 PM
Friday, 12 July 7:30 AM – 4:00 PM
Saturday, 13 July 7:30 AM – 2:00 PM

Plenary presenters must attend a 20-minute check-in before their session. Your presentation can

be checked during these times.

Plenary Speaker Check-in times:

Plenary Speakers will be told their Plenary Speaker Check-in time closer to the meeting.

Plenary speakers are required to attend one short (5-10 minute) check-in before their talk. Speakers should go to the Plenary Room (Hall 1, Level 2) at any point during the times below, but ideally on the morning of their presentation. The Plenary Speaker Check-in occur:

Wednesday, 10 July 8:15 AM – 9:00 AM
Thursday, 11 July 7:30 AM – 8:15 AM
Friday, 12 July 7:30 AM – 8:15 AM
Saturday, 13 July 7:30 AM – 8:15 AM

ALL PRESENTERS must arrive at their session 20 minutes prior to the session start and let the session chair and AV technician know you are present.

AFTER THE MEETING

Reimbursements

INVITED SPEAKERS ONLY *(Not Abstract Selected Speakers)*

Refer to your invitation letter for your maximum travel reimbursement amount.

Travel (airfare, train, taxi, etc.) and hotel expenses only are covered. No food or meal expenses are eligible for reimbursement.

Complete the ISSCR Faculty Expense Itemization Form and include scanned receipts. In order to be reimbursed for the hotel portion of your travel, invited speakers must have stayed at one of the hotels within the ISSCR room block.

Invited speakers may choose to redirect their reimbursement to support young scientists through ISSCR Travel Awards for the Annual Meeting. Your contribution will support the travel award winners, and ISSCR will recognize (and/or your organization) as a Travel Award supporter in the Annual Meeting program book.

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