



GUIDE TO PARTICIPATION

1. Key Dates

1.1 Presenters

Submit Presentation files – Deadline: 11 July 2022

1.2 Help Desk – Live attendees in need of support may consult the Help Desk at the hours below:

Mon 18 July to Wed 20 July, 08:00 – 12:30, 13:30 – 17:00 SGT (UTC+8)

2. [Presenter Guide](#) *p.2 to 4*

2.1 Oral Presentation – In Person

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3.2 Attendee Privileges

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5.1 PALSEA online portal

5.2 PADLET – Poster Presentation

2. Presenter Guide

2.1 ORAL PRESENTATION

A. Time Allotment & Content

Length of presentation material should be in accordance with your time allotted. Total duration including Q&A and speaker changeover is 15 minutes for each contributed talk. The talks themselves should last no more than 12 minutes. Invited talks are allotted 20 minutes for the talk itself, plus extra time for Q&A and speaker changeover. Please refer to the Final Program for actual presentation schedules. You are kindly requested to be at the presentation room at least 15 minutes before the session starts. Note that questions from virtual attendees will be conveyed to you by the session chair.

Your presentation must cover the same material as the abstract submitted.

B. In-Person Presenters

- a. **In-person presenters should provide their slides in advance to be loaded onto the conference computer. In-person presenters will give their talks live from the meeting hall. These talks will be streamed live over Zoom to the virtual audience, and the recordings will remain available on-demand for several months after the meeting to registered attendees.**

- b. **Determine Your Audio-Visual Needs**

The meeting room comes equipped with a laser pointer, computer, LCD projector and screen. The computers in the meeting rooms are being provided to Windows-based PC users. The PC will be configured with Windows Operating System. For MAC-laptop users, please bring your own VGA/HDMI adapter cable.

- c. **Upload Presentations**

- Save your presentation file with a filename that includes the abstract number, presenting author name, and the word “slides” (e.g., PALSEA-A-0001_MoiraDunbar_Slides.pptx).
- Upload presentation files (file formats: .ppt, .pptx, .pdf, <50MB) via PALSEA.
- This service aims to enable presenters a secure and convenient way to access and transfer their presentation files:
Step 1: Log-in on PALSEA with your login email and password here: <https://palsea2022.meetmatt-svr.net/>.
Step 2: On the left menu, under ‘Author Options’ Click ‘Upload Presentation’ and follow the on-screen steps to upload/delete your presentation file(s). [See 5.1\(a\)](#).
- The deadline for submitting the slides is **Mon 11 July 2022**.
- You can modify/resubmit your uploaded contents anytime but it must be before the submission deadline.
- We recommend that you bring a copy of your presentation to the meeting for backup purposes. Thumb drives are acceptable.

- d. **Give Your Presentation**

Be considerate to the other speakers and audience by staying within your

allocated time. The allocated time for your presentation includes a discussion and changeover to the next speaker. Session Chairs will hold you to the allotted time. This is essential to ensure adequate time for questions and discussion as well as adherence to the schedule. At the end of the meeting, all presentation files will be destroyed.

Virtual attendees can ask questions using **Zoom Chat** or the **Raise Hand** function and they will be conveyed to the speaker by the session chair.

- e. The zoom links will be embedded in the PALSEA Portal ([See 5.1\(b\)](#)) and only registered attendees will be able to access them. Zoom room access will be enabled in the morning on the day of the session.
- f. **Contact the meeting Secretariat no later than 11 July 2022 if you do not wish for your presentation to be recorded and streamed to the virtual audience.**

C. Online Presenters (Virtual, via Zoom)

- a. **Online presenters should pre-record their talks and submit their pre-recorded talks ahead of the meeting. These talks will be shown to the live audience and simultaneously streamed over Zoom to the virtual audience, and the recordings will remain available on-demand for several months after the meeting to registered attendees.**
- b. **Prepare Your Video**
 - Speakers are required to submit a 12-min (or less) pre-recording of their presentation. (For invited speakers, the recording may be up to 20 min.)
 - The acceptable file format is MPEG-4 video (*.mp4), and the file size must not exceed 800MB.
 - [See 4.2](#) “How to” Guide for Pre-Recording a Video
- c. **Upload Presentations**
 - Save your video file with a filename that includes the abstract number, presenting author name, and the word “talk” (e.g., PALSEA-A-0001_KatsukoSaruhashi_Talk.mp4).
 - Upload presentation files (file format: .mp4, <800MB) via PALSEA.
 - This service aims to enable presenters a secure and convenient way to access and transfer their presentation files:
 - Step 1: Log-in on PALSEA with your login email and password here: <https://palsea2022.meetmatt-svr.net/>.
 - Step 2: On the left menu, under ‘Author Options’ Click ‘Upload Presentation’ and follow the on-screen steps to upload/delete your presentation file(s). [See 5.1\(a\)](#).
 - The deadline for submitting the pre-recording is **Mon 11 July 2022**.
 - You can modify/resubmit your uploaded contents anytime but it must be before the submission deadline.
- d. **Give Your Presentation**
 - Given time differences, the meeting organizers will attempt to reach out to you and will consider your preferred presentation time to the extent possible.

- Please connect to your session at least 15 min before the start of your session.
 - The session host will play your **12-min pre-recording** at the scheduled time.
 - The presenter is expected to participate in the **live 3-min Q&A session** to be held immediately after the presentation.
 - If presenters wish to leave more time for the Q&A, they may elect to do so by cutting more time out of their pre-recorded talk, as the Q&A will fill all remaining time in the 15-min slot.
 - Virtual audience can ask questions using **Zoom Chat** or the **Raise Hand** function.
 - Questions from in-person attendees will be conveyed to the online speaker by the session chair.
 - At the end of the meeting, all presentation files will be destroyed.
- e. The zoom links will be embedded in the PALSEA Portal ([See 5.1\(b\)](#)) and only registered attendees will be able to access them. Zoom room access will be enabled in the morning on the day of the session.

2.2 POSTER PRESENTATIONS - PADLET

- a. **All posters will be presented online in electronic format on padlet.com.**
- There will be no printed posters. Time will be dedicated during the meeting toward poster presentations, and attendees are encouraged to bring their laptops or tablets to view posters. The padlet workspace allows presenters and viewers to interact and provide feedback directly within the workspace. Of course, in-person presenters and viewers also have the option to discuss the posters in person during the meeting.
 - Poster presenters are expected to submit **two** files: the electronic poster itself in PDF format, and a pre-recorded 3-minute video or audio file introducing the poster. The two files will be linked on the padlet.com website.
 - In addition to being linked to the posters on padlet.com, all of the 3-minute videos (or audios) will be combined into a sequence of lightning talks to be presented live and simultaneously streamed over Zoom during the meeting.
 - Your presentation must cover the same material as the abstract submitted.
- b. **Prepare Your Poster & Presentation**
- Your poster must be in .pdf format, and may be in any size or orientation, as long as the file size does not exceed 100 MB. However keep in mind that some viewers on slower connections may have difficulty downloading large files, so please attempt to keep files reasonably small.
 - Your pre-recorded video (preferred) or audio recording may be in any format supported by padlet.com (FLAC, M4A, MP3, MP4, etc.), but must not exceed 3 minutes in duration and 100 MB in size.
 - Place your Abstract ID, Abstract Title and Authors' names prominently at the top of the poster to allow viewers to identify your abstract easily. Presenter's name should be underlined and in bold typeface. Authors' contact information should be provided in case the viewer is interested in contacting you for more information.

- You have complete freedom in displaying your information in figures, tables, text, photographs, etc. in the poster.
 - [See 4.2](#) “How to” Guide for Pre-Recording a Video
- c. **Upload Presentations**
- Save your files with a filename that includes the abstract number, presenting author name, and the word “poster” or “video” or “audio” (e.g., PALSEA-A-0001_MoiraDunbar_Poster.pdf or PALSEA-A-0001_KatsukoSaruhashi_Video.mp4).
 - Upload your e-poster and your pre-recorded video or audio recording.
 - This service aims to enable presenters a secure and convenient way to access and transfer their presentation files:
Step 1: Log-in on PALSEA with your login email and password here: <https://palsea2022.meetmatt-svr.net/>.
Step 2: On the left menu, under ‘Author Options’ Click ‘Upload Presentation’ and follow the on-screen steps to upload/delete your presentation file(s). [See 5.1\(a\)](#).
 - The deadline for submitting the slides is **Mon 11 July 2022**.
 - You can modify/resubmit your uploaded contents anytime but it must be before the submission deadline.
- d. **Present Your Work**
- Attendees can view and comment (online in writing) on the uploaded presentations during the dedicated Poster Viewing (Padlet) time, or at any other time during the meeting, 24 hours per day. Authors are expected to respond to comments and answer questions.
 - Submitted materials will be displayed on padlet.com from 17 July until 31 August 2022.
 - Locating your Display Material: See 5.2.
 - If you have uploaded your Display Material by Mon 11 July 2022, the material will be automatically pre-loaded onto padlet.com.
 - Need help? Please feel free to approach the onsite Help Desk for assistance or email us at palsea2022@meetmatt.net
 - Your **3-min pre-recorded video** will be played during one of the Lightning Poster Talks sessions.

3. Conference Policy

3.1 IMPORTANT NOTES TO PRESENTERS

- a. Attendance to present an accepted abstract requires registration.
- b. Each accepted abstract must be presented by the registered author/co-author
- c. Presenter Access to the conference venue or online platforms is granted to the “**Registrant**” only.
- d. The presentation must be given by a single presenter; even if equal contributions were made by two or more co-authors.

3.2 NO SHOW POLICY & PROOF OF ATTENDANCE

- a. Each accepted abstract to PALSEA2022 must be presented by the registered author/co-author during the online conference. By default, the registrant is deemed to be the presenter. This can only be an author or a co-author of the abstract.
- b. Proof of Attendance is an official document proving the completion of a presentation and attendance at a session or the conference. [PALSEA](#) → “Author Options” → “Proof of Attendance”

4. How to Guides for

4.1 GETTING ZOOM READY

All presenters will require a PC or Laptop with

- Camera & Microphone
- Webcam Specifications: Minimum 0.5 Megapixel
- Compatible Browsers – Ensure that they are updated to their latest versions



Chrome



Firefox



Edge



Safari

Lighting/Camera

Diffused light in front of you will usually work best to avoid shadows. Position your camera just above your eye level.

Presentation/Clothing

Darker colour shirts/blouses appear better on camera, avoid busy plaid or patterned outfits.

Audio/Sound

Avoid or minimize sounds in your background. Ensure that your voice can be heard loud and clear.

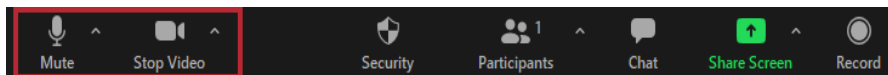
4.2 PRE-RECORDING A VIDEO

Pre-recording via Zoom

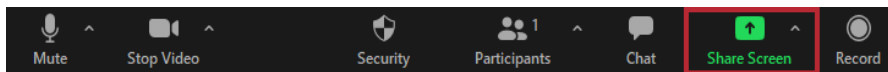
- Create a free Zoom account at <https://zoom.us>
- Install and open the Zoom application on your computer
- Click on the “New Meeting” button to start a meeting
- Refer to the toolbar at the bottom of the meeting window.



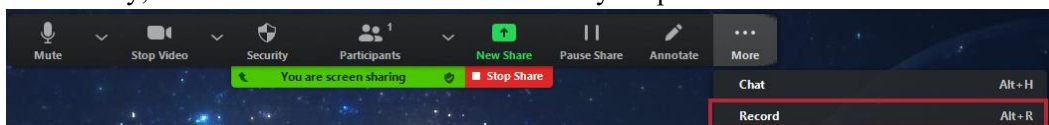
Ensure both your audio and video are connected to the meeting.



- Click on “Share Screen”, and select your presentation slides to be flashed on the screen




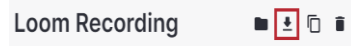
- Look for the toolbar which should now be at the top of your screen. Move your mouse around the area if there isn't any bar. Once ready, click on “More” → “Record” to start your presentation.



- Upon completion, end the meeting. Zoom will compress the recording and save a copy in your computer

Pre-recording via LOOM

- a. Create a free Loom account at <https://www.loom.com/>
- b. Install and open the Loom application on your computer
- c. Select “Screen+Cam”, and set your screen, microphone and camera.
- d. Once ready, click “Start Recording” at the bottom of the app 
- e. After stopping your recording, you will be redirected to Loom’s website to view/download the recording. It may take a few minutes for the download button to light up.



4.3 SESSION CHAIRS

The functions of the session chair are to lead the session, to ensure presenters stay on time, and to maintain a professional and insightful dialog among the participants of the session. You will introduce each presenter (name, affiliation, co-authors) along with their abstract title. A session assistant will be assigned to support you as necessary.

Session Chair Roles

1. Introduce presenters in your session
2. Ask questions to the presenter based on their presentation
3. Keep track of time allocated for each presenter

Chairing the Session

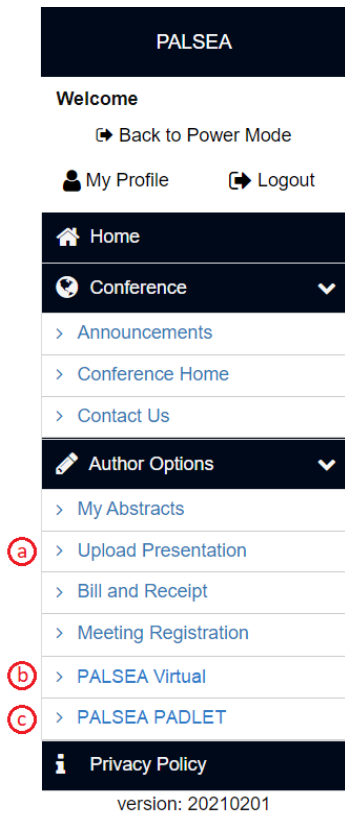
- Ensure all presenters are present in the session.
- Introduce presenters before each presentation (Presentation details will be provided to all session chairs).
- Facilitate the Q&A from in-person and virtual audience.
- Keep track of time allocated for each presenter:
 - Oral (In-person) - 12 min presentation + 3 min Q&A
 - If a talk ends before the 12-min mark, use the extra time as more time for Q&A, up to the 15 min total time allotted for the talk.
 - Oral (Virtual) - 12 min Pre-recorded presentation + 3 min Q&A
- Audio Mute/Unmute – Virtual audience will be muted when they join the meeting. Remind presenters to unmute themselves during Q&A; and then mute themselves when done.
- Zoom Chat – Remind virtual participants to send you questions using this feature. Be sure the check the Chat regularly and convey the questions to the in-person presenters.
- Introduce yourself at the beginning of the session, and mute yourself when done.
- Session Assistant will play the pre-recorded presentation of the virtual presenter.

5. User Dashboards

For self-service information and navigation on

- 5.1 PALSEA portal
- 5.2 PADLET - Poster Presentation

5.1 PALSEA Portal



5.2 PADLET - Poster Presentation

