

## **ORAL SESSION PRESENTATION GUIDELINES**

- 1) Oral presentations uploaded onto the virtual platform should be the same length of time that you have allotted to you for the in-person presentation. If you don't have that information you can find it here by scrolling down to the scientific programs and click on your section to see the complete schedule:  
<https://aafs.org/aafs/Meetings/AAFS-2022/AAFS/Meetings/Annual-Scientific-Conference.aspx?hkey=67fd5e3b-1bb7-421c-a376-21b23bd259>
- 2) It can be recorded by any means available to you (zoom, PowerPoint, iPhone) but it **MUST** be saved as an **MP4 or MOV File Format** to be able to upload
- 3) If you are part of a group presentation you need to ensure that all persons will be uploading their portion of the presentation. The abstract submitter would be responsible for making sure all parts of the presentation are uploaded.
- 4) Upload link was sent out to presenters from Dan Snapp along with a recording release that must be signed and sent back to Trisha DeLozier (tdeLozier@aafs.org)
- 5) If you are also still presenting in person you will not have to be on the virtual platform since it will be happening at the same time as your in person presentation. But I would ask you get on the platform at some point in the week and answer any questions that might be in the Question/Answer box regarding your poster.
- 6) If you are unable to present in person and only want to be on virtual platform you **MUST** be on the platform at the time of your presentation to receive credit.
- 7) The Cvent virtual platform will allow us to tell you who comes in to view your presentation and how long they stayed
- 8) **You are able to upload your presentation from now until Jan. 31<sup>st</sup>. I will caution you about waiting until the last minute however in case there are any issues.**