



# GSA 2021 ANNUAL SCIENTIFIC MEETING

NOVEMBER 10-13 | ONLINE

## Speaker Procedures (revised 9/20/2021)

### Speaker Notifications and Communications

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The Gerontological Society of America (GSA) welcomes your participation in the GSA 2021 Annual Scientific Meeting Online. The program reaches across all of GSA's professional sections and embraces the interdisciplinary nature of our membership.

To ensure that all communications are received, we strongly encourage you to **add the following email addresses to your safe senders list** and check with your institution's IT department for any quarantined messages from these senders:

- [abstracts@geron.org](mailto:abstracts@geron.org)
- [donotreply@conferenceabstracts.com](mailto:donotreply@conferenceabstracts.com)
- [donotreply@CadmiumCD.com](mailto:donotreply@CadmiumCD.com)

#### Abstract Notifications

Decision notifications were emailed to abstract submitters on June 9, 2021.

Schedule notifications for live presentations were sent to speakers on July 15, 2021. If you have lost or misplaced your scheduled date and time, please contact [abstracts@geron.org](mailto:abstracts@geron.org).

*Speakers* are defined as chairs/co-chairs, individual symposium first authors, and first authors of papers/posters. *Symposia discussants* will facilitate live discussion between the speakers and the audience.

All accepted abstracts are expected to be presented live in November 2021. Speakers will also prerecord their abstract presentations (slides and audio) for on-demand access.

For speakers who have more than one accepted abstract, GSA has made every effort to remedy speaker scheduling conflicts for presentations. If a conflict exists, or the speaker is unable to present at the scheduled time, please work with your abstract author team to make sure your important research is presented. Due to the volume of abstracts, GSA cannot honor requests for scheduling changes.



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## Speaker Tasks and Required Actions

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GSA is using the Cadmium Conference Harvester site, exclusive to our speakers. Your login credentials serve as your personalized Access Key to log in to your individual profile.

Speakers (chairs/co-chairs, individual symposium first authors, and first authors of papers/posters) will need to log in and complete assigned tasks. Symposium discussants (individuals who facilitate live discussion between the speakers and the audience) also must log in and complete specific Speaker Profile tasks. *Note:* Some tasks will be available only to certain roles or for presentations accepted for certain formats.

Once logged in using the provided personalized Access Key, you will find a list of action items under “TASKS” for you to complete. Please note that you will receive a separate message with a separate login for papers/symposia and posters. If you cannot find that email or need your unique Access Key provided again, please contact [abstracts@geron.org](mailto:abstracts@geron.org) and indicate your name, submission title, and submission ID.

### Speaker Tasks to complete include:

#### 1) Presentation Files (Required)

1. Upload Presentation Slides to CadmiumCD for On Demand (Required):
  - The system can accept symposium and paper presentation files in the following formats: .ppt, .pptx, .pps, .ppsx, .key, .pdf. Poster files must be in .pdf format.
    - i. Chair/Co-Chair Only: Upload Overview Presentation Slides to CadmiumCD for On Demand.
    - ii. First Author: Upload Presentation Slides to CadmiumCD for On Demand (Required).
2. Record Audio (no video) Presentation in Cadmium (Required):
  - This task will become available only AFTER you have uploaded and saved the presentation file. You may select the opt out feature if you do not wish to record audio. Please make sure to click “Save and Complete Audio Recording” to complete the task. Up to 15 minutes of audio recording will be available. Closed captioning will be automatically implemented.

#### 2) Registration and Permissions (Required)

3. Complete Content Management Copyright Permissions (Required)
  - Please read and confirm the policies related to your presentation.
4. Complete Registration for the GSA 2021 Annual Scientific Meeting Online (Required)
  - **All speakers and discussants are [required to register](#)** for the GSA 2021 Annual Scientific Meeting Online in order for the presentation and speaker information to display on the GSA 2021 Program Portal for attendees.

#### 3) Preview and Confirm Session Information

5. Chairs Only: Review and Confirm Symposium Titles and Text (Required)
  - **NEW!** This feature allows chairs to review the presentations in their symposium and confirm symposium text. At the end of the list, please click “Confirm Symposium Information” to complete the task.



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6. Paper Session Chairs Only: Accept Invitation to Be a Paper Session Chair and Preview Papers in Session (Required)
  - **NEW!** This task is for first authors of paper presentations who have been selected to moderate the scheduled session. This task allows the nominated paper session chair to review the session; these individuals must confirm their agreement. If you have received this task but do not wish to take on this role, please email [abstracts@geron.org](mailto:abstracts@geron.org).

#### 4) Speaker Profile and Handouts

##### **Tasks offered to all speakers and discussants**

7. Confirm/Update Speaker Profile Information (Required)
  - **NEW!** Users may make amendments to the profile information that was entered at the time of abstract submission. Please carefully check any changes because your information will display on the GSA 2021 Program Portal exactly as entered.
8. Upload Speaker Photo (Optional)
  - You may upload a photo that will display on the GSA 2021 Program Portal for attendees. Please note that if you participated in a past event, you may edit the existing photo already uploaded.
9. Add Speaker Biography (Optional)
  - You may add/update a biography that will display on the GSA 2021 Program Portal for attendees. Please note that if you participated in a past event, you may edit the existing biography that may already be uploaded.
10. Upload Speaker Handouts (Optional)
  - This optional step allows paper and symposium speakers to provide handouts associated with their presentation to attendees. Handouts should be supplied in .pdf format.

## Additional Resources for Speakers

- [Guide for Uploading Slides and Audio with CadmiumCD](#)
- [Guide for Recording Poster Audio in Cadmium CD](#)
- Posters: [GSA Annual Scientific Meeting 2021 Poster format details](#)
- Posters: Watch the [GSA YouTube webinar](#), “Thinking Inside the Box: A Strategic Approach to Message-Driven Posters,” to prepare for your poster presentation.
- Posters: [GSA Annual Scientific Meeting 2021 Poster PPT Template](#)
- Papers and Symposia: [GSA Annual Scientific Meeting 2021 PPT Template \(including disclosure statement\)](#)
- [GSA 2021 Is Going All-Online from November 10 to 13!](#)

**Speaker access credentials were sent via email to complete assigned speaker tasks on August 20.**



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## Annual Scientific Meeting Presentation Information for Speakers

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### Registration

All speakers and discussants are [required to register](#) to attend the GSA 2021 Annual Scientific Meeting Online. For more information, please visit [gsa2021.org/Registration](https://gsa2021.org/Registration).

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The program includes poster, paper, and symposium presentation types.

### Presentation Formats

#### Poster Sessions

Poster sessions will be on demand only with no scheduled live presentation; attendees will have the opportunity to engage in Q&A with presenters asynchronously.

Guidelines for creating a poster are accessible at these links:

- [GSA 2021 Annual Scientific Meeting Poster format details](#)
- [GSA 2021 Annual Scientific Meeting Poster PPT Template](#)

#### Live Paper Sessions (Video Conference)

Paper sessions last 90 minutes and are composed of four to six oral presentations grouped around a common theme or topic. When there are four presentations in a session, individual presentations should be no more than 18 minutes (approximately 14 minutes for presentation and 4 minutes for questions and discussion). *With five or six papers in a session, adjust to reduce the presentation, questions, and discussion times accordingly.* It is important that speakers stay within their allotted time. Each paper session will have a paper session chair to assist with time keeping and to facilitate discussion among speakers and audience participants.

*Video presentation where speakers present via a live video conference during the scheduled date and time.*

*Further speaker instructions regarding video conference usage are forthcoming.*

#### Live Symposia (Video Conference)

Symposia are scheduled in 90-minute sessions and are composed of several presentations around a topic organized by a chair. A symposium discussant will work with the chair of the symposium to facilitate discussion between speakers and the audience. Chairs and/or organizers of symposia are responsible for making sure sessions begin and end on time.



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*Video presentation where speakers present via a live video conference during the scheduled date and time.*

*Further speaker instructions regarding video conference usage are forthcoming.*

## All on-demand presentations must be uploaded in advance of the Annual Scientific Meeting.

### On-Demand Presentations

All presentations will consist of an audio recording (up to 15-minute duration) along with a PowerPoint slide deck and/or poster in .pdf format that will be uploaded and then recorded directly within the CadmiumCD platform (no video). Closed captioning will be available by default for all on-demand presentations.

These on-demand presentations will be available to all registrants from the date of the live presentation through December 31, 2021.

An electronic discussion board will also be available on each on-demand presentation to give attendees the ability to contact authors regarding specific questions.

Symposia discussants will facilitate live discussion between the speakers and the audience, we encourage discussants to also utilize the electronic discussion board to engage attendees with digital conversation.

## All speakers are required to register for the GSA 2021 Annual Scientific Meeting Online.

### Tips for Speakers

Know your audience and tailor your presentation to them. Meeting attendees include behavioral and social scientists and medical educators; clinicians, physicians, nurses, dentists, pharmacists, and therapists; practitioners and planners who staff gerontology centers, hospitals, nursing homes, and community care facilities for older adults; and research biologists. Consider the following tips when developing your presentation:

- Organize your material so it will be presented in a logical and interesting manner.
- State the program objectives and how you will meet the objectives.
- Separate complex concepts into several smaller ones and focus on one concept at a time.
- Integrate audiovisuals and handouts into your presentation to enhance and support it.
- Summarize important points at the end of each segment of the presentation.
- Cover your material in the time allotted with sufficient time for questions and answers.
- Rehearse your presentation until you feel comfortable. Do not read from a piece of paper. Highlight rather than read information from your presentation and do your best to maintain eye contact with your audience.
- Encourage audience participation.



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Although you may have done many presentations, it is helpful to give yourself adequate planning time so that the session will be a learning experience for each attendee. Over the years, the most frequent reasons for negative evaluations have been:

- Audiovisual aids are insufficient, difficult to read or understand, or poor quality.
- Too much focus on theory without relating it to practical problems and solutions.
- Too much time devoted to minor points or details that are of little interest to the audience.
- Scope too broad with no time for effective discussion of individual topics.
- Poor organization or out-of-date material.
- No time dedicated to audience questions or participation.

If you are making an oral presentation, remember that an 8 ½" x 11" page (typed using 12-point Times New Roman font, double-spaced, with 1" margins) contains approximately 250 words. Six pages of this length can be reviewed in 12 minutes by most speakers. When speaking, talk loudly and clearly.

## Education, Policy, and Practice Implications

If applicable to the presentation, GSA encourages speakers to consider the education, policy, and/or practice implications of their work. Presenting these implications during your session is optional. Implications presented should not merely restate the results, but should interpret the results. The speaker should describe in nonscientific language how their findings may be translated or implemented to improve education, policy, and/or practice associated with aging.

## Elements of Graphic Design for Presentations

- Double space between each line of text.
- Lettering should be bold, plain, and include a combination of upper- and lower-case letters.
- In the case of slide presentations, tables and graphs should be prepared specifically for presentation. Those duplicated from publications seldom make a good presentation. For graphs, draw the axes lighter than the data lines.

## Addressing Questions From the Audience

Questions usually fall into one of two categories: (1) questions asked to clarify ambiguities in your presentation; and (2) questions asked to assist the attendee in solving a certain problem. The first type of question should be answered immediately. The second type may be postponed until the Q & A portion of your presentation (or to a private discussion after the session if you feel it is appropriate).

Repeat questions aloud before answering them so that the entire audience can hear. This will make your answer meaningful to the entire audience.

## Developing Handouts

Speaker handouts can be uploaded in .pdf format within assigned Speaker Tasks and will be available digitally on the GSA 2021 Program Portal for registrants.

**We are unable to reproduce, ship, or deliver to your session(s) any handouts you intend to share with your audience. In addition, we are unable to reimburse you for the cost of reproducing your handouts.**