



136th Annual Academy Meeting Hot Topic, Workshop, Keynote and Plenary Presenter Guidelines

The 136th Annual Academy Meeting will be the first virtual meeting of the Indiana Academy of Science.. Virtual meetings offer obvious advantages: they reduce travel, allow us to participate from an informal and familiar setting and, most importantly this year, enforce strict social distancing while permitting substantial interaction. This comes with a price. Apart from the social dimension, virtual meetings require substantial presenter preparation.

In planning this virtual meeting our objective has been to maximize your engagement with colleagues and attendees while minimizing your focus on the supporting technology. This takes several forms.

You will be invited to attend a brief orientation prior to the Meeting to acquaint you with technology and relevant virtual presentation basics. During your presentation you will be supported by a moderator and a virtual meeting producer, a “technically adept co-pilot,” skilled in technology and facilitation, who will allow you to focus, with minimal distraction, on content and audience engagement.

To minimize stress and technology glitches all presentation text, video and graphics *must be incorporated into a single PowerPoint or Keynote slide deck*. Email your slide deck to Jennifer Withrow at jwithrow@alignvs.com.

Submission deadlines are listed below by presentation type. Due to the time required to prepare the virtual sessions, adherence to deadline dates is essential. Also, please note that meeting day changes in slide content are not possible.

Meeting attendees will be able to review recordings of Hot Topic, Workshop, Keynote and Plenary sessions in the Meeting Recordings section of the ALWAYS ON tab of the IAS virtual venue after your presentation.

Presenter Submission Summary

| Presentation Type | Deliverables | Details* | Submission Method | Due |
|-------------------|--|------------|------------------------------------|---------|
| Hot Topic | Abstract | 300 words | On-line submission | Feb. 4 |
| | Presentation | PowerPoint | Email to jwithrow@alignvs.com | Feb. 11 |
| | Bio Slide (TBD) | PowerPoint | Email to jwithrow@alignvs.com | Feb. 4 |
| Workshop | Abstract | 300 words | On-line submission | Feb. 4 |
| | Presentation | PowerPoint | Email to jwithrow@alignvs.com | Feb. 11 |
| | Bio Slide (TBD) | PowerPoint | Email to jwithrow@alignvs.com | Feb. 4 |
| | Attendee Pre-Work (if you are requiring) | | Email to jwithrow@alignvs.com | Feb. 11 |
| Keynote | Abstract | 300 words | On-line submission | Feb. 4 |
| | Presentation | PowerPoint | Email to jwithrow@alignvs.com | Feb. 4 |
| | Bio Slide (TBD) | PowerPoint | Email to jwithrow@alignvs.com | Feb. 4 |
| Plenary | Abstract | 300 words | On-line submission | Feb. 4 |
| | Presentation | PowerPoint | Email to jwithrow@alignvs.com | Feb. 4 |
| | Bio Slide (TBD) | PowerPoint | Email to jwithrow@alignvs.com | Feb. 4 |