

2023 Cal-IPC Symposium

Instructions for Speakers



Deadline: Please submit your presentations by **Monday, October 16.**

Where to send: Upload your presentation using this Dropbox [File Request](#) link or send directly to jburger@cal-ipc.org.

By getting our presentations online early, we make them available to our attendees with visual impairments or learning/processing disorders to access the information in advance. Thank you for helping all attendees feel welcome!

Files required:

- A ppt or pdf file of your presentation.
- Virtual presenters: pre-recorded presentation (.mp4 or .mov video file, instructions below).
- Name your file(s) per the following convention: Yourlastname_Session#_Cal-IPC2023. [Upload to Dropbox](#) or email your pdf to jburger@cal-ipc.org.

Length of talk: Regular session talks should be no longer than 15:00 minutes (unless you have arranged a different length with your session chair); timing of plenaries is plenary-dependent; timing of Lightning Talks is no more than 5 minutes. (Timing is crucial for questions and transitions). Please rehearse your talk in advance to gauge timing.

During your session:

- Your Session Chair will introduce you and help you stay on time.
- Please pay attention to time-keeper volunteers in the audience. They will hold up signs to remind in-person speakers of time remaining.
- After your presentation, your Session Chair and Q&A assistant will present you with audience questions to answer (both from virtual and in-person attendees).
- If applicable, make sure to cover the topic of any DPR CEU quiz question(s) related to your talk for those watching virtually.

If you are presenting virtually:

- Pre-record your talk using Powerpoint, Zoom, or another application.
- Be present in a private, quiet space with a strong internet.
- Use a headset or microphone for better audio. Speak slowly and clearly.
- If you are new to presenting virtually, prepare for the strange situation of not being able to see your audience.
- Unless other arrangements have been made, we will share your presentation. You will be available live for Q&A.

Logging into your session:

- Confirm the time of your session from the [Symposium program](#) on our website or on the [Symposium web platform](#). We are opening this portal for attendees to get familiar with it starting Sept. 29.
- **IMPORTANT: Use the Webex link you receive from us by email to enter your session. Each session has a unique speaker link.**
- Log into the session 15 minutes early so we can make sure everyone's audio and video are working. Cal-IPC staff and volunteers will be present to help with questions and technical issues.

Speaker profile: Please complete your [Speaker Profile](#) with a bio and any links you want to share with attendees. Send a profile picture to Claire Meyler at cmeyler@cal-ipc.org.

Need Help? As we get closer to the date, we will create helpful user guides for the app. If you still need help logging on (after Sept. 29), send an email to Claire Meyler at cmeyler@cal-ipc.org.

THANK YOU AND WE LOOK FORWARD TO SEEING YOU THERE!

Questions: Email Jutta Burger at jburger@cal-ipc.org