

# UltraFest IX

## Ultrasound Imaging for Speech and Language Virtual Conference October 21-24, 2020

### Instructions for oral presentations

Oral presentations will be made *live* using Zoom. They will *not* be recorded. Presenters will have two options for sharing their presentation slides:

- Option #1 (preferred): Presenters will “share screen” and control the display of their own slides.
- Option #2 (if necessary): The host will “share screen” while the presenter speaks. The presenter will need to indicate to the host when the slide should be advanced, e.g. by saying “next slide.”

Even if a presenter chooses Option #1, **a copy of the slides should be submitted by October 20 (email the slides to [ufestix@indiana.edu](mailto:ufestix@indiana.edu))** in case technical difficulties require Option #2 to be adopted. **Slides should be submitted in PDF or PowerPoint format.**

Each oral presentation will last 30 minutes. **The 30 minutes includes the presentation as well as any Q&A and discussion with the attendees. Presenters should join the Zoom meeting at least 5 minutes prior to the start of their presentation time.**

During the presentation, attendees will automatically be muted, but will be encouraged to leave their cameras turned on (unless technical difficulties suggest turning off the cameras). During the Q&A and discussion time, the host will act as a moderator, and will unmute and re-mute attendees as needed.

**Presenters are encouraged to use the Whova event app** to join the session in which they are presenting. The Zoom meeting is already set up and integrated into the Whova event app. Presenters will simply need to join the session, and the host will give them “co-host” access to be able to share their screen and be unmuted for their presentation. When the presentation is over (including the Q&A and discussion), the presenters will not need to do anything – the host will revoke their “co-host” status.

Presenters also have the option of joining the session outside of the Whova event app. They can access the Zoom meeting directly from the [Whova UltraFest website](#).

## Instructions for poster presentations

Poster presentations will be made *live* using *Gather*. They will *not* be recorded. Presenters will have two options for sharing their posters:

- Option #1: Posters will be tacked up on interactive poster boards in *Gather*. Participants will see a small version of the poster at the bottom of their screen when they approach, and they can view a larger version of the poster by pressing the “x” key to interact with it. Presenters merely need to be standing next to their posters and can guide visitors through their poster verbally. Having – and referring to – clearly numbered sections, figures, tables, etc. will help participants follow along.
- Option #2: Presenters can “share screen” with participants gathered around them, and thus control the display of their own poster. To share screen, click on the image of a computer monitor in the icon menu at the bottom of the *Gather* screen. The “share screen” option allows visitors to view a medium-sized version of the poster.

Even if a presenter chooses Option #2, **a copy of the poster should be submitted by October 20 (email to [ufestix@indiana.edu](mailto:ufestix@indiana.edu))** so that it can be “tacked up” and available to conference attendees even outside of the designated presentation time. **Posters should be submitted in PNG format.** If you create your poster in PowerPoint, you can “Save As...” directly into PNG format.

Unlike at traditional conferences, **posters in virtual conferences work best when they are oriented vertically rather than horizontally.** Vertically-oriented posters are easier to scroll through, because they require only up-down scrolling. Horizontally-oriented posters typically require both vertical and horizontal scrolling. A sample PowerPoint template for a vertically-oriented poster (36” wide, 56” tall) is provided [here](#).

Each poster session will last 2 hours. **Poster presenters will be expected to be at their posters for either the first hour or the second hour.** The assignment of posters to one hour or another is indicated in the schedule on [the main website](#). In *Gather*, presenters will be able to see “where” the other attendees are. If an attendee visits a poster while the presenter is away, the visitor can still interact with the poster, and/or can send the presenter a message asking for the presenter’s attention. Presenters will also have the option to view other posters (with or without those posters’ presenters) outside of the allotted session. *Gather* will thus provide poster presenters (and attendees) with considerable flexibility in the use of the poster session time.

During the poster presentation, attendees will not automatically be muted, and will be encouraged to leave their cameras turned on (unless technical difficulties suggest turning off the cameras). The attendees will be able to mute and unmute themselves. It is suggested that attendees mute themselves at all times unless they are speaking (e.g. asking a question). **The poster presenter will act as the moderator for their own presentation.**

## Instructions for Master Classes

While oral presentations and poster presentations constitute the heart and soul of a research conference, UltraFest IX's Master Classes offer a forum for more interactive and hands-on training in specific research practices. Because of this different focus, **presenters will have up to one hour for their Master Classes.**

Master Classes will be made *live* using Zoom. They will *not* be recorded. Presenters will “share screen” and control the display of their own slides. **A copy of the slides or other display materials may, at the presenter's discretion, be submitted by October 20 (email to [ufestix@indiana.edu](mailto:ufestix@indiana.edu))** in case technical difficulties require the host to “share screen” on behalf of the presenter.

During the Master Classes, attendees will not automatically be muted, and will be encouraged to leave their cameras turned on (unless technical difficulties suggest turning off the cameras). The attendees will be able to mute and unmute themselves. It is suggested that attendees mute themselves at all times unless they are speaking (e.g. asking a question). **The Master Class presenter will act as the moderator for their own Master Class.**

**Master Class presenters are encouraged to use the Whova event app** to join the session in which they are presenting. The Zoom meeting is already set up and integrated into the Whova event app. Presenters will simply need to join the session, and the host will give them “co-host” access to be able to share their screen and be unmuted for their presentation. When the Master Class is over, the presenters will not need to do anything – the host will revoke their “co-host” status.

Master Class presenters also have the option of joining the session outside of the Whova event app. They can access the Zoom meeting directly from the [Whova UltraFest website](#).