



Dear ISPNE 2020 Presenter,

We look forward to your participation in our first online conference. This email contains detailed information on how to: a) prepare for and b) participate in the virtual conference (presented in that order).

Things To Do Before the Conference.

A. Register for the Conference.

*Please be sure you are formally registered for the virtual conference at:

<https://www.conftool.org/ispne2020/>

*If you aren't a member of ISPNE, we suggest that you join so that you can enjoy the benefits of being a member, including a dramatically reduced conference fee. You can become a member at:

<http://www.ispne.net/>

*Please be sure to **take note of the email address you used** to register for the conference, you will need this information later to access the conference content, which will be available after August 26th, 2020 at:

<https://symposium.foragerone.com/ispne>

B. Pre-Record Your Oral or Poster Presentation.

To ensure that the conference runs smoothly and to overcome time zone differences for presenting and for viewing, we are asking that all poster, individual oral, and symposium presenters pre-record their talks and upload them ahead of time to our conference website. There are several steps to recording and submitting your talk, that apply to all types of presentations. Specific instructions for your presentation type are listed below these general instructions.

1. **Record a video** of yourself presenting your talk while showing your slides (if you are giving an oral presentation) or poster (if you are doing a poster presentation). We recommend recording your talk using zoom meeting software, using screen share to show your slides while recording yourself talking about your slides or poster. Please be sure that: a) your face is well lit and b) your background is not distracting c) that you

follow the time guidelines that were provided to you: 2-3 minutes for posters, 5-6 minutes for individual oral presentations, and 8-11 minutes for symposium presentations, depending on whether you have 3 or 4 speakers in your symposium. Please double-check the quality of your recording before proceeding to Step 2.

2. **Upload your video** to YouTube, making sure to specify your video as Unlisted. This ensures that no one can see your video, except those that you share the link with. You will need a YouTube channel to upload your video to YouTube, if you don't have one, you can create one for free at www.youtube.com

3. **Complete the following form**, including inserting your YouTube link, which is the final step on the form:

<https://symposium.foragerone.com/ispne/submission>

5. **Submit your talk by August 22nd, 2020.** Your uploaded talk will be available for viewing starting the day before the conference and will only be viewable by individuals who are registered for the conference. It will remain viewable by conference registrants for 1 year unless you request that it be taken down.

6. **Be prepared to respond to comments.** Starting August 26th, 2020, your content will go live and will be available for viewing and for comments on the following website. You will need to sign into the ISPNE 2020 virtual conference website using the same email address you used to register for the conference.

<https://symposium.foragerone.com/ispne>

Note: If, after several attempts to submit your video on your own, you are unable to do so, please contact ispne2020@gmail.com, and we will arrange to upload your content for you. Please note that this support is being offered on a volunteer basis, so only use this option if you really need to. Please refer to the additional guidance below before contacting us.

For support with:

- Recording your video on zoom: Refer to the “Recording Presentation How to Guide” available at <http://www.ispne.net/annual-conference/>
- Uploading videos to YouTube: <https://support.google.com/youtube/answer/57407?co=GENIE.Platform%3DDesktop&hl=en>
- Making videos ‘unlisted’ on YouTube: <https://support.google.com/youtube/answer/157177?co=GENIE.Platform%3DDesktop&hl=en>

What To Do and Expect On the Days of the Conference

As A Conference Guest (when you are not presenting):

1. Please refer to the conference program available on the ForagerOne online conference website (see attached document for an outline of conference events). Please make a note of the zoom meeting and webinar links associated with each conference event – you will join the live portions of the conference using these zoom links. **DO NOT SHARE THESE LINKS WITH ANYONE ELSE.** They have been made available to registered conference presenters and registered conference guests only.

Note: For zoom webinar events, you will only be visible if you are a presenter. For zoom meeting events, you will be visible to all participants if you choose to share your video. Plan your wardrobe accordingly.

2. Join whichever events you would like to join using the provided links! We recommend that you attend as much of the meeting as possible! We have made the conference presentations and the conference days shorter than a typical conference, to reduce “zoom fatigue.”

3. At any time during the conference (and for one year afterward) you can view the pre-recorded poster and oral presentations and leave written comments (compliments and suggestions) for the presenters. Please be courteous in how you offer your critiques. The presenter will have the opportunity to respond to your comments.

4. There will be several “social events” throughout the meeting. During these events, you will be invited to join (randomly assigned) smaller groups of conference guests using the zoom breakout room function. You may decline these requests, but we hope you will accept and get to know some of your conference co-attendees!

As A Conference Presenter

A. If You Are a Poster or Individual Oral Presenter... your major job during the conference is to i) attend sessions and ii) respond to any comments on your oral or poster presentation. If time-zones allow, you will be expected to “attend” your poster or oral presentation “live” during the poster/individual oral presentation time slot on Day 1 of the conference. This is a time when many conference attendees will be viewing your content and leaving comments, so you may have the chance to interact “live” with your presentation guests. Beyond this, please check your presentation at least once a day to respond to comments.

B. If you are Symposium Chair or Presenter... as Chair or Presenter, you are expected to be present on the zoom webinar during the time slot assigned to your symposium. You will be designated as a “presenter” in the zoom webinar, and you will be visible to the audience. Please be sure you are in a location with good internet

bandwidth and be prepared to share your video and audio when it is your turn to talk or to comment.

As Chair, you will introduce the title and general theme of your symposium, and then introduce each speaker (just name and institution is fine). Our conference team will play the pre-recorded video of each symposium talk for you. If a pre-recorded talk is not available or working, please ask your presenters to present live, and be sure to time their talk and let them know when their allotted time is up. You will also be responsible for reading out loud the questions and comments from the symposium audience, which will come into you in the chat function. It won't be possible to answer all questions, so it is up to you to select the questions that you share with the audience and ask of your speakers. You can also choose to respond to some questions in writing in the chat function, but again, it won't be possible to answer all questions that come in.

As a Presenter, you can relax while your pre-recorded talk is being played, but be prepared to answer a few questions out loud after your talk and/or after all of the talks. The questions for you will appear in the chat function, you can also answer questions in writing in the chat function at any time throughout the symposium. In the event that a pre-recorded talk is not available or the video/audio is not working, each presenter should be prepared to give their talk live, so please have your slides prepped and ready to go, and know how to use the "share screen" function in zoom.

C. If you are a Keynote Presenter or Award Winner... if time permits, please be present on the zoom webinar during your allotted award session (as a reminder, webinar links will appear on the schedule listed on the conference website). You will be designated as a presenter, and your video and audio will be visible (please turn both video and audio on when you join the webinar). If you have chosen to give a pre-recorded talk, we will play the video of your talk for you, and you can sit back and enjoy the moment. If you chose to give your talk live, please be ready to share your screen with any associated Powerpoint slides, and we look forward to your talk!

A General Note

We have made every effort to organize what we hope will be a seamless and rewarding online experience. However, this is the first online/virtual conference that ISPNE has organized, so we anticipate that minor (or major) glitches may arise across the conference days. We hope that you will respond to any issues with patience and good humor as we all attempt to navigate this new experience together! Most of all, we look forward to "seeing" all of you and to hearing about your latest research.

Best,

Emma K. Adam, Sam Zilioli, and Elif Aysimi Duman

ISPNE 2020 Conference Co-Organizers