

Dear Oral Presenter,

Thank you for accepting the invitation to make a live presentation during the 2022 Mo-99 International Symposium. Please ensure the following tasks are completed:

1. Prepare and submit the file of visuals to [mo99@anl.gov](mailto:mo99@anl.gov) by September 23.
2. Prepare a few sentences of biographical information to be used by Session Chair to introduce you; the session chair will reach out to you individually to collect this information.
3. Register for the meeting by September 23 using link at <https://mo99.ne.anl.gov/2022/registration.shtml>. You must register in order to get credentials for attending the meeting (in person or remote).

More about these tasks in the sections below.

**Overview of Meeting:** Please visit the conference website <https://mo99.ne.anl.gov/2022/>.

### **Specific Details for Live Presentations**

Individual presentations are in a time block (typically 15-20 minutes) as indicated in the meeting program, which is posted on the conference website. You are encouraged to look for your time slot. The time indicated includes time for discussion. The Session Chair will speak up as needed during the meeting in order to keep presentations within the allotted time and keep the meeting on schedule.

If you will use visuals (slides) during your presentation then these must be sent to [mo99@anl.gov](mailto:mo99@anl.gov) by September 23. Format may be either PowerPoint or PDF. We suggest that you use landscape orientation with 16:9 aspect ratio. Slides with 10-12 lines of text are likely readable by your audience. The meeting staff will display your visuals. There may be no way for you to point to anything on your slides during the live presentation; use words like top, bottom, left, right to direct the audience's attention.

When it is your time to make your oral presentation, you will present from podium in front of room. You will be standing next to the projection screen. There will be a confidence monitor in front of you, with an image identical to what is on the projection screen – you never need to look at the projection screen. We may not be able to provide PowerPoint's Presenter View at the podium; so, please bring any paper notes you need. You will either have a slide-advance device at the podium or you will say "next slide".

After you have presented your material, the Session Chair will open the floor for discussion. Attendees may "raise their hand" in the room or remotely (under Reactions in the ZoomGov toolbar) to be recognized by the Session Chair in order to ask a question. When directed by the Session Chair, an attendee may unmute his/her microphone and begin speaking. The conference staff will notify the Session Chair of the raised hands for questions from the virtual audience. Your presentation file will remain open during the discussion time so that you may ask to have a specific slide displayed.