

Dear Oral Presenter,

Thank you for accepting the invitation to make a virtual 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 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 directly 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 Virtual Presentations

Before the Presentation

Submitting Slides: If you will use visuals (slides) during your presentation then these must be sent to 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.

Creating Backup Recording of Presentation: While virtual presentations will be delivered “live,” we recommend that you also record a version of your presentation in advance as a backup. In the event of technical difficulties, the conference organizers will play this recorded presentation at the conference. Recordings can be e-mailed to mo99@anl.gov in advance of the meeting. Recordings can be completed within PowerPoint, so they include the slides, presenter video, and audio. For instructions on recording in PowerPoint, see [Record a presentation \(microsoft.com\)](https://www.microsoft.com/en-us/powerpoint/record).

Reviewing Agenda: 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.

Performing Audio/Video Test: The conference staff at mo99@anl.gov will contact you prior to the meeting to arrange a time to test your audio and video connection. Please make sure to use the same computer, headset, and internet connection for the test that you will use for the actual presentation. The best audio quality is usually obtained when you wear a headset with a built-in microphone.

Joining the Virtual Meeting

The remote part of the meeting will operate under ZoomGov, for which the link will be sent closer to the date of the conference. Please connect to the meeting 15-30 minutes before your scheduled presentation time to verify your connectivity. After connecting to the Main Room then choose the Breakout Room named “Green Room.”

Delivering the Presentation

When the Session Chair directs you should unmute your microphone and begin speaking. Be alert during the first few seconds of speaking for a message that you cannot be heard, most likely due to a muted microphone.

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. Conference staff will advance your slides in response to you saying "next slide".

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. Please mute your microphone when your presentation time is completed.

After you have presented your material the Session Chair will open the paper 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.