

General Guidelines for Presenters

Here are additional guidelines for all presenters whose abstracts have been accepted for the April 16-18, 2021 Annual Meeting (online) of the Georgia Academy of Science.

First, remember that all presenters must be registered members of the Georgia Academy of Sciences (<http://www.gaacademy.org/membership.html>) and be registered for the annual meeting (<https://forms.gle/SVtV7hq5BHdhpud6>)

Second, once you are an Academy member and have registered for the conference, you should create an account with the online platform that we'll be using for the meeting (<https://symposium.foragerone.com/>). You can create an account by clicking on *Sign up* in the upper right hand corner and follow the prompts from Symposium. Please use the same email address to create your account here as you did with your conference registration.

Once you register for the conference, Margaret (Meg) Smith has to verify that you're a registered member of the Academy and then enter your email address within ForagerOne to give you access to the conference platform. Please be patient because this is a very time consuming process. It may be a few days after you set up your Symposium account before you can access the page for the conference. Please also be aware that if you register early, the conference platform may not have launched yet.

Additional Guidelines for Poster Presentations

Before the meeting:

- Once you can access the conference platform, use the following link to submit your poster presentation (<https://symposium.foragerone.com/gaacademy21/submission>). We *cannot* customize the submission form, so I want to provide some clarification regarding areas that might be confusing:
 - In the blank where the form asks for a major, please DO NOT type your major. Instead, type the section of the Academy in which you are presenting.
 - For the subject, choose whichever you think best applies. This will not be used for organizational purposes.
 - You should also upload a short (aim for about 5-7 minutes) video describing the content of your poster. This will take the place of explaining your poster to your audience. Access to this video **must be uploaded to Symposium as a URL**. There are many ways to upload a video and get obtain a URL, but consider using YouTube if you're not sure where to start. Here's a brief tutorial on how to do this (<https://www.youtube.com/watch?v=w25FNPlnXXQ>). You can also contact the IT department on your campus to see what resources are available to allow one to create a short video if you're not sure where to start. There are some basic directions associated with the submission form that may also help.

- Posters should be uploaded to Symposium **as a PDF file**. Follow conventional size and poster formatting. (i.e. If you're making it in powerpoint, it should be 3' tall x 4' wide. Then save it as a PDF)
- Depending on the number of submissions, posters may be arranged by section or in a single poster presentation group. Details will be forthcoming.
- If you have any questions or concerns about the poster presentation, contact Margaret (Meg) Smith, Margaret.Smith@ung.edu.

During the meeting:

- Poster presenters should plan on monitoring their poster throughout the weekend. They should check in at least twice each day. Audience members may leave questions or comments for the presenter, and the presenters should look at these and answer the questions. Be sure to do this before our virtual conference site closes at 5:00 p.m. on Sunday April 18th.

Additional Guidelines for Oral Presentations

General information

- Oral presentations will be synchronous and occur using Zoom. These Zoom meetings will be supported through the University of North Georgia (UNG) IT Services.
- Zoom links can be found both in the meeting program as well as on the Symposium platform.
- Zoom links are arranged by time. All people, audience and presenters, should use the same link for the presentation sessions. Sections will be divided into breakout rooms within the Zoom meetings.
 - **Please note: The above is a little different than what was originally sent out. Both presenters and audience members will USE THE SAME ZOOM LINK. All Friday afternoon sessions will use the same link, and all Saturday morning sessions will use a different link. Within the Friday afternoon session and Saturday morning session, sections will be divided up using breakout rooms.**

Before the meeting

- Prepare your 5-7 minute oral presentation using PowerPoint. You will share your screen and talk to the online audience attendees during your presentation.
- Be sure that you have appropriate technology including a webcam and speakers. Be sure that you also know how to share your screen in Zoom. If you have never done this before, a short tutorial can be found here: <https://www.youtube.com/watch?v=V4vXWjRU8kg>. Remember that we'll have IT support.
- A few days before the meeting, verify that you have received an email from Margaret Smith with the link for presenters in your session. If you have not, please email her at Margaret.Smith@ung.edu.
- Log in to the Zoom meeting using the presenter link emailed to you ~ 20 minutes before your session so technology can be verified and any issues can be addressed.

During the meeting

- Give your presentation and have fun! We'll record the presentations in Zoom and post them on the Symposium websites for the remainder of the meeting in case anyone misses a presentation of interest. The recorded sessions will not be available after 5:00 p.m. on Sunday, April 18.