



## Before Speakers Depart for GSA ASM

Review Speaker Procedures at [gsa2024.org/speakers](https://gsa2024.org/speakers)

**Speaker Tasks:** Speakers will need to complete assigned tasks. If you need your unique Access Key login provided again, please contact [abstracts@geron.org](mailto:abstracts@geron.org) and indicate your name, submission title, and submission ID. Note: Completion of your registration confirmation speaker task determines if your speaker profile is displayed on the meeting program.

## Onsite Presentation Information for Speakers

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*Be sure to check the Meeting Program online or in the Mobile App for any scheduling changes.*

**Presentation Formats** Please bring a copy of your presentation along with you on a USB when you depart for your meeting.

### Poster Sessions

- Poster sessions are 75 minutes and will take place in Exhibit Hall 4AB at the Seattle Arch Convention Center.
- Access to [hang your printed poster](#) will be allowed starting at 4:30 PM on Wednesday and 11:30 AM on the morning of your presentation (Th-Sat); make sure your poster is hung on your designated poster board no later than 30 minutes prior to your presentation. *There are no digital poster displays available.*
- All poster speakers are responsible for removing their printed materials from boards at the end of their presentation time. Any posters remaining will be removed and brought to the on-site GSA registration desk. Any posters not claimed will be discarded on Saturday at 7 p.m. GSA is not responsible for the storage or the care and condition of removed posters.
- Poster board number is the number that precedes your presentation title on the Meeting Program. Example: "1 – Presentation Title" is poster board 1 during the scheduled poster session.

### Paper Sessions

- Paper sessions are 90 minutes and are composed of four to six oral presentations grouped around a topic. Arrive 15 minutes prior to your scheduled session.
- When there are five presentations in a session, individual presentations should be no more than 18 minutes (approximately 14 minutes for presentation and 4 minutes for questions and discussion). *With fewer or more papers in a session, adjust time accordingly.*
- It is important that speakers stay within their allotted time and in the order that is listed in the Meeting Program for attendees following a schedule.
- Paper session chairs assist with timekeeping and facilitate discussion among speakers and audience participants.

**Upload presentations in advance of the Annual Scientific Meeting.**

## Symposia Sessions

- Symposia are scheduled in 90-minute sessions and are composed of several presentations around a topic organized by a chair.
- A discussant is to facilitate discussion between speakers and the audience.
- Chairs and/or organizers of symposia are responsible for making sure sessions begin and end on time, as well as introducing the session.

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### Registration

All speakers and discussants are [required to register](#) to attend the GSA 2024 Annual Scientific Meeting. To be eligible for the GSA member registration rate, your GSA membership must be current through December 31, 2024.

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### Laptops for Presentations

**All meeting rooms will be equipped with a PC laptop that speakers are required to use. The use of personal computers for presentations is prohibited.**

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### Audiovisual Equipment for Presentations

For every symposium and paper session, GSA will provide the listed equipment as standard in meeting rooms. Individuals who wish to use additional equipment must arrange for it at their own expense. Each session room will have a tent card with a direct phone number to text for AV tech assistance requests. Include the room number and the tech will immediately be dispatched to your room. The standard equipment provided is:

- One (1) LCD projector
- One (1) screen
- One (1) electric pointer
- One PC laptop (speakers are required to use the laptop in the meeting room)
- Head table mics and a standing floor mic will be available for Q&A in each session room.

*GSA does not provide WiFi for paper or symposium sessions.*

GSA strives to host inclusive, accessible events that enable all individuals to engage fully. To ensure speaker presentations are inclusive, please make sure to adhere to the following practices within your meeting room.

- When presenting, speak clearly and directly into the lectern microphone.
- During Q&A, use a microphone on the speaker head table to respond to all audience inquiries.
- Please ask that audience members queue up and ask their questions at the standing microphone in the meeting room's audience area.
- Repeat all questions into the microphone to clarify and ensure that all attendees can hear the question.

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### Speaker Ready Room

All paper and symposia speakers are **required to visit the Speaker Ready Room** at the Seattle Convention Center in Room 307/308 to ensure the quality of your presentation(s), including fonts, bullets, outlines, animations, etc. We take every precaution to ensure files are not corrupted during the file upload to the INSPIRE on-site platform; it is recommended that you bring a copy on a USB. **You must submit your final presentation at least 4 hours before the presentation time** for it to be displayed in your meeting room. You may not upload your presentation in your session room or use your own laptop.

#### **Speaker Ready Room (307/308) Hours of Operation**

Open from 4:00 PM–6:00 PM on Tuesday, November 12

Open from 7:00 AM–6:00 PM on:

- Wednesday, November 13
- Thursday, November 14
- Friday, November 15
- Saturday, November 16