

## IWCS 2021 Speaker Guidelines & Overview

**The preferred method of presenting for our speakers is live, during your assigned time slot.** If you are unable to present live you may provide a pre-recorded presentation we will use for your session. If you plan to use a pre-recorded presentation, you **must notify mmelsop@iwcs.org prior to September 10.** All speakers will automatically be assumed to be presenting live unless we are otherwise notified.

**Please provide your chairperson with the following:**

- A short biography of yourself (one paragraph or less)
- 2-3 questions for me to ask about your paper to initiate discussion following your presentation.

**Make note of the following deadlines:**

- Final Paper Due: September 3, 2021
- Final Presentation Due: September 10, 2021
- Notification of plans to use pre-recorded session: September 10, 2021
- Speaker Discount Registration Deadline: September 17, 2021

**Registration:**

*All IWCS speakers must register to present at and attend the technical symposium. Discounted registration of \$450 will be provided through September 17 through our speaker registration portal:*

**[SPEAKERS PLEASE CLICK HERE TO REGISTER](#)**

*One presenter per paper may take advantage of this special speaker registration discount. After September 17 the price will increase to \$800.*

**Presentation Guidelines:**

- **HOW TO PRESENT:** Here is a quick video instructional on how to access and present your webinar within our virtual platform: [Speaker Training Video](#)
- **TIMING:** Twenty (20) minutes has been allotted for each presentation with an additional five (5) minutes allotted for questions and answers. Please practice your presentation to be no shorter than the allotted 20 minutes. Your chairperson is obligated to terminate the presentation after 20 minutes to allow enough time for the questions and answers and prepare for the next session.
- **COMMERCIAL CONTENT:** review the commercial guidelines on our speaker portal. References to commercial product trademarks or tradenames must be kept to the minimum or removed entirely.
- **TECHNOLOGY:** The IWCS virtual platform utilizes Zoom as our webinar provider – please be sure to install Zoom Client for Meetings prior to your session. [You can find the link to install Zoom here.](#)

**Copyright Release:**

- Please complete your copyright release form here: [IWCS 2021 Copyright Form & Release Statement](#).

**If you have any questions or concerns regarding your presentation, please do not hesitate to reach out to your Chairperson or Michelle Melsop at [mmelsop@iwcs.org](mailto:mmelsop@iwcs.org).**