



GSA 2022

Embracing Our Diversity. Enriching Our Discovery.
Reimagining Aging.

November 2-6, 2022 | Indianapolis, IN

SPEAKER PROCEDURES

Speaker Notifications and Communications

The Gerontological Society of America (GSA) welcomes your participation in the GSA 2022 Annual Scientific Meeting. The program reaches across all of GSA's professional sections and embraces the interdisciplinary nature of our membership.

To ensure that all communications are received, we strongly encourage you to **add the following email addresses to your safe senders list** and check with your institution's IT department for any quarantined messages from these senders:

- abstracts@geron.org
- donotreply@conferenceabstracts.com
- donotreply@CadmiumCD.com

Abstract Notifications

Decision notifications were emailed to abstract submitters on May 31, 2022.

Schedule notifications for presentations were sent to speakers on July 7, 2022. If you have lost or misplaced your scheduled date and time, please contact abstracts@geron.org.

Speakers are defined as chairs/co-chairs, discussants, individual symposium first authors, and first authors of papers/posters. *Symposia discussants* will facilitate the discussion between the speakers and the audience.

All accepted abstracts are expected to be presented onsite in Indianapolis, Indiana, in November. Speakers will also prerecord their abstract presentations (slides and audio) for post meeting access after the conclusion of the November meeting.

For speakers who have more than one accepted abstract, GSA has made every effort to remedy speaker scheduling conflicts. If a conflict exists, or the speaker is unable to attend the event in Indianapolis, please work with your abstract author team to make sure your important research is presented in Indianapolis. Due to the volume of abstracts, GSA cannot honor requests for scheduling changes.

Abstract withdrawals must be submitted to abstracts@geron.org by July 25, 2022, to be removed from meeting materials.



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Speaker Tasks and Required Actions

GSA is using the Cadmium Conference Harvester site, exclusive to our speakers. Your login credentials serve as your personalized Access Key to log in to your individual profile.

Speakers (chairs/co-chairs, discussants, individual symposium first authors, and first authors of papers/posters) will need to log in and complete assigned tasks. Note: Some tasks will be available only to certain roles or for presentations accepted for certain formats.

Once logged in using the provided personalized Access Key, you will find a list under “TASKS” for you to complete. If you cannot find that email or need your unique Access Key provided again, please contact abstracts@geron.org and indicate your name, submission title, and submission ID.

Speaker Tasks to complete include:

1) Speaker Profile

Tasks offered to all speakers

1. Confirm/Update Speaker Profile Information (Required)
 - Users may make amendments to the profile information that was entered at the time of abstract submission. Please carefully check all profile information and spelling for accuracy because your information will display on the GSA 2022 Program exactly as entered.
2. Upload Speaker Photo (Optional)
 - You may upload a photo that will display on the GSA 2022 Program for attendees. Please note that if you participated in a past event, you may edit the existing photo already uploaded.
3. Add Speaker Biography (Optional)
 - You may add/update a biography that will display on the GSA 2022 Program for attendees. Please note that if you participated in a past event, you may edit the existing biography that may already be uploaded.

2) Registration and Permissions (Required)

4. Complete Content Management Copyright Permissions (Required)
 - Please read and confirm the policies related to your presentation.
5. Complete Conflict of Interest Form for Accreditation
 - This task is required for symposia and paper session accreditation.
6. Confirm Complete Registration for the GSA 2022 Annual Scientific Meeting (Required)
 - **All speakers are required to register** for the GSA 2022 Annual Scientific Meeting.

3) Preview and Confirm Session Information

7. First Authors Only: Review and Confirm Presentation Titles and Text
 - NEW! This feature allows paper and poster first authors to review their presentations and confirm abstract text. Please click “Confirm Abstract Information” for each listed abstract to complete the task.



8. Chairs Only: Review and Confirm Symposium Titles and Text (Required)
 - This feature allows chairs to review the presentations in their symposium and confirm symposium text. At the end of the list, please click “Confirm Symposium Information” to complete the task.
 9. Paper Session Chairs Only: Accept Invitation to Be a Paper Session Chair and Preview Papers in Session (Required)
 - This task is for authors of paper presentations who have been selected to moderate the scheduled session. This task allows the nominated paper session chair to review the session. Note that these individuals must confirm their agreement. If you have received this task but do not wish to take on this role, please e-mail abstracts@geron.org.
- 4) Presentation Files (Required)
10. Upload Presentation Slides to CadmiumCD for Post-Meeting Access (Required):
 - The system can accept symposia and paper presentation files in the following formats: .ppt, .pptx, .pps, .ppsx, .key, .pdf. Poster files must be in .pdf format and are limited to one page.
 - i. Chair/Co-Chair and Discussant Only: Upload Overview Presentation Slides to CadmiumCD for Post-Meeting Access
 - ii. First Author: Upload Presentation Slides to CadmiumCD for Post-Meeting Access (Required).
 11. Record Audio (no video) Presentation in Cadmium for Post-Meeting Access (Required):
 - This task will become available only AFTER you have uploaded and saved the presentation file. You may select the opt out feature if you do not wish to record audio. Please ensure you click “Save and Complete Audio Recording” to complete the task. Up to 15 minutes of audio recording will be available. Closed captioning will be automatically implemented.
 12. Presentation Closed Captioning
 - This task allows you to review and modify the closed captions on your presentation.
- 5) Indianapolis Onsite Presentation Files
13. Freeman: PowerPoint Upload for Onsite Presentation (Optional)
 - This task is for *onsite paper and symposia presentations only* and allows speakers to upload their presentation to the Freeman on-site presentation management platform in order for it to display in the meeting room. Please see Speaker Ready Room section below for required presentation uploads.
 14. Upload Speaker Handouts (Optional)
 - This optional step allows speakers to provide handouts associated with their presentation to attendees digitally. Handouts should be supplied in .pdf format.

Additional Resources for Speakers

- [Guide for Uploading Slides and Audio with CadmiumCD](#)
- [Guide for Recording Poster Audio in Cadmium CD](#)
- Posters: Watch the [GSA YouTube webinar](#), “Thinking Inside the Box: A Strategic Approach to Message-Driven Posters,” to prepare for your poster presentation.
- Posters: [GSA Annual Scientific Meeting 2022 Poster PPT Template](#)



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- Posters: [GSA 2022 Poster Presentation Template format details](#)
- Papers and Symposia: [GSA Annual Scientific Meeting 2022 PPT Template](#) (including disclosure statement)

Speaker access credentials will be sent via email to complete assigned speaker tasks on July 15.

Annual Scientific Meeting Presentation Information for Speakers

Registration

All speakers and discussants are [required to register](#) to attend the GSA 2022 Annual Scientific Meeting. Register by September 1, 2022, to receive the special “Early Bird” rate. To be eligible for the GSA member registration rate, your GSA [membership](#) must be current through December 31, 2022.

Laptops for Presentations

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

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. Should problems arise with audio/visual equipment during your presentation session, technicians will be assisting speakers. You may also click the “ASSISTANCE NEEDED” button on the computer in the meeting room and a technician will be immediately sent 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)

GSA does not provide WiFi for paper or symposium sessions.

Speaker Ready Room

All paper and symposia speakers are required to visit the Speaker Ready Room at the Indiana Convention Center in Room 109 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 Freeman on-site platform; it is recommended that you bring a copy on a USB. **You must submit your final presentation no later than 4 hours prior to the presentation time** for it to display in your meeting room. You may not upload your presentation in your session room or use your own laptop.



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Speaker Ready Room Hours of Operation

Open from 7:00 AM–6:00 PM on:

- Wednesday, November 2
- Thursday, November 3
- Friday, November 4
- Saturday, November 5
- Sunday, November 6. 7:00 – 10:00 AM

The program includes poster, paper, and symposium presentation types.

Presentation Formats

Poster Sessions

Poster sessions are 60 minutes. Your Poster should be on display for the duration of the session time listed in your schedule notification email. The space will be shared with the Exhibit Hall to elevate the posters' visibility and the value of the scholarship they contain.

Wednesday, November 2

6:30 PM–7:30 PM

Thursday, November 3

2:00 PM–3:00 PM

Friday, November 4

2:00 PM–3:00 PM

Saturday, November 5

2:00 PM–3:00 PM

Poster sessions will take place in Exhibit Hall DE at the Indiana Convention Center. There are four exclusive time slots dedicated to posters. Set-up times for poster sessions are 30 minutes prior to your poster session. All poster speakers are responsible for the removal of their materials from boards at the end of their presentation time. Any posters remaining will be removed.

Due to the large number of posters, GSA cannot manage shipping of your materials to the site. The Indiana Convention Center will not handle receiving individual shipments. Please consider shipping your poster to the hotel at which you are staying.

Please come to the Exhibitor Registration desk located in the Foyer of Exhibit Hall DE during registration hours for assistance in locating discarded materials. All displaced posters must be claimed by 3:30 PM on Saturday, November 5, or they will be discarded. GSA is not responsible for storage or the care and condition of removed posters.



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Guidelines for creating a poster are accessible at these links:

- [GSA Annual Scientific Meeting 2022 Poster format details](#)
- [GSA Annual Scientific Meeting 2022 Poster PPT Template](#)

Paper Sessions

Paper sessions last 90 minutes and are composed of four to six oral presentations grouped around a common theme or topic. 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. Each paper session will have a paper session chair to assist with time keeping and to facilitate discussion among speakers and audience participants.

Symposia

Symposia are scheduled in 90-minute sessions and are composed of several presentations around a topic organized by a chair. A discussant is on hand 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 introduce the session.

All presentations must be uploaded in advance of the Annual Scientific Meeting.

Post Meeting Access of Presentations

All presentations will consist of an audio recording (up to 15-minute duration) along with a PowerPoint slide deck and/or poster in .pdf format that will be uploaded via Speaker Tasks and then recorded directly within the CadmiumCD platform (no video). Closed captioning will be available by default for your review and confirmation.

The presentations will be available to all registrants following the conclusion of the November meeting in Indianapolis.

All speakers are required to register for the GSA 2022 Annual Scientific Meeting.



Tips for Speakers

Know your audience and tailor your presentation to them. Meeting attendees include behavioral and social scientists and medical educators; clinicians, physicians, nurses, dentists, pharmacists, and therapists; practitioners and planners who staff gerontology centers, hospitals, nursing homes, and community care facilities for older adults; and research biologists. Consider the following tips when developing your presentation:

- Organize your material so it will be presented in a logical and interesting manner.
- State the program objectives and how you will meet the objectives.
- Separate complex concepts into several smaller ones and focus on one concept at a time.
- Integrate audiovisuals and handouts into your presentation to enhance and support it.
- Summarize important points at the end of each segment of the presentation.
- Cover your material in the time allotted with sufficient time for questions and answers.
- Rehearse your presentation until you feel comfortable. Do not read from a piece of paper. Highlight rather than read information from your presentation and do your best to maintain eye contact with your audience.
- Encourage audience participation.

Although you may have done many presentations, it is helpful to give yourself adequate planning time so that the session will be a learning experience for each attendee. Over the years, the most frequent reasons for negative evaluations have been:

- Audiovisual aids are insufficient, difficult to read or understand, or poor quality.
- Too much focus on theory without relating it to practical problems and solutions.
- Too much time devoted to minor points or details that are of little interest to the audience.
- Scope too broad with no time for effective discussion of individual topics.
- Poor organization or out-of-date material.
- No time dedicated to audience questions or participation.

If you are making an oral presentation, remember that an 8 ½" x 11" page (typed using 12-point Times New Roman font, double-spaced, with 1" margins) contains approximately 250 words. Six pages of this length can be reviewed in 12 minutes by most speakers. When speaking, talk loudly and clearly.

Education, Policy, and Practice Implications

If applicable to the presentation, GSA encourages speakers to consider the education, policy, and/or practice implications of their work. Presenting these implications during your session is optional. Implications presented should not merely restate the results, but should interpret the results. The speaker should describe in nonscientific language how their findings may be translated or implemented to improve education, policy, and/or practice associated with aging.

Elements of Graphic Design for Presentations

- Double space between each line of text.
- Lettering should be bold, plain, and include a combination of upper- and lower-case letters.
- In the case of slide presentations, tables and graphs should be prepared specifically for presentation. Those duplicated from publications seldom make a good presentation. For graphs, draw the axes lighter than the data lines.



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Addressing Questions From the Audience

Questions usually fall into one of two categories: (1) questions asked to clarify ambiguities in your presentation; and (2) questions asked to assist the attendee in solving a certain problem. The first type of question should be answered immediately. The second type may be postponed until the Q & A portion of your presentation (or to a private discussion after the session if you feel it is appropriate).

Repeat questions aloud before answering them so that the entire audience can hear. This will make your answer meaningful to the entire audience.

Developing Handouts

Speaker handouts can be uploaded in pdf format within assigned Speaker Tasks and will be available digitally on the GSA 2022 Program for registrants.

We are unable to reproduce, ship, or deliver to your session(s) any handouts you intend to share with your audience. In addition, we are unable to reimburse you for the cost of reproducing your handouts.