Details for Presenters

The Gerontological Society of America (GSA) is improving accessibility to new research findings in gerontological-related sciences through our first-ever Annual Scientific Meeting Online. All streaming symposia presentations will meet the requirements of our accreditation partner—CME Outfitters, LLC.

The Streaming Symposia program is accredited for nurses and physicians. GSA takes great pride that our meeting is accredited for these health care professionals to receive continuing education credits for attending live sessions. To comply with requirements of the accrediting bodies and ensure that attendees receive credits, all streaming symposia presentations need to be submitted online prior to the meeting—and all accreditation standards must be maintained to avoid the perception of professional conflicts of interest.
GSA has selected CadmiumCD as the professional platform to host the online meeting. CadmiumCD will be handling all abstract details and will be managing the upload process for all presentations. Presentation submissions open on September 9. All slides and audio recordings for on-demand poster, paper, and symposia presentations must be completed by Monday, October 5 at 11:59 PM ET. All streaming symposia activities must be completed by Friday, October 9.

All on-demand presentations will consist of an audio recording along with a PowerPoint slide deck and/or poster in a PDF file that will be uploaded and recorded directly into the CadmiumCD platform. These presentations will be available to registered attendees beginning October 28, 2020 to enable viewing prior to the GSA 2020 Annual Scientific Meeting Online. Meeting attendees will continue to have access to the presentations until December 31, 2020.

An electronic discussion board will also be available to give attendees the ability to contact authors regarding specific questions. All on-demand presentations will be assigned to a Presenter Discussion to take place during the Annual Scientific Meeting, November 4-7, 2020.

- **Poster Sessions**: All posters will be available as on-demand presentations with up to 10 minutes of audio recording. Presenters will upload their one-slide PDF and audio recording directly in the CadmiumCD platform. Guidelines for creating a poster are accessible at this link:
  - [GSA Annual Scientific Meeting 2020 Poster format details](#)
  - [GSA Annual Scientific Meeting 2020 Poster PPT Template](#)

- **Paper Sessions**: All papers will be available as on-demand presentations and have been assigned to sessions with other accepted papers on similar topics. Presenters will upload their slides and record their presentation directly in the CadmiumCD platform. Paper authors will have up to 15 minutes of audio recording for their presentation.

- **Symposia Sessions**: All symposia will be available as on-demand presentations. Symposia chair/co-chair and individual abstract symposia first author presenters will upload their symposia slides and record their presentation directly in the Cadmium CD platform. Symposia presenters will have up to 15 minutes of audio recording for their presentation. Discussants will facilitate discussion between presenters and the audience during the scheduled Presenter Discussion.

### Additional Resources for Speakers

- [Guide for Completing the Presentation Task for Slides in CadmiumCD](#)
- [Guide for Recording Poster Audio in Cadmium CD](#)
- **Posters**: [GSA Annual Scientific Meeting 2020 Poster PPT Template](#) (disclosure and non-disclosure)
- **Papers and Symposia**: [GSA Annual Scientific Meeting 2020 PPT Template](#)
- [GSA 2020 Annual Scientific Meeting Instructions to Presenters](#)
Presenter Discussions will function similarly to a video chat room with a panel of 4 to 7 presenters. This format will allow individuals to discuss the on-demand presentations that attendees have viewed prior to joining the Presenter Discussion. This is a time for dialogue between presenters and other interested scholars.

These discussions will not include time to present and will not be recorded. Presenter Discussions are 30 minutes. The date and time of your designated Presenter Discussion was sent via email on September 9.

At the time of the Presenter Discussion, the first authors, chair/co-chair (symposia only), and discussant (symposia only) will log-in via a link for an open discussion with attendees. Discussants (symposia only) will facilitate discussion between presenters and the audience during the scheduled Presenter Discussion date and time. Additional instructions will be provided prior to the meeting.

Video streamed symposia presentations will be broadcast according to a daily program schedule and will be available subsequently for on-demand replay. Each Streaming Symposium will include a pre-recorded presentation from submitters followed immediately by a question and answer period with attendees. Streaming Symposia are 45 minutes.

All chairs/co-chairs or discussants will not record a presentation. These roles will be to facilitate the live question and answer period with attendees immediately following the scheduled broadcast of the presentations.

The date and time of your designated Streaming Symposium was sent via email on September 9. Further details for scheduling a time to record your Streaming Symposium can be found within the presentation management system.

Using your Access Key, which was emailed to you on September 9, please complete the presenter tasks listed in the presentation management system. You will be asked to schedule two video calls in order to pre-record your presentation section of the symposium. The first call will be a brief “tech check” call to ensure the quality of your recording and the second call will be a “30-minute recording session” to capture your presentation. Please schedule your calls through the presentation management system as soon as possible. You must complete both the “tech check” and “30-minute recording session” calls by Friday, October 9.

All slides and audio recordings for on-demand poster, paper, and symposia presentations must be completed by Monday, October 5, 2020 at 11:59 PM ET.
Live Question & Answer: Addressing Questions From the Audience

Attendees will submit their questions via the Q&A feature. Questions usually fall into either of the following 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).

Read questions submitted via the Q&A feature before answering. This will make your answer meaningful to the entire audience.

If you have lost or misplaced your scheduled date and time, please contact abstracts@geron.org.

All presenters are required to register for the GSA 2020 Annual Scientific Meeting by Monday, October 5, 2020.

Access to Presentation Management System and Tasks

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 and complete the required tasks.

As part of the procedure to present in this online event, authors will need to log in and complete specific tasks. Some tasks will be available only to certain roles or for presentations accepted for certain formats. When you log in using the Access Key, you will find a list under “TASKS” for you to complete. Please note that you will receive a separate message with a separate login for papers/symposia and posters. 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.

Mandatory tasks for all chairs, co-chairs, and first authors to complete include:

- (First Authors Only) Upload Presentation Slides/Poster—NEW this year: you will be asked to record audio describing each slide/poster.
- (Streaming First Authors Only) Schedule both Tech Check and Recording video call through your Task online.
- Complete Copyright/Permissions
- Registration Confirmation

Optional tasks offered to all chairs, co-chairs and first authors include:

- Download: GSA 2020 Slide Template—available directly from the “Download” task.
- Upload Photo
- Upload Biography
- Upload Handouts
- (OnDemand Chairs/Co-chairs) Upload Presentation Slides/Poster—NEW this year: you will be asked to record audio describing each slide/poster.
How to Set Up Your Poster

Watch the GSA YouTube webinar, "Thinking Inside the Box: A Strategic Approach to Message-Driven Posters" to prepare for your poster presentation.

New #betterposter Format for GSA 2020 Annual Scientific Meeting Online
The GSA Program, Publications, and Products Committee encourages poster presenters to adopt this new poster template. Developed by Mike Morrison (a PhD student in organizational psychology at Michigan State University) to help facilitate communicating research findings with attendees, this new format uses less text and is easier to view for people with visual impairments. Watch his video on how to create a better research poster, and then download the GSA Better Research Poster Template.

Poster Development Tips

- Put your main finding/take away in very large text in the middle of the poster. Use plain English with clear and concise sentences for easy reading.
- In the sidebar on the right-side of the poster, include your tables and graphs to use as talking points when someone visits your poster.
- In the sidebar on the left side of the poster, include a brief overview of your research in an easy to read format (e.g., Title, Authors, Introduction, Methods, Results, Discussion, Financial Disclosure).

Font, Background Color, and Line Spacing (these features are already preset in the GSA poster template)

- Use a sans serif font in a large size on a contrasting background.
- The ideal size for your main finding is 150-point font, but at a minimum it should be at least 72-point font.
- All other text should be at least 36-point font.
- Select a sans serif font such as Arial, Helvetica, or Verdana.
• Make sure font colors contrast with the background, such as black text on a white background or white text on a dark background.
• Use between 1.2 and 2.0 line spacing.

Images and Graphics
• In the new poster template, graphs should be used only as talking points. Have your research and graphs available in a QR code for people with visual impairment to view at a later time.
• If an image is necessary, include a caption.
• Do not place text over images.

Follow your institution’s practices and discipline-specific protocols for poster requirements. Additional academic poster presentation resources are available for further assistance.

Frequently Asked Questions for Presenters

Why do I have to submit my presentation in advance of the meeting?
To ensure a quality and robust experience for all meeting attendees, as well as ample time for registrants to access the high-quality scholarship available at the GSA 2020 Annual Scientific Meeting Online, presenters need to submit their visual presentation materials and audio recordings by October 5, 2020. Streaming Symposia need to complete all required tasks by October 9, 2020.

If my presentation is not a streaming symposium, do I still need to upload for accreditation review?
Yes, all presentation must be uploaded and approved through the system for quality purposes. Streaming symposium presentations in particular must be uploaded and approved through the system and in arrangement with our partner CME Outfitters, LLC.

What is the timeline to submit my presentation?
The system will open for submissions on September 9, 2020 and all OnDemand presentation submissions and Streaming Symposia tasks must be completed by October 5, 2020 at 11:59 PM ET.

What is my login to the system?
Each chair, co-chair, and first author received an e-mail on September 9 from abstracts@geron.org that provided login details for the system. If you did not receive an e-mail, check your spam folder and confirm you are listed as first author on the submission. If you need your unique login provided again, please contact abstracts@geron.org.

What if I would like my co-author to present in my place?
Co-authors are welcome to present on behalf of the designated first author. E-mail abstracts@geron.org to make this adjustment in the system. The co-author's role will be changed to first author in the system providing access to upload the PowerPoint file and complete the audio recording. The co-authors new role as first author will be reflected in meeting materials. We ask that you also indicate the new role of the original first author.

Can my presentation be denied? It has already been submitted and accepted through the abstract process.
Based on the GSA review and selection process, your presentation will not be denied at this stage of review. CME Outfitters, LLC may request edits to the content within your presentation to bring it into compliance with
the accreditation guidelines. If you follow the guidelines in this Speaker Procedures document, your presentation should receive final approval.

What if I need to make changes to my presentation after it has been submitted? Although you may submit revisions to your presentation up until the October 5 deadline, PLEASE NOTE: when you update a new slide deck/poster PDF, it will automatically REPLACE your previous PPT/poster PDF version and your audio recording will automatically be removed/erased. You will need to record your audio presentation again in CadmiumCD. There is not an option to revert or modify your original version without re-recording your presentation in the CadmiumCD platform.

Can I include a video or movie in my presentation? No. The platform does not support video files at this time.

Where can I see the Schedule-at-a-Glance? You may view the Schedule-at-a-Glance on the meeting program page on geron.org/2020.

What Continuing Medical Education Reviewers Look for in Streaming Session Presentations

All streaming sessions must comply with the presentation guidelines. We recognize that not all of the listed guidelines may apply to your presentation. The vast majority of presentations will be approved without revisions if you adhere to the following guidelines applicable to your type of research.

• A disclosure/conflict of interest slide must be included following the title slide.

• Presenters are required to disclose any financial relationships with a commercial interest within the past 12 months. The Accreditation Council for Continuing Medical Education (ACCME) defines a commercial interest as any entity producing, marketing, reselling, or distributing health care goods or services consumed by, or used on, patients. The following are excluded from the definition of a commercial interest and do not need to be reported:

  – 501(c) nonprofit organizations
  – Government organizations
  – Non-health-care-related companies
  – Liability insurance providers

  – Health insurance providers
  – Group medical practices
  – For-profit hospitals
  – For-profit rehabilitation centers

  – For-profit nursing homes
  – Blood banks
  – Diagnostic laboratories
  – Educational Institutions

• If you have nothing to disclose, you must include a slide and tell the learners, "I have no relevant commercial relationships to disclose."

• For your convenience, you may utilize one of our PowerPoint templates without disclosures or with disclosures for your presentation.

• Avoid product promotion of any kind (i.e., drugs, medical devices, software, journals, etc.)

• Ensure that the work is adequately referenced with citations where appropriate.
Studies Involving Brand-Name Products

- If you have a relevant product to discuss, discuss how many other products are available in that sphere (providing a balanced assessment).
- No corporate logos of medical devices or pharmaceutical companies are permitted, ever.
- Use the generic name first, before using the product’s brand name.

Studies Involving Clinical Recommendations

For direct practice recommendations (i.e., studies that could have a material effect on managing patients):

- Clinical recommendations are to be evidence-based and/or consistent with consensus-based clinical practice.
- CME Outfitters is required to ask that cultural diversity be addressed, as appropriate, in content that includes clinical recommendations.

ACCME Standards

CME clinical content validation includes the following:

- All the recommendations involving clinical medicine in a CME activity must be based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients.
- All scientific research referred to, reported, or used in CME in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection, and analysis.
- Accredited providers of CME (e.g., CME Outfitters) will jeopardize their ACCME accreditation if they present activities that promote recommendations, treatment, or manners of practicing medicine that are not within the definition of CME, are known to have risks or dangers that outweigh the benefits, or are known to be ineffective in the treatment of patients; an organization whose program of CME is devoted to advocacy of unscientific modalities of diagnosis or therapy is not eligible to apply for ACCME accreditation.

Notification and Turnaround Time for Any Edits That Need to Be Made to Streaming Symposia Presentations

Presentations will be reviewed within 3 business days of submission. We highly encourage draft presentations to be submitted as early as possible. As we approach the meeting, the review time may increase due to the volume of presentations. You will be notified via e-mail if your presentation has changes to be made. If changes are requested, you should make those changes and upload your final presentation.

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 and therapists; practitioners and planners for the aging who staff gerontology centers, hospitals, nursing homes, and community care facilities; 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 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.
Rehearse your presentation until you feel comfortable.
Encourage audience participation through the use of the electronic discussion board.

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 are of 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, double-spaced with a 1” margin) 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 presenters 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 and specify the education, policy and/or practice implications. The presenter should describe in nonscientific language how their findings may be translated or implemented to improve education, policy and 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 good presentation. For graphs, draw the axes lighter than the data lines.