THE SUN ABOVE,
THE FUTURE AHEAD

VIRTUAL MEETING | JULY 26–29, 2021 | PACIFIC DAYLIGHT TIME

PANEL PRESENTERS & AUTHORS GUIDE

OVERVIEW

POWERPOINT SHOW

• All session will be live
• All authors registered by June 18th will be listed as speakers on their papers for their live sessions
• Papers will be linked to the virtual conference sessions automatically
• No advanced uploads of presentations or documents
• Screen-sharing will be available to show presentation
• Power point template available for your convenience, but not required
• Presentations will be split evenly amongst the allotted time slot, including a Q&A

MODERATOR

• The moderator will field questions from the “virtual audience” who will be able to text in questions

SESSION TIME SLOTS

• The time slot that you are assigned to is a 90 minute
• Please contact the program chair directly if you have an issue with your technical session guide
• Program chair contact info can be found on your paper link after logging into www.asee.org
• No paper or session changes will be made after July 1st

SESSION DETAILS

• Session details can be found at www.asee.org/osl

ACCESSIBILITY

Closed captioning will be available for the virtual conference.

Make your PowerPoint accessible to people with disabilities - LINK 3

LIVE SESSION FORMAT

• The 90 minute time-slot will be broken down as follows
• Moderator will introduce each presenter
• Presentation will be split evenly amongst the allotted time slot, including a Q&A.
• All live sessions will be recorded and available to all attendees after the conclusion of the session

LINK TO COMPLEMENTARY POWERPOINT TEMPLATE - HTTPS://WWW.ASEE.ORG/DOCUMENTS/CONFERENCES/ANNUAL/2021/2021_ANNUAL_CONFERENCE_POWERPOINT.PPTX
TIPS AND TRICKS

BEST PRACTICES

• Make sure you know how to use all necessary hardware and software
• Take time before the meeting to familiarize yourself with the equipment you will need
• Use a headset. The sound quality will be better for everyone involved if you don’t use the microphone and speakers on your laptop
• Remember speak slowly and enunciate clearly, without pausing
• Don’t overcrowd slides with text
• Use bullet point

ALIGN ALL YOUR GRAPHICS

• Select all of the objects you want by clicking on one, then hold shift and select the rest of them
• At the top, find and click Align. It also may be labeled Distribute
• Choose whatever type of alignment you’d like. The images should line up appropriately in a way that you just can’t do by eye alone

FORMAT YOUR PICTURES

• Right click on an image and select Format Picture
• On the right side, a bar will pop up with the formatting options

TRANSITION DURATION

• Click on the Transition tab.
• In a box to the right side is the ability to change the time on the transitions

CONTACT

FOR QUESTIONS EMAIL US AT CONFERENCES@ASEE.ORG