

Oral Presentation Frequently Asked Questions

Do I have to register to present my abstract?

Yes. As in past years, all meeting participants, including course faculty, presenters, and abstract authors must register for the Scientific Sessions.

What equipment do I need for the recording and during the presentation in January?

The only equipment needed for the pre-recording is what you would use for a typical video call, a device with a HD web camera and a microphone, and an internet connection of at least 8Mbps upload speed and 15Mbps download speed.

Who can participate in institutional cheer?

Anyone can participate. This includes people in other institutions, friends, and family. Anyone willing to join your Zoom can cheer you on.

Does the institutional cheer need to be recorded at the same time as the oral?

No, it can be recorded at your convenience and uploaded to the CadmusCD presentation management system by January 4, 2021.

Can I use my institution's digital background during the recording session?

No, digital backgrounds cannot be used, whether institutional or otherwise. Please use the PowerPoint slide deck as an opportunity for institutional branding.

Will I know the moderators for my session, and should I incorporate their names into my prerecorded presentation?

Because the session moderators will not be confirmed prior to the start of the prerecordings, and because there could be unanticipated moderator changes just prior to the meeting, it is not necessary to begin your presentation by formally thanking the moderators.

Will I be able to see the questions that come in during my presentation?

No, the questions will be sent directly to the moderator and they will read them out loud for you to answer.

Will I have access to present my slide deck during the live Q&A portion?

You will not have access to present any slides during the live Q&A. Please plan accordingly.

Will presentations still be eligible to receive awards as in prior years?

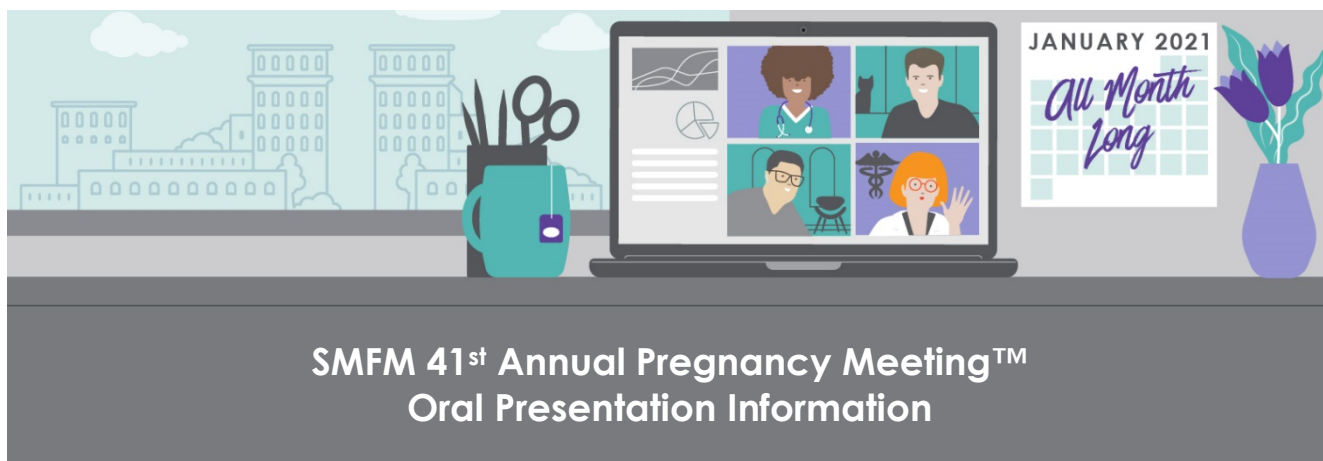
Yes. A team of judges will review all presentations, and awards will be presented for each oral session. Awards will be announced following the meeting.

Where can I find more information about the deadlines for manuscript submission to AJOG through SMFM?

More information regarding manuscript submission can be found [here](#).

I have general questions regarding the meeting. Where can I find more information?

Please access the 2021 Annual Meeting FAQs document [here](#).



Congratulations for being selected for oral presentation during the 41st Annual Pregnancy Meeting™ being held virtually, January 25 – 30, 2021. To prepare you and maximize the impact of your presentation at the meeting, please review these guidelines:

Oral Session Format

- Presenting authors will be scheduled to pre-record a 10-minute presentation.
- At the time of your scheduled presentation, the pre-recorded presentation will be played for the virtual viewing audience and they will have the opportunity to ask questions in a text-based Q&A tab.
- Following your pre-recorded presentation, you will be brought into the live feed with the session moderators to answer questions for five minutes. The moderators will select questions from the tab for you to answer.
- More information regarding access to the meeting platform on the date of the event will be provided in mid-January.

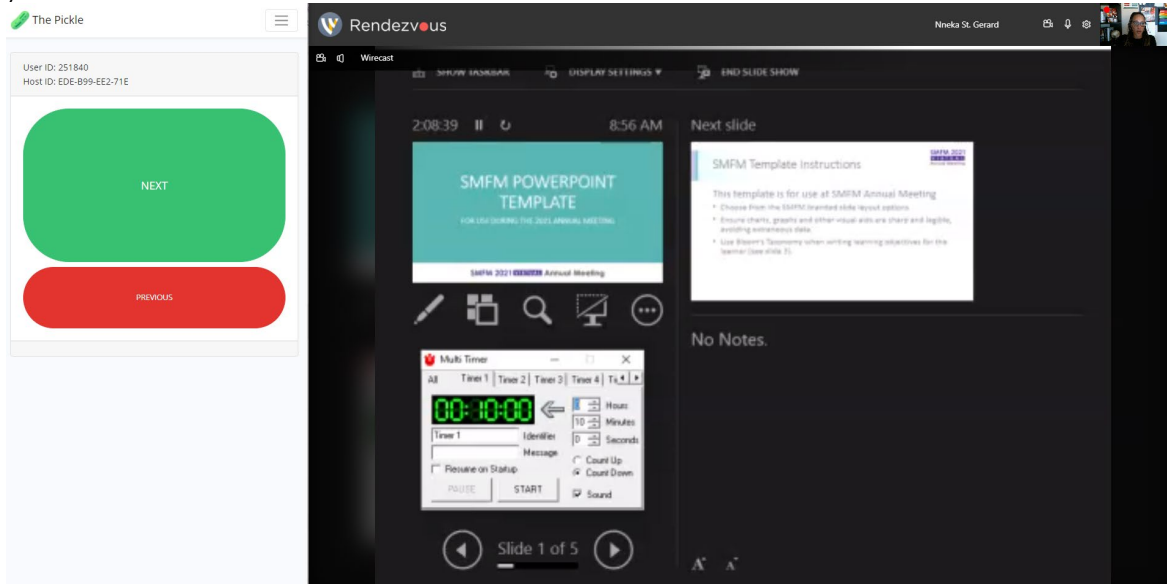
Presentations

- PowerPoint should be used for your pre-recorded presentation and you are encouraged to use a template branded to your institution, if available, in widescreen 16:9 format. Keynote or other presentation software is not an option.
- Digital backgrounds cannot be used for either the pre-recording session or the live presentation.
- Your presentation should be sent to the technician assigned to your pre-record session 24 hours in advance of your appointment so they can load the presentation into the recording software, Rendezvous.
- The final video will look similar to the screenshot below, with your slides on the left and your video on the right.



Pre-Recordings

- ShepardAV, our contracted production company, will schedule one-hour time slots **throughout the month of December to complete the pre-recording.**
- The only equipment needed for the pre-recording is what you would use for a typical zoom call, a device with a HD web camera and a microphone and an internet connection of at least 8Mbps upload speed and 15Mbps download speed.
- It is important that you treat the pre-recording like a true dress rehearsal, as it will allow the production team to ensure that the lighting is adequate, the sound is clear, your bandwidth is strong, and any issues can be addressed in advance of the meeting.
- You should also dress as you would for the formal live presentation and consider wearing the same clothes when you participate in the live Q&A during the meeting.
- During the pre-recording session, you will have access to your PowerPoint in presentation view, including your notes, a 10-minute countdown timer, and a remote slide advancer as shown below:



- A tutorial of the remote presentation software and pre-recording process can be found here: [Rendezvous Shepard Demo](#)
- More general presentation tips are available here: [ShepardCAST Speaker Best Practices](#).

Scheduling

Time slots are first-come, first-served, now through December 31, and available here:

<https://book.appointment-plus.com/ckzjx2rc/>.

1. Select the date and time that you prefer. All times are eastern standard time.
 2. Complete the contact information form, noting the name, email address, and phone number for the presenting author.
- IMPORTANT:** The production company has a list of presenting authors and presentation titles that they will use to match the mp4 files they will create from your pre-recording with the correct time slot during the meeting. **When scheduling, please use the presenting author's name and email address.**
3. The appointment system will prompt you to create an account that will permit you to access the appointment should you need to reschedule.
 4. Upon completion, you will receive an automatic email confirmation that you should save as a calendar appointment.
 5. You will receive an email from the tech assigned to your pre-record session with their direct contact information.
 6. 24 hours prior to your recording time, send a final copy of your presentation to the tech assigned to your pre-record session.
 7. Ten minutes prior to your recording time, you will receive an email with two links: one for the platform being used to capture the pre-recording, and another for the remote control that connects to the software to advance your slides.

OPTIONAL (but encouraged): Institutional cheer section

We understand that some of the excitement related to presenting to a group of your peers may be lost in a virtual setting. To inject some of the supportive energy felt in the room during the SMFM oral sessions, we invite you to gather some of your colleagues (in a COVID-safe manner) to send us a 10-second video clip of them wishing you well that will be played right after your pre-recorded presentation. These can be captured at your convenience and uploaded to the presentation management system by January 4, 2021.

NOTE: This group can include anyone you wish, from your current and former colleagues to your medical school professors or your family members.

We encourage you to capture these remotely via zoom. To do so:

1. Schedule a zoom meeting with all participants
2. After everyone has gathered in the zoom meeting, make sure that gallery view layout is enabled:



3. Record (locally on your hard drive) up to ten seconds of your colleagues cheering you on and upload the mp4 file to the presentation management system.

Preparation

A Presenter prep webinar will be held the week of January 4, 2021. During the webinar, staff and the production team will demo the front-end attendee view and back-end presenter view of the virtual meeting platform. The webinar will be recorded and made available for anyone who is unable to attend.

Registration

As the presenting author of an accepted abstract, you are expected to register and attend the 41st Annual Pregnancy Meeting. To receive the best pricing, authors should register prior to **Early-Bird registration deadline of December 21.**

Judging

A team of judges will review all presentations, and awards will be presented for each oral session. Awards will be announced following the meeting.

Content Management System

- The CadmiumCD speaker management system is being used to collect all content for the meeting. Because of this, you will have access to all of the sessions you are participating in and be able to add them directly to your calendar.
- The information from your profile (name, organization, photo, biography) will be used to populate your presenter profile in the virtual meeting site.
- Presentations do not need to be uploaded to the content management system as they are embargoed until the presentation date; the pre-recording along with the Q&A portion will be available to meeting registrants via the meeting site following the meeting.

Deadlines

Complete information regarding abstract author deadlines is available via the CadmiumCD speaker management site. **Abstract and profile verification are due on Monday, November 23.**

Additional Questions?

Please contact Nneka St. Gerard at nstgerard@smfm.org or 202.517.6345