Congratulation for being selected for oral presentation during the 42nd Annual Pregnancy Meeting™ being held January 31 – February 5, 2022. To prepare you and maximize the impact of your presentation at the meeting, please review these guidelines:

Oral Session Format (Virtual Presentations)
- 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 in-person audience and they will have the opportunity to ask questions via the event website and mobile app.
- Following your pre-recorded presentation, you will be brought into the room via a live feed for a 5-minute Q&A session with the moderators.
- 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.
- Shepard AV, 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 see yourself, your slides, and a 10-minute countdown timer. If you have notes, it is best to have them on your computer so that they are legible and easy for you to read.

Scheduling
Conn Jackson from Shepard Audiovisual is available during the times below (first-come, first-scheduled) to complete the pre-recording. Contact him via email at ConnJackson@gmail.com to schedule a date and time that works for both of you.

Week of January 5th
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Wednesday, January 5</td>
<td>7:00 am – 7:00 pm</td>
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<tr>
<td>Thursday, January 6</td>
<td>7:00 am – 7:00 pm</td>
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<td>Friday, January 7</td>
<td>7:00 am – 7:00 pm</td>
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Week of January 16th
<table>
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<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Thursday, January 20</td>
<td>7:00 am – 7:00 pm</td>
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<tr>
<td>Friday, January 21</td>
<td>7:00 am – 7:00 pm</td>
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<tr>
<td>Saturday, January 22</td>
<td>7:00 am – 7:00 pm</td>
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Prior to the session you will be sent:
1. vMIX - Advanced.vmixcall.com
   - cut and paste the link into CHROME
   - enter passcode (provided via email)
   - select Camera and AUDIO source. Use menu with the settings wheel
2. Internetclicker.com to advance your own slides.
   - use computer you are on..... advance with mouse or arrow keys

Preparation
A Presenter prep webinar will be held on Wednesday, January 19th at 7pm eastern. During the webinar, staff and the production team will demo the virtual presentation experience. 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 for the 42nd Annual Pregnancy Meeting.

Judging
A team of judges will review all presentations, and awards will be presented for each oral session. Awards will be announced on Saturday, February 5 during the Awards Ceremony.

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 meeting site and mobile event app.
- 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.

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 February?
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.
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 2022 Annual Meeting FAQs document here.

Additional Questions?
Please contact Nneka St. Gerard at nstgerard@smfm.org or 202.644.9178