

Setting Up your Presentation

1. When creating your presentation, please use the ANS approved template. It can be found at <https://www.ans.org/meetings/student2021/newresources/>.
2. **Your Paper ID must be on the title page of your presentation.**
3. The length of your presentation should ideally be 15 slides long as you will only have 15 minutes of presentation time.
4. Please name your presentation XXXXXX_lastname.pptx where XXXXXX is your paper D.

Prior to attending your session

1. Register for the conference with your ANS account.
2. Make sure you can log into the ANS conference website and see your session.
<https://www.ans.org/meetings/student2021/>
3. You can access your sessions by clicking on the Manage Your Sessions link on the left hand side menu.
4. If you cannot access your session or do not see your session listed, please make sure that your email is associated with the correct account. The email **MUST BE** the same email address you used to submit your paper.
YOU WILL NOT BE ABLE TO SEE YOUR SESSIONS WITH THE WRONG EMAIL ADDRESS.
5. Upload your presentation by clicking on your technical session and scrolling to the bottom. Under the Attachments section click on Add a New Attachment.
6. The attachment type should be Presentation Slides - Adobe Acrobat (PDF), Microsoft PowerPoint (PPTX).

7. Add your **paper Title** in the Additional Label section
8. Choose your presentation file and click Add New Attachment.

Attending your Session

1. Join your session 20 minutes before the start of your presentation to conduct a sound and video check with your moderator and your support staff.
2. All sessions are **recorded**, all participants must obey ANS code of conduct, e.g., no profanity
3. Each presenter will have 15 minutes to present and 5 minutes for a Q&A session. A maximum of 20 minutes is allowed per presentation. Your moderator will remind you of your time limit at the 15 minute mark and will cut you off at the 20 minute mark.
4. Your moderator will cue you in when it is your time to present. Please have your slides ready to share by then.
5. If there are technical difficulties with your presentation, you may request for your slides to be shown on your behalf while you talk or to go at the end while you fix your presentation.
6. If you are experiencing technical difficulties or need help in any way, please use Meeting Support under the Chat Room tab and someone will be able to assist you. Alternatively, you may ask your moderator to assist.