

# INSTRUCTIONS FOR ORAL PRESENTERS

## **How to Increase Attendance at Your Session**

- Notify your contacts about your session at Pittcon 2022 via email, website post, or on social media.
- Create a flyer for your session to post or circulate at your institution.
- Your session will be listed on the Pittcon 2022 Mobile App. Remind your contacts to add your session to their Pittcon Agenda.
- Ask your contacts to invite *their* contacts to see your presentation.

## **General Information**

---

If you need to withdraw your abstract/presentation, you must email [program@pittcon.org](mailto:program@pittcon.org). Failure to notify us will result in your name being added to a list of “no show” authors. These authors are banned from presenting a poster or paper at the Pittsburgh Conference for 2 years. Only the first author listed on the abstract can make the withdrawal request.

All program rooms will be equipped with a HD 5K projector, a microphone, and a computer. If you will be using PowerPoint (16:9 dimension) or any other PC-based format, you must bring your presentation on a CD-ROM or USB thumb/stick/jump drive. A speaker ready room (Room B307) will be available for presenters to preview audio-visual materials.

The timing of your presentation is very important. Since there are many parallel sessions, we need to adhere strictly to the time schedule. Information on the length of presentations is listed below. This includes setup of equipment, the actual presentation, and questions and answers period.

- Award sessions – 35 minutes, unless otherwise noted
- Symposia sessions – 35 minutes, unless otherwise noted
- Organized contributed sessions – 20 minutes
- Oral sessions - 20 minutes
- Workshop sessions – times vary, usually 20-35 minutes

It is very important to check-in with your session Presider either at the beginning of the session or at recess so we know you are present.

## **Registration and Reimbursement**

---

Oral and poster presenters are not reimbursed for any expenses. Workshop and Organized Contributed presenters receive complimentary registration.

If you are receiving complimentary registration, we will provide you with the information and a link in January 2022. *Do not register until we have emailed you the information.*

You can obtain a Visa invitation letter to attend Pittcon when you register for the conference. There is a box to check for the invitation. Pre-registration and housing forms are on our website, [www.pittcon.org](http://www.pittcon.org).

If you have questions, please email [program@pittcon.org](mailto:program@pittcon.org).