

Tampa, FL • November 8-12

SPEAKER PROCEDURES

Speaker Notifications and Communications

The Gerontological Society of America (GSA) welcomes your participation in the GSA 2023 Annual Scientific Meeting. The program reaches across all of GSA's professional sections and embraces the interdisciplinary nature of our membership.

To ensure that all communications are received, we strongly encourage you to **add the following email addresses to your safe sender's list** and check with your institution's IT department for any quarantined messages from these senders:

- abstracts@geron.org
- donotreply@conferenceabstracts.com
- donotreply@CadmiumCD.com

Abstract Notifications

Decision notifications were emailed to abstract submitters on June 6, 2023.

Schedule notifications for presentations were sent to speakers on July 13, 2023. If you have lost or misplaced your scheduled date and time, please contact abstracts@geron.org or log in to your speaker tasks.

Speakers are defined as award lecturers, chairs/co-chairs, discussants, individual symposium first authors, and first authors of papers/posters. *Symposia discussants* will facilitate the discussion between the speakers and the audience.

All accepted abstracts are expected to be presented onsite in Tampa, Florida in November. Speakers will also upload their presentation slides for post-meeting access after the conclusion of the November meeting.

For speakers with more than one accepted abstract, GSA has made every effort to remedy speaker scheduling conflicts. If a conflict exists, or the speaker cannot attend the event in Tampa, please work with your abstract author team to ensure your important research is presented in Tampa. Due to the volume of abstracts, GSA cannot honor requests for scheduling changes.

Abstract withdrawals are due by July 31, 2023, to be removed from meeting materials.

Speaker Tasks and Required Actions

GSA is using the Cadmium Conference Harvester site. Your login credentials serve as your personalized Access Key to log in to your individual profile sent via email.

Speakers will need to log in and complete assigned tasks. Note: Some tasks will be available only to certain roles or for presentations accepted for certain formats.

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Speaker Tasks: Once logged in using the provided personalized Access Key, you will find a list under “TASKS” for you to complete. If you cannot find that email or need your unique Access Key provided again, please contact abstracts@geron.org and indicate your name, submission title, and submission ID.

Speaker Profile

1. Confirm/Update Profile Information **(Required)**
 - Users may update their profile information that was entered at the time of abstract submission.
 - Please carefully check all profile information and spelling for accuracy because your information will display on the GSA 2023 Program exactly as entered.
2. Upload Profile Photo (Optional) to display on the GSA 2023 Program for attendees.
 - Please note that if you participated in a past event, you may edit the existing photo already uploaded.
3. Update Biography (Optional) to display on the GSA 2023 Program for attendees.
 - Please note that if you participated in a past event, you may edit the existing biography that may already be uploaded.

Please note that this will update your profile information; it will not change the presenter of the manuscript. If you need to change the presenter of your manuscript, email abstracts@geron.org.

Registration and Permissions

4. Complete Content Management Copyright Permissions **(Required)**
5. Enter Registration Payment Number **(Required)**
 - **All speakers are required to register.**

Preview and Confirm Session Information

6. First Authors Only: Review and Confirm Presentation Titles and Text **(Required)**
 - First authors of papers and posters review their presentations and confirm abstract text. Complete the task by clicking “Confirm Abstract Information” for each listed abstract.
7. Chairs Only: Review and Confirm Symposium Titles and Text **(Required)**
 - Chairs review the title of their symposium and confirm the symposium text. Click “Confirm Symposium Information” to complete the task.
8. Paper Session Chairs Only: Confirm Paper Session Chair and Preview Papers in Session **(Required)**
 - Paper session chairs were selected to moderate the scheduled session. You will review guidelines and papers in the assigned session.

Presentation Files for Attendees *(Launching in late August)*

9. Attendee Access Only Session Presentation Upload **(Required):**
 - The system can accept symposia and paper presentation files in the following formats: .ppt, .pptx, .pps, .ppsx, and .pdf. Poster files must be in .pdf format and are limited to one page.
10. Chairs, Co-Chairs, and Discussants Only: Attendee Access Only Symposia Overview Upload
 - The system can accept symposia overview files in the following formats: .ppt, .pptx, .pps, .ppsx, and .pdf

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Tampa On-Site Session Presentation Files (Launching in late August)

11. On-Site Session Presentation PowerPoint Upload (Required here or in Speaker Ready Room)
 - Onsite paper and symposia presentations only upload their presentation to the Freeman on-site presentation management platform for display in the meeting room.
 - Please see the Speaker Ready Room section below for required presentation uploads.
12. Upload Speaker Handouts (Optional)
 - Allows speakers to provide handouts digitally. Handouts should be supplied in .pdf format.

Speaker access credentials to complete assigned speaker tasks were emailed on July 14.

Additional Resources for Speakers and Templates

- Posters: Watch the [GSA YouTube webinar](#), “Thinking Inside the Box: A Strategic Approach to Message-Driven Posters,” to prepare for your poster presentation.
- Posters: [GSA Annual Scientific Meeting 2023 Poster PPT Template](#) and [GSA 2023 Poster Presentation Template format details](#)
- Papers and Symposia: [GSA Annual Scientific Meeting 2023 PPT Template](#)

Annual Scientific Meeting Presentation Information for Speakers

Registration

All speakers and discussants are [required to register](#) to attend the GSA 2023 Annual Scientific Meeting. Register by September 1, 2023, to receive the special “Early Bird” rate. To be eligible for the GSA member registration rate, your GSA [membership](#) must be current through December 31, 2023.

Laptops for Presentations

All meeting rooms will be equipped with a PC laptop that speakers are required to use. The use of personal computers for presentations is prohibited.

Audiovisual Equipment for Presentations

For every symposium and paper session, GSA will provide the listed equipment as standard in meeting rooms. Individuals who wish to use additional equipment must arrange for it at their own expense. Should problems arise with audio/visual equipment during your presentation session, technicians will be assisting speakers. You may also click the “ASSISTANCE NEEDED” button on the computer in the meeting room and a technician will be immediately sent to your room. The standard equipment provided is:

- One (1) LCD projector
- One (1) screen
- One (1) electric pointer

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- One PC laptop (speakers are required to use the laptop in the meeting room)
- Head table mics and a standing floor mic will be available for Q&A in each session room.

GSA does not provide WiFi for paper or symposium sessions.

Speaker Ready Room

All paper and symposia speakers are **required to visit the Speaker Ready Room** at the Tampa Convention Center in Room 409 to ensure the quality of your presentation(s), including fonts, bullets, outlines, animations, etc. We take every precaution to ensure files are not corrupted during the file upload to the Freeman on-site platform; it is recommended that you bring a copy on a USB. **You must submit your final presentation no later than 4 hours before the presentation time** for it to display in your meeting room. You may not upload your presentation in your session room or use your own laptop.

Speaker Ready Room (409) Hours of Operation

Open from 7:00 AM–6:00 PM on:

- Wednesday, November 8
 - Thursday, November 9
 - Friday, November 10
 - Saturday, November 11
 - Sunday, November 12. 7:00 – 10:00 AM
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Presentation Formats

Poster Sessions

Poster sessions are 75 minutes. Your Poster should be on display for the duration of the session time listed in your schedule notification email. The space will be shared with the Exhibit Hall to elevate the posters' visibility and the value of the scholarship they contain.

Wednesday, November 8
6:00 PM–7:15 PM

Thursday, November 9
2:00 PM–3:15 PM

Friday, November 10
2:00 PM–3:15 PM

Saturday, November 11
2:00 PM–3:15 PM

Poster sessions will take place in Exhibit Hall West at the Tampa Convention Center. There are four exclusive time slots dedicated to poster presentations. Access to poster set up will be allowed starting at 4:30 PM on Wednesday and 7:00 AM on the morning of your presentation (Th-Sat); make sure your poster is set up no later than 30 minutes prior to your presentation. All poster speakers are

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responsible for the removal of their materials from boards at the end of their presentation time. Any posters remaining will be removed and discarded.

Due to the large number of posters, GSA cannot manage the shipping of your materials to the site. The Tampa Convention Center hosts a UPS store adjacent to our exhibit hall, they can handle onsite printing of posters ahead of the show for pick up onsite and will also be able to receive posters if shipped directly to them – [contact UPS directly via their website HERE](#).

You also may consider shipping your poster to the hotel at which you are staying.

Please come to the Exhibitor Registration desk located in the Foyer of Exhibit Hall West during registration hours for assistance in locating discarded materials. All displaced posters must be claimed by 3:30 PM on Saturday, November 11, or they will be discarded. GSA is not responsible for the storage or the care and condition of removed posters.

Guidelines for creating a poster are accessible at these links:

- [GSA Annual Scientific Meeting 2023 Poster format details](#)
- [GSA Annual Scientific Meeting 2023 Poster PPT Template](#)

All speakers are required to register for the GSA 2023 Annual Scientific Meeting.

Paper Sessions

Paper sessions last 90 minutes and are composed of four to six oral presentations grouped around a common theme or topic. When there are five presentations in a session, individual presentations should be no more than 18 minutes (approximately 14 minutes for presentation and 4 minutes for questions and discussion). *With fewer or more papers in a session, adjust time accordingly.* Speakers must stay within their allotted time. Each paper session will have a paper session chair to assist with timekeeping and facilitate discussion among speakers and audience participants.

Symposia

Symposia are scheduled in 90-minute sessions and are composed of several presentations around a topic organized by a chair. A discussant is on hand to facilitate discussion between speakers and the audience. Chairs and/or organizers of symposia are responsible for making sure sessions begin and end on time, as well as introducing the session.

Access of Presentations

Presentation slides and/or posters will be available digitally to all registrants following the conclusion of the November meeting.

All presentations must be uploaded in advance of the Annual Scientific Meeting.

Tips for Speakers

Know your audience and tailor your presentation to them. Meeting attendees include behavioral and social scientists and medical educators; clinicians, physicians, nurses, dentists, pharmacists, and therapists; practitioners and planners who staff gerontology centers, hospitals, nursing homes, and community care facilities for older adults; and research biologists. Consider the following tips when developing your presentation:

- Organize your material so it will be presented logically and interestingly.
- State the program objectives and how you will meet the objectives.
- Separate complex concepts into several smaller ones and focus on one concept at a time.
- Integrate audiovisuals and handouts into your presentation to enhance and support it.
- Summarize important points at the end of each segment of the presentation.
- Cover your material in the time allotted with sufficient time for questions and answers.
- Rehearse your presentation until you feel comfortable. Do not read from a piece of paper. Highlight rather than read information from your presentation and do your best to maintain eye contact with your audience.
- Encourage audience participation.

Although you may have done many presentations, it is helpful to give yourself adequate planning time so that the session will be a learning experience for each attendee. Over the years, the most frequent reasons for negative evaluations have been:

- Audiovisual aids are insufficient, difficult to read or understand, or poor quality.
- Too much focus on theory without relating it to practical problems and solutions.
- Too much time devoted to minor points or details that are of little interest to the audience.
- Scope too broad with no time for effective discussion of individual topics.
- Poor organization or out-of-date material.
- No time dedicated to audience questions or participation.

If you are making an oral presentation, remember that an 8 ½" x 11" page (typed using 12-point Times New Roman font, double-spaced, with 1" margins) contains approximately 250 words. Six pages of this length can be reviewed in 12 minutes by most speakers. When speaking, talk loudly and clearly.

Education, Policy, and Practice Implications

If applicable to the presentation, GSA encourages speakers to consider the education, policy, and/or practice implications of their work. Presenting these implications during your session is optional. Implications presented should not merely restate the results but should interpret the results. The speaker should describe in nonscientific language how their findings may be translated or implemented to improve education, policy, and/or practice associated with aging.

Elements of Graphic Design for Presentations

- Double space between each line of text.
- Lettering should be bold, plain, and include a combination of upper- and lower-case letters.
- In the case of slide presentations, tables, and graphs should be prepared specifically for presentation. Those duplicated from publications seldom make a good presentation. For graphs, draw the axes lighter than the data lines.

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Addressing Questions From the Audience

Questions usually fall into one of two categories: (1) questions asked to clarify ambiguities in your presentation; and (2) questions asked to assist the attendee in solving a certain problem. The first type of question should be answered immediately. The second type may be postponed until the Q & A portion of your presentation (or to a private discussion after the session if you feel it is appropriate).

Repeat questions aloud before answering them so that the entire audience can hear. Table mics will be available on the head tables. This will make your answer meaningful to the entire audience.

Developing Handouts

Speaker handouts can be uploaded in pdf format within assigned Speaker Tasks and will be available digitally on the GSA 2023 Program for registrants.

We are unable to reproduce, ship, or deliver to your session(s) any handouts you intend to share with your audience. In addition, we are unable to reimburse you for the cost of reproducing your handouts.