HELLO AND THANK YOU!

We are so excited that you will be a part of ACS Fall 2021, Resilience of Chemistry!

We greatly appreciate the time and effort you put forward as a presenter. This guide is intended to support and prepare you for your presentation. Whether you are a seasoned presenter or new to participating, this guide will inform you about the details of the event, provide specs and requirements for presentations and videos, and help deliver the best possible experience for you and the audience.

Should you have any questions, please contact NationalMeetings@acs.org.

PRESENTER EXPECTATIONS

WHAT IS NEEDED FROM YOU

• Agree to the ACS Fall 2021 Policies for registration and technical session presentations. Policies are available to review on the ACS website.

• Commit to arriving in the room or logging in to the virtual meeting platform and your designated session 30 minutes early for a technical check.

• Commit to being available during your session for chat and Q&A, whether your presentation is live or pre-recorded.

• Commit to keeping your presentation within the expected time limits.

SPEAKER AGREEMENT AND CODE OF CONDUCT

PRESENTATIONS POLICIES – TECHNICAL SESSIONS, EITHER ORAL OR POSTER

Each presenter of any technical session, oral or poster, states that nothing in their presentation is defamatory, libelous, or otherwise unlawful; violates any right of privacy; infringes any duty of confidentiality owed to another party; or violates any contract, express or implied. Further, each presenter states as follows:

• Their presentation is the original work of the presenter and any contributors who have been involved in research or preparation have been appropriately identified.

• Any third-party quotations or figures have been appropriately noted, and in the case of illustrations in particular, permission for their use has been obtained.

• All institutional approvals and protocols have been obtained and followed in conjunction with the research and the preparation of the presentation. Similarly, any related requirements of relevant research funding agencies have been followed. Any funding agencies providing support for the underlying research have been identified.

• Any unusual hazards inherent in the chemicals, equipment, or procedures used in the underlying research as described in the presentation are clearly identified.

REGISTRATION POLICIES

• Presenters must register for the meeting. Presenters who fail to register will have abstracts withdrawn and removed from the meeting platform and program, technical programming archive, and CAS database. Invited speakers should contact their symposium organizer or division program chair to clarify terms of their invitation.

• All attendees must be registered and pay the appropriate registration fee to access the virtual meeting platform. Registration is open through September 30, 2021.

RECORDING POLICY

• No image capturing or recording, please.

• The capturing of images, sounds, or stream; downloading; or rebroadcasting of technical session (oral or poster) speakers or presentations is strictly prohibited within the ACS meeting platform.

ACS MEETING ATTENDEE CONDUCT POLICY

• All ACS meeting attendees must comply with the ACS Meeting Attendee Conduct Policy.

REPORT INSTANCES OF HARASSMENT

• ACS Secretary and General Counsel Flint Lewis at f_lewis@acs.org or ACS Anonymous Hotline: toll-free at 855-710-0009 (English) or 800-216-1288 (Spanish).
ABOUT THE EVENT

DATES: AUGUST 22 – 26, 2021

FULL SCHEDULE

August 22 – 26: Live oral and poster technical presentations, keynote and networking events.

August 30 – September 30: OnDemand and networking content.

ADDITIONAL MEETING RESOURCES & INFORMATION

The ACS website has many resources for meeting attendees and presenters including:

- Attendee Safety Plan
- Health & Safety Frequently Asked Questions (FAQ)
- Recommendations for Holding Gatherings
- General Frequently Asked Questions (FAQ)
- Attendee Resources
- Presenter Resources
- Image Resources

TYPES OF PRESENTATIONS

<table>
<thead>
<tr>
<th>Oral / Poster</th>
<th>Definition</th>
<th>Live</th>
<th>Pre-Record</th>
<th>Presenter Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-Person</td>
<td>All presenters are physically present in Atlanta</td>
<td>⬜️</td>
<td>⬜️</td>
<td>Physically present in Atlanta or submit a pre-recorded video to play by August 20, 11:59 PM EDT</td>
</tr>
<tr>
<td>Hybrid</td>
<td>Mix of in-person and virtual presenters</td>
<td>⬜️</td>
<td>⬜️</td>
<td>Either physically present in Atlanta, virtual, or submit a pre-recorded video to play by August 20, 11:59 PM EDT</td>
</tr>
<tr>
<td>Virtual</td>
<td>All presenters are virtual</td>
<td>⬜️</td>
<td>⬜️</td>
<td>Virtual, or submit a pre-recorded video to play by August 20, 11:59 PM EDT</td>
</tr>
<tr>
<td>Pre-Recorded</td>
<td>Presentation is recorded prior to event and broadcast at a specific time</td>
<td>⬜️</td>
<td></td>
<td>Physically present, or virtual, or not present during session</td>
</tr>
<tr>
<td>OnDemand</td>
<td>Presentation is recorded prior to event and available within the virtual meeting platform for attendees to view at a time of their choosing</td>
<td></td>
<td>⬜️</td>
<td>Presenters who wish to be included in OnDemand will need to submit a recording by August 20, 11:59 PM EDT</td>
</tr>
<tr>
<td>In-Person Poster</td>
<td>All presenters are physically present in Atlanta</td>
<td>⬜️</td>
<td></td>
<td>Physically present in Atlanta, optional poster upload into the virtual platform by August 20, 11:59 PM EDT</td>
</tr>
<tr>
<td>Virtual Poster</td>
<td>All presenters are virtual</td>
<td></td>
<td></td>
<td>Virtual and/or submit a poster upload into the virtual platform by August 20, 11:59 PM EDT</td>
</tr>
</tbody>
</table>

Virtual Platform: All sessions will be accessed through the ACS virtual meeting platform. Note: Should you have a concern about the Zoom platform, please contact NationalMeetings@acs.org. Workarounds and alternative options are available, if needed.
**BEST PRACTICES FOR PRESENTING**

**FOR ALL PRESENTERS**

- The schedule will be set to Eastern Daylight Time. Use this tool to help understand the timing of your presentation in your local time zone.
- Sessions will NOT be recorded. To be included for OnDemand, all presenters must record using the virtual meeting platform’s self record tool or submit a recording by August 20, 11:59 PM EDT.
- Sessions will NOT be made available OnDemand unless the presenter opts IN using the ACS link provided on the Speaker Management page in the virtual platform and records their presentation using the platform self-record tool or submits a recording.

**WHEN PRESENTING**

- Speak clearly at a slightly slow pace.
- Avoid using jargon.
- Describe items: Don’t just say “this chart shows the percentages” but “this is a pie chart that shows 20% of people responded this way and 80% responded this way.”

**ACCESSIBILITY BEST PRACTICES**

- Avoid text-heavy slides and use large font sizes (minimum of 24 point).
- Ensure good contrast between text and background (light-colored text on dark background or the reverse).
- Sans serif is typically the most readable.
- Be generous with spacing (between letters, words, and lines).
- Use bold for emphasis — underline and italic change the letter shapes, making them less identifiable.
- Use mixed case, not all caps.
- If the datasets in your graphs only use color to differentiate, think about using patterns or labels to tell each bar, line, or pie segment apart.
- Use the Microsoft PowerPoint Accessibility Checker as a final check.
- Optional presentation slide templates are on the ACS meeting web pages on the **Presenter Resources page**. This template is strictly optional.

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**PRESENTER / ATTENDEE EXPERIENCE**

<table>
<thead>
<tr>
<th>Oral / Poster</th>
<th>Presenter In-Person</th>
<th>Presenter Virtual</th>
<th>Attendee In-Person</th>
<th>Attendee Virtual</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-Person</td>
<td>See everyone in the room</td>
<td>N/A</td>
<td>See everyone in the room</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Broadcast / Hybrid</th>
<th>Presenter In-Person</th>
<th>Presenter Virtual</th>
<th>Attendee In-Person</th>
<th>Attendee Virtual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Only see tech in Zoom room with them, will hear people in in-person room</td>
<td>See everyone in the room, see virtual hybrid presenter projected on screen in room</td>
<td>See projected on screen in room</td>
<td>See presenter in virtual meeting platform</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Virtual</th>
<th>Presenter In-Person</th>
<th>Presenter Virtual</th>
<th>Attendee In-Person</th>
<th>Attendee Virtual</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>See everyone in Zoom room with them</td>
<td>N/A</td>
<td>See everyone in Zoom room with them</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pre-Recorded – Hybrid</th>
<th>Presenter In-Person</th>
<th>Presenter Virtual</th>
<th>Attendee In-Person</th>
<th>Attendee Virtual</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>See projected on screen in room</td>
<td>See presenter in virtual meeting platform</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pre-Recorded – OnDemand</th>
<th>Presenter In-Person</th>
<th>Presenter Virtual</th>
<th>Attendee In-Person</th>
<th>Attendee Virtual</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>See presenter in virtual meeting platform</td>
<td>See presenter in virtual meeting platform</td>
<td></td>
</tr>
</tbody>
</table>

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**THESE ADDITIONAL RESOURCES MAY HELP TO IMPROVE YOUR PRESENTATION EXPERIENCE AND ASSIST YOU IN FEELING CAMERA READY.**

- **8 Tips on Virtual Presentation**
- **Composition: 8 Tips to Make Your Speakers Shine**
- **Lights in a World of, “Camera. Action!”**
- **The Right Tools to Upgrade Your Video and Audio Quality**
**FOR IN-PERSON PRESENTERS**

Arrive 30 minutes early for setup and tech check – whether in-person or virtual.

- For in-person – visit the speaker ready room any time to get familiar with the technology. In-person rooms will have a laptop.
- You may use your own device if you prefer. Please bring your own laptop connector if you are using a Mac.

In-person presentations will NOT be recorded.

- If you are presenting in-person and want your session to be available OnDemand, you will need to self-record using the virtual meeting platform tool. This can be done prior to the event by August 20, 11:59 PM EDT, or there will be stations available onsite to do this.

Q&A will be managed using the virtual meeting platform.

- Each session will have a button to ask questions. Attendees will submit their questions via the platform regardless of whether they are physically present in the room or viewing the session online. The moderator will be responsible for managing and directing the questions.

**FOR HYBRID PRESENTERS WHO ARE IN-PERSON**

Remember that, in some cases, you will be addressing both an in-person and a virtual audience. It is a balance to ensure that you are holding the attention of both audiences. Here are some tips:

- As the presenter, you set the tone for both audiences. Bringing excitement and energy to your voice will keep everyone engaged.
- While speaking, make eye contact with the audience, and consider the camera to be another member of the audience to make eye contact with.
- Be sure to address both the in-person audience and the virtual audience. Simply gesturing at a screen or using a laser pointer will not transfer to the virtual audience. Instead, use animations and other callouts to draw attention to specific points.
- You are like the news reporter onsite in the room. The virtual audience is only able to see and hear you, so you need to inform them of actions taking place in the room that are relevant to the presentation.
- You can also reserve specific times in the presentation to collect virtual audience feedback through the chat.

**FOR PRE-RECORDED AND VIRTUAL PRESENTERS**

Log in to your session 30 minutes prior to the start time for a technical check. To access your session, use the virtual meeting platform Speaker Management page available upon log in. Here you will see a list of your sessions and the information to access.

**Note:** Virtual presentations will NOT be recorded.

- If you want your session to be available OnDemand, you will need to self-record via the virtual meeting platform self record tool or submit a recording for OnDemand.
- Remember, you must commit to keeping your presentation within the expected time limits. Sessions will automatically end at five minutes post-session.

**Q&A for Hybrid Sessions**

- Q&A will be managed via the virtual meeting platform. Each session will have a button to ask questions. Attendees will submit their questions via the platform regardless of whether they are physically present in the room or viewing the session online. The moderator will be responsible for managing and directing the questions.

**Q&A for Virtual Sessions**

- Q&A will be managed using the Zoom Q&A tool. The moderator will be responsible for managing and directing the questions.
VIRTUAL/PRE-RECORD BEST PRACTICES

• Do not use any copyrighted images, music, videos, or other material.
• If possible, connect directly to your router with an ethernet cable.
• Choose a quiet place, preferably with a closed door, away from street noise.
• Be mindful of your background. Think clean, uncluttered with certificates, art, plants, or books. Be certain there are no pictures that are questionable.
• Optional virtual Zoom backgrounds available on the ACS meeting web pages on the Image Resource page.
• Frame yourself at eye height, with your face centered and shoulders showing. If needed, raise the height of your machine with books or a stand, so that you are looking directly into the camera at eye-level, rather than down into it.
• Ensure you are front-lit. If you have a window, ensure that you are looking into it, instead of it being behind you. Position lamps or other light sources behind your machine, facing you, so your face is lit up.
• In most cases, your built-in webcam will work just fine. If you do not have a built-in webcam in your device, please let us know, and we will provide you with a workaround.
• Close all open programs on your machine, other than what is required to run the presentation. Things like email, web pages, chat programs, and other typical work programs can not only slow down the performance of your machine but also display pop-up notifications, disrupting your presentation.
• It is strongly recommended to use a wired headset with a microphone for the recording to ensure better audio control. If you do not have a headset, then a set of earbuds with a built-in microphone will still deliver a better audio experience.
• Ensure that you bring a high level of energy to your voice. It is important to speak clearly and emphatically, and with confidence, when presenting virtually.
• It may help to put a mirror in front of you so you can see yourself while speaking.
• It may also be helpful to ask a member of your household to sit in front of you and listen, if you find having an audience to be helpful.

PRE-RECORD & VIRTUAL PRESENTER CHECKLIST

☐ Are you in a closed, quiet room?
☐ Have you posted a “do not disturb” sign on your door and/or locked the door?
☐ Is your background pleasant and uncluttered?
☐ Think like a news reporter on TV — in front of a bookshelf or simple art piece.
☐ Is your webcam at a flattering angle at eye height?
☐ Remember to look directly into your webcam when speaking (and not at your monitor).
☐ You may find it helpful to place a “Look Here” note by your webcam as a reminder.
☐ Are you well-lit, preferably from the front?
☐ Are you using a headset with a microphone?
☐ If possible, are you on a hardwired internet connection?
☐ Have you closed all extra programs to eliminate notifications and pop-ups and conserve bandwidth?
☐ Don’t forget to smile and bring energy and animation to your voice.