



ACS

Chemistry for Life®

AMERICAN CHEMICAL SOCIETY

MEETINGS & EVENTS

# ACS SPRING 2021

MACROMOLECULAR CHEMISTRY: THE SECOND CENTURY

## **PRESENTER GUIDE**



# HELLO AND THANK YOU!

We are so excited that you will be a part of the virtual ACS Spring 2021, Macromolecular Chemistry: The Second Century!

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 our audience.

Should you have any questions, please contact [NationalMeetings@acs.org](mailto:NationalMeetings@acs.org).

## PRESENTER EXPECTATIONS

### WHAT IS NEEDED FROM YOU:

- Agree to the ACS Spring 2021 Policies for registration and technical session presentations. Policies are available to review on the [ACS website](#).
- Commit to 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; or infringes any duty of confidentiality owed to another party or violates any contract, express or implied. Further, each presenter states as follows:

1. Their presentation is the original work of the presenter and any contributors who have been involved in such research or preparation have been appropriately identified.
2. 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.
3. 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.

4. 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 the end of the event — April 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.

### VOLUNTEER/NATIONAL MEETING ATTENDEE CONDUCT POLICY

- All ACS meeting attendees must comply with the [ACS Volunteer Meeting Attendee Conduct Policy](#).

### REPORT INSTANCES OF HARASSMENT

- ACS Secretary and General Counsel **Flint Lewis** at [f\\_lewis@acs.org](mailto:f_lewis@acs.org) or **ACS Anonymous Hotline: toll-free at 855-710-0009 (English) or 800-216-1288 (Spanish)**

# ABOUT THE EVENT

**DATES:** APRIL 5 – 30, 2021

## FULL SCHEDULE ►

**April 5 – 16**, live oral technical presentations, keynote events, networking and on-demand poster content.

**April 17 – 30**, on-demand and networking content.

**Platform:** The event will be streamed through Digitell, the selected virtual platform provider. All live and pre-recorded sessions will be broadcast and/or recorded through the Zoom platform, accessed via the virtual platform.

**Note:** Should you have a concern about the Zoom platform, please contact [NationalMeetings@acs.org](mailto:NationalMeetings@acs.org). Workarounds and alternative options are available, if needed.

# SESSION PRODUCTION

## TECHNICAL SESSIONS

Technical sessions will be accessed via the virtual meeting platform and presented through the Zoom platform with live presentations and live Q&A. While presenting, you will be expected to share your screen for the audience to view the slides that accompany your presentation. Presenters may access the link to their technical session by clicking on the 'My Account' button, then the 'Speaker Management' tab, from here the Presenter will see their session(s) listed. Presenter will select the session by clicking 'Launch' then clicking 'Enter Live Session' and finally clicking on 'Join Session'.

**Q&A:** Please plan to include time for a short "Question and Answer" period immediately following your presentation, and within your schedule presentation time. The audience will submit questions via a Q&A link within the Zoom platform, and you can answer the questions live.

Finally, in the virtual environment there is an expectation that presentations start and end on time. Your session presider will assist with timekeeping, but you should prepare to end at your scheduled time.

A brief video overview of best practices and tips can be found on the [ACS YouTube](#) channel.

## TIPS TO IMPROVE YOUR EXPERIENCE:

### Accessibility Best Practices

- It's important to consider accessibility needs in the virtual space, just as in person.
- 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.

### 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."

### Additional 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, 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, webpages, 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.

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## SPEAKER 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, scenic window, simple art piece, or plain blank wall works best.
- ☐ 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.

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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](#)
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