

Parallel Presentation Checklist – ISDC 2022 Frankfurt Hybrid Conference

July 18-22, 2022

- May 6 until June 10:** Upload conference materials (listed below) to share with participants. These materials may be updated at any time.
- The Tentative Schedule may change. Please check it periodically for any conflicts or problems.

BY JUNE 10. Submit your:

- Paper file for online conference schedule, in PDF format
- Presentation slides
- Presentation YouTube video ID
- Updates to abstract, title, and author information
- Supporting materials (including models and documentation). Supplemental files uploaded for review will be accessible via the online conference and retained for the Conference Record.

Conference papers, presentation slides, and other materials may be viewed by conference registrants through the online conference website <https://isdc.systemdynamics.org> from June 15 through September 30, 2022. Then, it will be taken down, and the permanent Conference Record will be created.

BY SEPTEMBER 7:

- File for the Conference Record. You are encouraged to submit an extended abstract (or slides, for practitioner applications) so that you are not prevented from publishing elsewhere.

INSTRUCTIONS:

For uploading files:

- 1) Log in to the Web Portal <https://webportal.systemdynamics.org/web.portal>
- 2) Click on the “Submission #XXXX” link to edit your existing submission.
- 3) On the “Menu for Submission #XXXX” page, use the link “**Upload new or updated paper files...**”.
- 4) You should see a web page titled: “File Uploads for Submission #XXXX”.
- 5) Use this page to upload the PDF paper file, supporting materials, presentation slides, and Conference Record file. Browse to select the indicated files, then press Upload File(s).

For edits to the title, abstract, author list, YouTube video ID, and link to additional information:

- 1) Log in to the Web Portal <https://webportal.systemdynamics.org/web.portal>
- 2) Click on the “Submission #XXXX” button to edit your existing submission.
- 3) On the “Menu for Submission #XXXX” page, use the link “**Review or update paper information ...**”.
- 4) You should see a web page titled: “Paper Information for Submission #XXXX”.
- 5) Edit or fill in all appropriate fields.

ATTENDANCE: If you are listed as a presenter in the schedule, you are expected to be prepared and give a parallel presentation. If the timing of your presentation is not practical (because of time zones), you should record your presentation and specify the YouTube Video ID for your presentation in the Web Portal so that the video can be played in your absence. If you know you will not be able to deliver a live presentation, please contact the chair of your session via the online conference website. The entire session will be recorded and made available soon after the session is held.

TIMING is very important. An hour-long parallel session will include three 15 minute presentations followed by up to 5 minutes of discussion for each. Keep in mind that introductions, transition times, and technical issues between speakers can add unintentional delays. A Session Chair will monitor your time and moderate the question-and-answer portion of the session.

PRESENTATION TIPS: If you plan to use visuals for your presentation, limit the amount of information on each slide and use a boldface font of at least 24-point size. Diagrams should be easy to read, uncrowded, and focus sharply on the main point. If you are switching between presentation slides and an application, please try to minimize the back and forth between the two, and be sure to practice sharing the appropriate screens.

INFORMATION ABOUT VIDEOS: Author presentation videos and conference session video recordings will be made available to conference registrants through the secure conference website. Recordings of live sessions will allow conference participants to view the presentations asynchronously if they cannot attend the sessions in real time. You are highly encouraged to record your presentation in advance so that you have a backup plan in case of any technical difficulties and can make your presentation more accessible. The pre-recorded video of your presentation will be linked to your submission in the online conference schedule.

For more information about the Web Portal Submission System, see the following documentation:
<https://systemdynamics.org/conference/submission-system/>