

Short Presentation Sessions at the International System Dynamics Conference

Short Presentation Checklist

- ☐ **May 15:** Notification of acceptance in a Short Presentation session.
- ☐ **By June 3:** Register for the conference.
- ☐ **By June 27:** Submit your conference materials to share with participants:
 - ☐ PowerPoint file (REQUIRED) using the Short Presentation [template](#) to prepare your slides. Do not change the number of slides or the slide titles.
 - ☐ Updates to abstract, title, and author information
 - ☐ Presentation YouTube video ID (optional)
- ☐ **By September 15:** Submit your file for the Conference Proceedings. Submit an extended abstract (or slides, for practitioner applications) to avoid conflicts with future publication.

Conference materials will be accessible to registrants via <https://isdcsystemdynamics.org> from June 30 through September 30. Then, the website access will close, and the permanent Conference Proceedings will be compiled.

IMPORTANT: The Session Chair will collate the slides for your Short Presentation session and control the presentation sequence. Follow the instructions below to upload your slides.

ATTENDANCE: Presenters listed in the schedule are expected to deliver their presentation live. If time zones make this impractical, upload a recording and enter the YouTube Video ID in the Web Portal. If you cannot present live, notify your session chair via the conference website. Sessions will be recorded and shared afterward.

TIMING: Short Presentation sessions are one hour long, featuring up to six 5-minute presentations and 5 minutes of discussion per presentation. Allow for brief delays due to introductions, transitions or technical issues. A Session Chair will manage timing and moderate the Q&A.

FORMAT: Your final PowerPoint slides for the presentation must follow exactly the form of this template: https://webportal.systemdynamics.org/documents/short_presentation_template.pptx

Only the presentation title, author names, and slide content should be modified—slide titles and the number of slides must remain unchanged. The deck includes a title slide, three content slides, and an instruction slide. If more than three content slides are submitted, only the first three will be used. During the session, the Short Presentation Session Chair will control the slide deck, monitor timing, and moderate the Q&A. Up to six author presentations are delivered from a single shared slide deck. Any pre-recorded presentations will be played by the Session Chair.

PRESENTATION TIPS: Use clear, uncluttered slides with bold 24-point font or larger. Diagrams should be easy to read and focused on key points. If switching between slides and an application, minimize transitions and practice screen sharing in advance.

VIDEOS: Author and session recordings will be available to registrants via the secure conference website for asynchronous viewing. Pre-recording your presentation is strongly encouraged as a backup and to improve accessibility. Pre-recorded videos will be linked to your submission in the schedule.

INSTRUCTIONS:

First, prepare your presentation using the Short Presentation slide template provided at the following link:

https://webportal.systemdynamics.org/documents/short_presentation_template.pptx

When you are ready to upload your slides:

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

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

- 6) Log in to the Web Portal <https://webportal.systemdynamics.org/web.portal>
- 7) Click the “Submission #XXXX” button to edit your submission.
- 8) On the “Menu for Submission #XXXX” page, select “**Review or update paper information ...**”
- 9) You’ll be directed to the “File Uploads for Submission #XXXX” page.
- 10) Edit or complete the relevant fields as needed.

Note: For more information, see <https://systemdynamics.org/submission-instructions>