

Work in Progress (WIP) 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:

- PowerPoint file using the WIP [template](#) to prepare your slides. Do not change the number of slides or the slide titles.
- Make sure your abstract, title, and author information are correct and complete (always updateable!).
- Presentation YouTube video ID.

BY SEPTEMBER 7:

- Update information for the Conference Record that will be permanently and publicly available online after the close of the conference. You may include a link to additional information.

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

Work in Progress presentation slides 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. All authors will have an abstract and optional author link included in the Conference Record.

INSTRUCTIONS:

First, prepare your Work in Progress presentation using the WIP slide template provided at the following link: https://webportal.systemdynamics.org/documents/wip_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 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 PowerPoint file. Browse to select the file, 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 in the schedule, you are expected to be prepared and give a Work in Progress presentation. If the timing of your presentation is not practical (because of time zones), you should record your 5-minute 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 session will be recorded and made available soon after the session is held.

TIMING is very important. The hour-long Work in Progress session at which you will speak will include up to six presentations. Keep in mind that introductions, transition times, and technical issues between speakers can add unintentional delays. Therefore, your actual presentation needs to be kept to five minutes or less. Each presentation will be followed by a brief discussion of no more than five additional minutes.

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

Only the presentation title, author names and slide content (not the slide titles) should be changed. There is a slide showing the presentation title and authors, three content slides, and an instruction slide. Do not change the number of content slides, or the slide titles. If you submit the incorrect number of slides, only three content slides will be used. The WIP Session Chair will control the slide deck, monitor your time, and moderate the question-and-answer portion of the session. Up to six author presentations are given from a single set of slides controlled by the Session Chair. Any pre-recorded presentations that are to be used will be played by the Session Chair.

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.

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.

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