



## WORKSHOP PRESENTERS GENERAL INFORMATION

### MEETING OVERVIEW

The Annual Meeting of the Association for Information Science and Technology is the premier international conference dedicated to the study of information, people, and technology in contemporary society. The ASIS&T Annual Meeting gathers leading scholars and practitioners from around the globe to share innovations, ideas, research, and insights into the state and future of information and communication in play, work, governance, and society.

The Annual Meeting will be a fully face-to-face meeting, with the exception of one virtual workshop on 4 October.

### ABOUT ASIS&T

For 87 years, the Association for Information Science and Technology (ASIS&T) has been the leader in keeping information professionals, information research managers, librarians, records managers, and others who “bridge-the-gap” between the present and future, between research and application, and between developer and user. ASIS&T helps its 2,000 members and conference attendees meet the challenges of today and prepare for tomorrow.

### WHO ATTENDS?

The ASIS&T Annual Meeting is the preeminent global gathering of information science researchers and professionals in the world. The meeting draws an extremely targeted audience of more than 400 information science researchers and practitioners from around the world.

### EDUCATIONAL SESSIONS

- Workshops are held on Friday and Saturday, 25-26 October and require a separate fee. There will be a virtual workshop on 4 October.
- Sessions are held throughout the day on Sunday-Tuesday. Sessions vary in length as noted in the meeting app.

### PRESENTER INFORMATION

- Except for the virtual workshop already scheduled, the Annual Meeting is a 100% face-to-face event. No virtual presentations or prerecorded sessions are permitted. If you find you are unable to participate face-to-face in the workshop, please email us right away so we can update the program – email [meetings@asist.org](mailto:meetings@asist.org)
- You may review the [conference agenda](#) in ConfTool to confirm the description, date, time, and location of the workshop.
- Workshops should be highly interactive and encourage engagement with attendees.

### Workshop Organizers:

- Workshop organizers will chair the workshop and introduce each presenter by name and affiliation.
- The chair should know the order of presentations and keep the session on time.
- The chair will facilitate question-and-answer periods throughout the workshop. Remember when answering questions from the audience, to repeat the question to ensure all attendees can hear the question.
- We will not be printing any **handouts** onsite. If you or your presenters have handouts for the workshop, you will be able to upload those into the meeting app in September. Each handout must be a PDF no bigger than 10MB. You may bring copies if you wish, but we are encouraging people to move away from paper handouts and to use electronic copies.
- **Coffee breaks:** Half-day morning and full-day workshops need to take a break from 10:30 AM-11:00 AM. Afternoon half-day and full-day workshops need to break from 3:00 PM-3:30 PM. Build these breaks into your schedule, light snacks, coffee and beverages will only be served during these times. Workshop coffee breaks will be held in the foyer just outside of the workshop rooms.
- **The full-day, in-person workshop** will be provided with lunch from 12:00 PM-1:00 PM. Lunch will be served either in the workshop room or in the foyer area outside of your workshop room.
- **Flip charts and markers and any additional supplies** will only be provided for workshop presentations and only if ordered in advance not later than 6 September. We will be unable to provide these at the last minute onsite.

### In-Person Presenter Information:

- Workshop rooms will either be set classroom (tables and chairs). The set-up cannot be changed.
- Digital signage will be outside the room.
- Poster displays are not permitted in workshops as there is no way to display them. You may not tape or adhere any posters or other materials to the walls of the meeting room as this is expressly forbidden by the hotel, and we will be fined if this occurs.
- ASIS&T will provide a laptop, projector, screen, and lectern. For larger rooms, 1 lectern microphone with speakers will be provided. We advise presenters to load their presentation onto the primary laptop 30 minutes prior to the session and to bring a back-up of the presentation on a flash drive. No additional audio-visual equipment will be provided.
- Basic wireless internet will be available in meeting rooms and public spaces; however, it will not accommodate any live streaming or large downloads.

### Virtual Presenter Information:

- **We strongly encourage all workshop presenters to join the session live using the zoom link that will be provided later. It's important that workshops be highly interactive and free flowing, so prerecording portions of the workshop is not permitted unless absolutely necessary.**
- If you don't trust your internet and feel a prerecording is preferable, please coordinate with the workshop organizer and contact us for details and so we can obtain your recording prior to the meeting. This should only be done if absolutely necessary.
- Please be on the zoom call no less than 20 minutes before the session begins to test your connection.

**For All Presenters:**

In early September, you will receive an email from Whova our provider of our meeting app. The email will contain a link for you to access your speaker profile so you can upload your photograph (optional) and biographical sketch into our app. Please do so right away so your information is there for registrants to access. If you don't wish to use the app, please email us your biographical sketch as soon as possible so we can upload it to the app. If you don't receive the email **by 13 September**, please let us know right away via email to [meetings@asist.org](mailto:meetings@asist.org).



## **ASIS&T STYLING STANDARDS FOR ALL POWERPOINT PRESENTATIONS**

- To ensure a consistent look throughout the meeting, presenters are asked to use the ASIS&T 2024 Annual Meeting [template](#) when preparing your slide deck.
- Minimum font size to use in your presentation = 28.
- Minimize use of animation.
- Utilize video when appropriate. Video is engaging and breaks the monotony.
- Have an image or graphic on at least 90% of your slides.
- Minimize text. If the audience must choose between reading the slide or listening to you, half of your information will be lost to them because they cannot do both.
- Minimize clutter. Avoid including too much information on one slide.
- Colors are often paled by a projector and large screen, so use more vibrant colors than you normally would.
- To “green” the conference, we discourage the distribution of handouts at the conference. Alternatively, you may upload any documents into the conference app.