






SPR 53rd International Annual Meeting 2022 Denver

Technical Guide


SPR's 53rd International Annual Meeting 2022 is a hybrid conference with some participants attending on-site in Denver, while others join remotely, enabled by audio and video conferencing technology. In this Technical Guide, we explain which software is being used for this year's meeting (Zoom, myOnvent, Catalyst, Eventsential) and what to consider when presenting in a panel or brief paper session on-site or online. You will also find out how to watch sessions remotely. Moreover, we describe how to upload a pre-recorded video if you are unable to present at the scheduled time. Finally, poster presenters are given instructions on how to upload and present their posters.

Please note:

Due to the hybrid format, all presentations will be filmed, live-streamed, recorded, and stored online (e.g., on myOnvent and the SPR website). Please do not hesitate to [contact us](#) if you have any questions.

Video Meetings			
	Posters & Videos On Demand	Upload Slides & Pre-Recorded Videos	Mobile App Eventsential
		CATALYST[®]	
<ul style="list-style-type: none"> ▪ Main access to sessions and presentations ▪ Join the meetings directly ▪ Ask questions and discuss via the Zoom chat ▪ Give your online talk 	<ul style="list-style-type: none"> ▪ Upload and explore posters ▪ (Re)watch recordings of uploaded sessions on demand ▪ Connect with others <p>Registration Starts: Monday, June 20, 2022</p>	<ul style="list-style-type: none"> ▪ Upload your presentation slides ▪ Upload your pre-recorded videos (only if you cannot present at the scheduled time) <p>Catalyst Open Now</p>	<ul style="list-style-type: none"> ▪ View the schedule ▪ Search for speakers ▪ Build your own itinerary <p>App Available: Friday, July 1, 2022</p>
Find the Zoom links to the sessions in the Online Schedule	https://app.myonvent.com/vent/spr-2022-denver	https://catalyst.omnipress.com/#event-home/spr2022	 

All Meeting Attendees

Zoom is the main online access to the sessions and presentations. If you want to watch the sessions remotely, we recommend joining the Zoom meetings directly. You can join by clicking on the Zoom logos  in the [Online Schedule](#). Zoom will ask you for a passcode which we will announce by email before. You can use the same passcode for all Zoom meetings. Once you have entered the Zoom meeting, you can interact with the presenters by asking questions in the Zoom chat.

We also recommend all attendees to register on [myOnvent](#) to be able to explore the posters, (re)watch recordings of uploaded sessions on-demand, and connect with other attendees online. MyOnvent registration will open on Monday, June 20, 2022. We will send you an email with the registration link and invitation code. Moreover, you can download the Eventsential app from your app store. The app will be available from Friday, July 1, 2022. Please also use the passcode that we will send you by email for the Eventsential app. You will use the same passcode to register on myOnvent and Eventsential as well as to join a Zoom meeting.

On-site attendees can watch the live streams of online presentations in the scheduled rooms. Except for early-bird sessions, all online sessions will be streamed in Denver. All sessions, on-site, online, and mixed, will be recorded and uploaded to myOnvent to rewatch.

On-Site/In-Person Speakers

Tech support will be present in each presentation room to help you to set up your presentation. Please join the meeting 15 minutes before the start of the session.

Panel and brief paper session presentations should be 15 minutes long. If you have prepared slides, you can upload your presentation slides (*.pptx) or (*.pdf) in Catalyst or bring a USB device (Type A) to your presentation. Because of the technical setup, it will not be possible to connect your personal notebook. We encourage you to use Catalyst to upload your presentation slides as this streamlines the preparation process. Catalyst has now reopened for uploads until Monday, July 4, 2022. Please include your last name in the file name of your presentation slides (e.g., "SPR_Presentation_Slides_Jane_Doe.pptx").

⇒ [How to Upload Presentations to Calayst](#)

We will use the latest version of Microsoft PowerPoint or Adobe Acrobat Reader on PCs with Microsoft Windows to show your slides. Thus, only *.pptx or *.pdf can be displayed. If you are using other software or file formats (e.g., Open Office, Keynote), we recommend you convert your slides to the *.pdf format, which is normally displayed correctly. However, please be aware that pdfs cannot display effects, animations, and notes.

Online/Livestream Speakers

You will join the meeting as a regular attendee using the Zoom link in the [schedule on the SPR website](#) or app. Please join the meeting 15 minutes in advance and make sure to use your correct name in Zoom so that the tech support can identify you. Online presenters will share their own presentation slides in Zoom.

⇒ [How to Screen Share a PowerPoint Presentation in Zoom](#)

Pre-Recorded Videos

If speakers cannot present at the scheduled time due to exceptional circumstances or the time change to their location, it is also possible to play pre-recorded videos. In this case, please upload your pre-recorded video in *.mp4 video file format in [Catalyst](#). The maximum file size is 250 MB. Please include your last name in the file name of your pre-recorded video (e.g., "SPR_Pre-Recorded_Video_Jane_Doe.mp4"). The video must be uploaded in [Catalyst](#) in advance so that the tech support has enough time to download the video and check if it is working properly. [Catalyst](#) has now reopened for uploads until Monday, July 4, 2022.

⇒ [How to Pre-Record a Video in Zoom](#) ⇒ [How to Upload Pre-Recorded Videos to Catalyst](#)

Poster Presenters

We ask all poster presenters (on-site and virtual) to upload their posters on [myOnvent](#) between Monday, June 20, 2022, and Monday, July 4, 2022. Please click "Join as Poster/Study" to register on myOnvent. Even if you present your poster on-site in Denver, please upload a digital version until Monday, July 4, 2022, so that it can be reviewed by the poster committee and considered for the poster prize. All uploaded posters will be visible on myOnvent during the entire conference. We recommend poster dimensions of approximately 24" x 36" (60 cm x 90 cm). The virtual poster booths are in landscape format. However, portrait format can also be used. When you click on a poster in myOnvent, the full poster will be visible (regardless of format). Please upload your poster in the *.pdf file format.

⇒ [How to Upload Your Poster to myOnvent](#)

On-site poster presenters have to print their posters and bring them to the conference. The poster session is on Friday, July 8, 2022 from 5:30 PM (MDT) until 6:30 PM (MDT) in the Community Commons 1600 and 1700. You can hang up your poster on Friday before the poster session begins. Please keep in mind that many attendees will appreciate receiving a handout summarizing your research findings.