



Live Presentation Instructions

Summary: The following instructions outline the steps required to upload your presentation to be included in the ASE 2021 Annual Meeting.

The steps detailed below include:

1. Download ASE Disclosure/Presentation Template Slide
2. Prepare your presentation using the ASE ppt template
3. Upload your presentation to your custom faculty link sent in an email from the ASE Office

Step 1: Download ASE Presentation Template & Prepare

- a. Download [ASE Presentation Template \(light\)](#) or [ASE Presentation Template \(dark\)](#)
- b. Prepare your presentation slides with desired content.

Step 2: Upload your completed presentation slides

- a. Go to your custom faculty link sent in an email from the ASE Office
- b. Make sure that the file you uploaded is titled with your First Name, Last Name, and Presentation Title.
- c. Upload your presentation by **Friday, April 2nd**

Step 3: Preparing for the Live Presentation

- a. We allow presenters to join their assigned sessions in advance to ensure screenshare, lighting, bandwidth, etc. It is at your discretion if you would like to test your slides, virtual background, audio, wifi, etc. in advance to the session.
- b. Please wear professional attire for your live presentation.
- c. If you are able to use Virtual Backgrounds, download the [ASE Logo](#) as a possible background.

Step 4: At the time of your Live Presentation

Using Zoom for the ASE 2021 Annual Meeting Virtual Highlights



- a. Have your powerpoint presentation up on your device before joining the zoom meeting.
- b. Please intend to join 30 minutes in advance to the start of the Scheduled session. This will be a time to confirm slide sharing and any last minute questions or concerns.
- c. **All speakers/presenters are expected to fully present and share their own screens.** Submitting the presentations to the ASE office in advance is a precautionary back-up in case of screen share failure.