PANEL AND ALTERNATIVE EVENT (AE) 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, and no virtual or recorded presentations are permitted.

ABOUT ASIS&T

For 86 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, 27-28 October and require a separate fee. There will be a virtual workshop on 7 October.
- Sessions are held throughout the day on Sunday-Tuesday. Sessions vary in length as noted in the meeting app and the *Program Book*.

PRESENTER INFORMATION

- Since prerecorded or virtual presentations are not permitted, if you know you are unable to participate in the panel or Alterative Even, please email us right away so we can update the program – email meetings@asist.org.
- You may review the conference agenda in ConfTool to confirm the date, time, and location of the session.

Room Set, Internet, and AV Equipment:

- Meeting rooms will be set theater style (no tables) based on the expected size of the audience.
- Sessions will be set with basic AV equipment – LCD projector, laptop, and screen. Basic wireless internet will be available in meeting rooms and public spaces; however, it will not accommodate any live streaming or large downloads. Additional internet and equipment will not be available onsite.
- It is recommended that all of the slides for the panel or AE be consolidated and loaded onto the laptop in the meeting room at least 30 minutes prior to the session start time to ensure a smooth transition between presentations. It's disruptive to the flow of the session to have to switch between laptops for each presenter. It is recommended that you bring a back-up of your presentation on a flash drive.

For All Presenters:

- In late August, you will receive an email from CrowdCompass, 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 from Crowd Compass by September 6, please let us know right away via email to meetings@asist.org.

Panel/AE Organizers:

- The panel/AE organizer will chair the session 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 session. Remember when answering questions from the audience, to repeat the question to ensure all attendees can hear the question.

ASIS&T STYLING STANDARDS
FOR ALL POWERPOINT PRESENTATIONS

- To ensure a consistent look throughout the meeting, presenters are asked to use the ASIS&T 2023 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 of some type 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.