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Description automatically generated**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. There will be a few virtual opportunities including a virtual poster on 3 October and virtual workshops on 9-10 October. The First Annual Information Science Summit will also be open to virtual attendees on 28 October.

**ABOUT ASIS&T**

For 85 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 and require a separate fee. This year, there are a few virtual only workshops being held 8-9 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**

* If you find you are unable to participate 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](https://www.conftool.org/asist2022/index.php?page=browseSessions&path=adminSessions) in ConfTool to confirm the description, date, time, and location of the session.
* Workshops should be highly interactive and encourage engagement with attendees.

**Workshop Organizers:**

* The workshop organizer should plan to act as chair of the workshop and introduce each presenter by name and affiliation.
* The chair should know order of presentations and will need to keep the session on time.
* The chair will facilitate the question-and-answer periods throughout the workshop.
* Remember when are answering questions from the audience, you should 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, please email those to me not later than October 3. Each handout must be a PDF no bigger than 10MB. I will upload them into your session on our meeting app and registrants will be sent instructions on how to download them. You may bring copies on your own if you wish, but we are encouraging people to move away from paper handouts and to use electronic copies. We will not be able to make copies onsite.
* **Coffee breaks:** Morning and full-day workshops need to take a break from 10:30 AM-11:00 AM. Afternoon and full-day workshops need to break from 3:00 PM-3:30 PM. Build these breaks into your schedule. For those **in person**, coffee and snacks will be in the foyer just outside of the workshop room.
* **Full-day in-person workshops** will be provided lunch from 12:00 PM-1:00 PM. Lunch will be served in the foyer area outside of your workshop room.
* **Flip charts and markers and any additional supplies** will only be provided for in-person workshop presentations and only if ordered in advance not later than October 3. We will be unable to provide these at the last minute onsite as the items will need to be shipped from ASIS&T headquarters.

**In-Person Presenter Information:**

* Most meeting rooms will be set classroom (tables and chairs), and some will be 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 added onsite.

**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 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 5, please let us know right away via email to [meetings@asist.org](mailto:meetings@asist.org).

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**ASIS&T STYLING STANDARDS**

**FOR ALL POWERPOINT PRESENTATIONS**

* To ensure a consistent look throughout the meeting, presenters are asked to use the ASIS&T 2022 Annual Meeting [template](https://growthzonesitesprod.azureedge.net/wp-content/uploads/sites/946/AM22-Slide-Template.pptx) 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.