GUIDELINES FOR PRESENTING IN A LIVE SESSION

Your cooperation is appreciated in keeping the meeting on schedule for the benefit of all attendees. Please note the following guidelines:

- Authors must be prepared before presenting to allow fast and easy transition from one presentation to another to avoid unnecessary delay between presentations. All live presentations are limited to the amount of time listed in the program which includes setup time.

- Please see your email for both the Session Time and your Presentation Time. All times are listed in Eastern Daylight Time.

- **Speaker Ready Room:** In order to prepare for your presentation, MRS is providing a VIRTUAL Speaker Ready Room located on the platform. The Speaker Ready Room allows presenting authors to familiarize themselves with the functionality of giving a virtual presentation. You should test your microphone; video camera; and sharing your screen in order to give a smooth and trouble-free presentation. The Speaker Ready Room will be available Sunday, April 18 thru Friday, April 23, between 7:00 am – 11:00 am EDT and 3:00 pm – 9:00 pm EDT.

- **Green Room:** The Green Room check in time is **twenty minutes** prior to the start of your live session. Example: if your session starts at 8:00 am, you will need to enter the Green Room between 7:40 am – 8:00 am even if you are presenting at 9:15 am. You will enter the Green Room via the session link on the platform. In the green room all presenters for that session will meet with the Session Chairs for preparations and last minute instructions.

- **Live Presentations:** Live programming will take place from April 17, 2021 through April 23, 2021.
  - Please see your email for both your Session Time and your Presentation Time.
  - Presentations must not start late or extend past the scheduled end time. Most sessions are 2 hours long and automatically shut off at the 2 hour mark. Some of the evening sessions are longer, but will end at the designated time. Please be courteous to all of the presenters by staying within your presentation time limit so that everyone is given the opportunity to present their research.
  - Due to cancellations, your presentation time could change. We will send your presentations times to you again the week of April 12th.
  - Your Presentation Time includes time for Q&A.
  - The idea of the live sessions is to present live. If you are having technical difficulties, you can play your pre-recorded on-demand presentation as long as your recording does not go over the time that has been allotted for you. Note that the Q&A is live between you and the attendees.

**MRS Recording Policy:**

**Recording of Presentations is Strictly Prohibited**

No individual or entity—including a presenting author—may electronically record or broadcast any portion of the MRS Meeting without prior written consent of MRS. Unauthorized recording (audio, video, still photography, etc.) of presentations during sessions, posters, workshops, tutorials, etc., without the express written consent of MRS and individual authors is strictly prohibited. MRS reserves the rights to any approved audio and video production of presentations at all MRS events. Press representatives must receive a Press Pass and photo/recording permission from MRS. Those who do not comply with the MRS recording policy may have their access to meeting content revoked.
**Photo Policy**
Attendees or exhibitors are encouraged to network and enjoy the meeting experience. As such, capturing memories of casual meeting activities and networking is permitted with the permission of those being prominently photographed. **Photographing formal meeting presentations, posters, or displays is forbidden without permission of MRS and the presenter.** Those who do not comply with the MRS Photo policy may have their access to meeting content revoked.

**Videos and Photos for MRS Use**
MRS Meeting attendance implies your consent to be photographed, filmed and/or otherwise recorded for use on the MRS website or news publications. **Please note that no technical presentations will be recorded without prior consent of MRS and the authors.**

If you have further questions, please contact us at [meetings@mrs.org](mailto:meetings@mrs.org).

Updated 3/16/2021