

## **PODIUM PRESENTATIONS**

### **What tasks do I need to complete in the faculty portal and how do I access them?**

Presenting authors, speakers, moderators, and discussants were asked to complete a series of tasks including – but not limited to – disclosure and a faculty agreement. In addition to these tasks, faculty are encouraged to review/update their profile, provide a brief biography, and upload a photo.

### **I can't find my login credentials – who do I contact?**

If system-generated messaging is ever misplaced, send an email to [vameducation@vascularsociety.org](mailto:vameducation@vascularsociety.org).

### **I am no longer the presenting author of a paper/abstract. How do I make this change?**

Contact [vameducation@vascularsociety.org](mailto:vameducation@vascularsociety.org). (The alternate must be an author associated with the paper.)

### **I forgot when my lecture is – how do I locate this information?**

Log into the faculty portal, and a list of presentations you are associated with can be found under “Presentation Assignments”.

### **Is a presentation template available? Is it mandatory to use?**

A branded VAM23 template is available via the online planner under ‘Presenter Resources’. While optional, SVS greatly encourages its use.

### **Do I need to submit lecture slides prior to the meeting?**

Only those speakers who have been contacted by the Education department (as a relevant conflict was identified b/w a disclosed relationship and the respective presentation topic). Otherwise, you may go directly to the Speaker Ready Room upon arrival at the convention center.

### **I have a video and/or animations in my PowerPoint – what should I do?**

For animations or embedded videos, notify the AV technicians in the Speaker Ready Room upon arrival at the convention center.

*Note: if you are giving a video-based lecture for a plenary or the ‘How I Do It’ session, the video must be muted with live narration by the presenter.*

### **Is there still time to register for the meeting?**

Yes; see [this page](#) for related information and fees. To begin the registration process, click [here](#).

*For any other questions not addressed above, contact [vameducation@vascularsociety.org](mailto:vameducation@vascularsociety.org).*