

Parallel Presentation Checklist – ISDC 2021 Virtually Chicago Conference

July 26-30, 2021

NOW until July 8: Upload any up-to-date conference material submissions (listed below) that you would like to share (always updateable!). These materials are needed early, internally for session chairs and other conference organizers.

BY JULY 8, REQUIRED. Submit online your:

File for online schedule and live conference, in PDF format (a full paper, extended abstract, or slides for practitioner applications).

Make sure your abstract, title, and author information are correct and complete (always updateable!).

The [Tentative Schedule](#) may change. Please check it periodically for any conflicts or problems.

Also by **JULY 8 (optional but recommended):**

Presentation slides

Supporting materials (including models and documentation as appropriate)

Presentation YouTube video ID (will allow conference attendees to see your presentation any time; required if you are unable to attend the live session)

Author link available during conference and for the Conference Record

Indicate whether you will participate in a Dialog Session by signing up on the online conference website

BY SEPTEMBER 7:

File for Conference Record. Upload material that will be permanently and publicly available online after the close of the conference. You are encouraged to submit an extended abstract in lieu of the full paper for the Conference Record so that you will not be precluded from publishing elsewhere.

IMPORTANT: The Session Chair needs access to your paper to conduct a meaningful session. Please do not delay in submitting your files.

Your submission will be viewable by conference participants before and during the conference, and post-conference for the month of August. Note that this work will be not publicly accessible.

INSTRUCTIONS for uploading:

- 1) Log in to the Web Portal Submission System
<https://webportal.systemdynamics.org/web.portal>
- 2) Click on the “Submission #XXXX” link to edit your existing submission.
- 3) On the “Menu for Submission #XXXX” page, use the link “**Upload new or updated paper files...**”.

- 4) You should see a web page titled: "File Uploads for Submission #XXXX" (see image below).

Use this page to upload the PDF paper file, supporting materials, presentation slides, and Conference Record file. Browse to select the indicated files, then press Upload File(s).

File Uploads for Submission #XXXX

You can upload one or more files. If your internet connection is slow or the files you are uploading are big we recommend that you upload only one file at a time. After you upload your files an email, will be sent to you confirming the upload.

File for Conference Record. This must be an Adobe Acrobat file and should include all author information. This file should be submitted after the conference and will become part of the permanent conference record. Please submit an extended abstract or set of slides. Be sure not to submit something that would preclude publication elsewhere. This submission is due September 7, 2021.

No file selected. (filename must end .pdf and file must be less than 2 megabytes)

File for Online Schedule and live conference. This must be an Adobe Acrobat file and should include all author information. This file must be submitted when you receive notification of acceptance and will be available to conference attendees, but not to anyone else, during and for 2 weeks after the conference. It will be removed after the conference.

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Presentation Slides (Optional). You can upload your presentation slides. This should be either a Powerpoint or Adobe Acrobat file. Slides will be available to the Session Chairs, and as part of the live conference schedule, but will not be archived in the Conference Record. Providing these gives a quick preview of what you will present to encourage people to attend your talk or visit your poster.

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Supporting materials. You are encouraged to include any models on which your paper is based and other material that will make it easier to understand your work. This file may be a .zip archive with several files included. It will be made available to the reviewers and the version submitted for review should not include author information (you may update this file after you are notified of acceptance and until September 7, 2021 to include author information). Supporting materials will be included in the Conference Record for papers assigned to Plenary, Parallel and Poster sessions.

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Click on this only once. It will take some time for the files to upload. If you exceed the maximum file sizes it will take a long time to receive the error message.

For edits to the title, abstract, author list, YouTube video ID, and link to additional information (this link will be available during the conference and also included in the permanent Conference Record):

- 1) Log in to the Web Portal Submission System
<https://webportal.systemdynamics.org/web.portal>
- 2) Click on the "Submission #XXXX" button to edit your existing submission.
- 3) On the "Menu for Submission #XXXX" page, use the link "**Review or update paper information ...**".
- 4) You should see a web page titled: "Paper Information for Submission #XXXX".

Edit or fill in all appropriate fields.

You are highly encouraged to record your presentation in advance. This will enable you to practice and make a video available as a backup plan. A backup plan is in case of any technical difficulties that you, the conference, or the global attendees may have with internet connections. This will also allow conference attendees to see your presentation at any time while the conference website is available. The pre-recorded video of your presentation video will be linked to your submission in the online conference. For further information about creating pre-recorded videos please see: <https://webportal.systemdynamics.org/documentation/Default.htm#cshid=1033> and the tutorial video about recording a parallel presentation "[ParallelWIPRecording.](#)"

Once submitted, files can be updated, but after July 8 there is no guarantee that the latest version will be used by the Session Chair.

Conference parallel sessions will be recorded for viewing by participants through the conference website until August 31. The zoom recording of your live presentation will also allow conference

attendees to view your presentation at any time if they cannot make your session. Using the zoom platform, there will be a practice session a week or so before the conference. We will keep you posted.

ATTENDANCE: If you are listed in the schedule, you are expected to be prepared and give a parallel presentation. Click [here](#) for more presenter details. If the timing of your presentation is not practical (because of time zones), you should record your presentation and specify the YouTube Video ID for your presentation in the Web Portal so that the video can be played in your absence. If you know you will not be able to deliver a live presentation, please contact the chair of your session via the online conference website. The entire session will be recorded and made available as soon as possible after the session is held.

The final two days of the conference will include a set of Dialog Sessions arranged by topic. All authors are invited to participate in Dialog Sessions. These sessions will facilitate discussion around work presented at the conference, as well as other dialog about the topic (hot topics, areas of future work, potential collaborations, etc.). Authors who wish to participate in Dialog sessions may sign up through the conference website. Please stay tuned for further information about this opportunity.

TIMING is very important. The hour-long parallel session at which you will speak will include three presentations. Keep in mind that introductions, transition times, and technical issues between speakers can add unintentional delays. Also, each presentation will be followed by a brief discussion of no more than five additional minutes. Therefore, your actual presentation needs to be kept to 15 minutes or less. A Session Chair will monitor your time (with verbal reminders for 5, 3, and 1 minute remaining) and moderate the question-and-answer portion of the session.

So you know what to expect from your Session Chair during your presentation, review the [guidelines](#) for Parallel Session Chairs. This information serves as a reminder of the basic rules for chairing a session. These guidelines may be further refined as we approach the conference, so as to adapt best practices to the virtual format.

PRESENTATION TIPS: If you plan to use visuals for your presentation, limit the amount of information on each slide and use a boldface font of at least 24-point size. Diagrams should be easy to read, uncrowded, and focus sharply on the main point. If you are switching between presentation slides and an application, please try to minimize the back and forth between the two, and be sure to practice sharing the appropriate screens.

INFORMATION ABOUT VIDEOS: There are two types of videos, the author YouTube video and the session video recording. Most live conference sessions will be recorded so that attendees can view presentations asynchronously at any time while the online conference website is available.

Author presentation videos and conference session video recordings will be made available through the online conference site and are only available to conference registrants. They will not be publicly available.

The YouTube video ID that authors provide will not be part of the Conference Record, and the video may be deleted from YouTube at the authors' discretion. Video recordings of live sessions will be available for viewing by conference attendees until August 31, 2021. Thereafter, these videos will no longer be available.

CONFERENCE MATERIALS: Conference papers, presentation slides, and posters can be viewed through the online conference website, which is only available to conference registrants. Conference papers will not be publicly available and will not be archived.

Parallel presenters are encouraged to upload an extended abstract of their work in lieu of a full paper for the Conference Record. Practitioner applications may submit a set of slides for this purpose. Whatever is submitted to the Conference Record should never prevent the author from publishing elsewhere. We strongly recommend that authors submit their work to a journal such as the *System Dynamics Review*. The strength of the field requires publishing good work to reach audiences beyond those attending our conferences.

The online conference website will be available post-conference only until August 31, 2021. Then, it will be taken down, and a separate Conference Record will be created. Here is more information on what will be included in the permanent Conference Record:

<https://webportal.systemdynamics.org/documentation/Default.htm#cshid=1007>

IMPORTANT DATES for Parallel presentations:

July 8 – REQUIRED file for online schedule, in PDF format (a full paper, extended abstract, or slides for practitioner applications)

July 26 – ISDC 2021 Virtually Chicago Conference Opening!

September 7 – Deadline for Conference Record file

2021 International System Dynamics Conference
Virtually in Chicago
July 26-30, 2021

E-mail: conference@systemdynamics.org

SYSTEM DYNAMICS SOCIETY

<https://www.systemdynamics.org/>

Note: Many of the links in this document reference the Web Portal [documentation](#) page, where you will find menu items for the Online Conference as well as the Submission System. We are in the process of migrating documentation from the Web Portal to the main System Dynamics Society website, where you will find the most up to date information:

<https://systemdynamics.org/conference/submission-system/>

Updated June 11, 2021