

Work in Progress 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:

PowerPoint file for online schedule and Session Chair use. Use the [template](#) to prepare your slides. Do not change the number of slides or the slide titles.

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

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

BY SEPTEMBER 7:

Update information for the Conference Record that will be permanently and publicly available online after the close of the conference. You may include a link to additional information.

IMPORTANT: The Session Chair needs access to your PowerPoint file to conduct a meaningful session. Please do not delay in submitting your files. The Session Chair will collate the slides for your WIP session and control the presentation sequence. Use the “Upload new or updated paper files...” link in the webportal for the PowerPoint file (see below). Once submitted, slides can be updated, but after July 8 there is no guarantee that the latest version will be used by the Session Chair.

Your presentation 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.”

- 5) Use this page to upload the PowerPoint file. Browse to select the file, then press Upload File(s).

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 Work in Progress (or Parallel) presentation "[ParallelWIPRecording.](#)"

Conference Work in Progress 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 Work in Progress presentation. Click [here](#) for more presenter details. If the timing of your presentation is not practical (because of time zones), you should record your 5-minute 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 online conference website. Please stay tuned for further information about this opportunity.

TIMING is very important. The hour-long Work in Progress session at which you will speak will include up to six presentations. Keep in mind that introductions, transition times, and technical issues between speakers can add unintentional delays. Therefore, your actual presentation needs to be kept to five minutes or less.

A Session Chair will control the slide deck, monitor your time (with a verbal reminder for 1 minute remaining), and moderate the question-and-answer portion of the session. Up to six author presentations are given from a single set of slides controlled by the Session Chair. If recorded presentations are used, they will be played by the Session Chair. Each presentation will be followed by a brief discussion of no more than five additional minutes. Time permitting, there may be additional discussion following the author presentations.

So you know what to expect from your Session Chair during your presentation, review the [guidelines](#) for Work in Progress 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.

FORMAT: Your final PowerPoint slides for the presentation must follow exactly the form of this template: https://webportal.systemdynamics.org/documents/wip_template.pptx

Only the title, author names and slide content (not the slide titles) should be changed. There is a slide showing the presentation title and authors, three content slides, and an instruction slide. Do not change the number of content slides, or the slide titles. If you submit the incorrect number of slides only three content slides will be used. The five-minute limit is STRICT. If a pre-recorded video is longer than 5 minutes, only the first 5 minutes will be played in the live session. For everyone to get the most out of the Work in Progress sessions, everyone must adhere to the specified 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.

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: Work in Progress presentation slides can be viewed through the online conference website, which is only available to conference registrants. Conference materials will not be publicly available and will not be archived.

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 Work in Progress presentations:

July 8 – REQUIRED file for online schedule, in PowerPoint format (using template)

July 26 – ISDC 2021 Virtually Chicago Conference Opening!

September 7 – Deadline for updating Conference Record information

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