

ATS 2021 International Conference Clinical and Scientific Sessions & Abstract Presentations

Faculty/Author Virtual Profile Set-Up Guide

Thank you for being a Speaker/Author at ATS 2021! Please see below for detailed instructions on creating your speaker/author profile.

The screenshot displays a virtual profile set-up interface. At the top, it is titled "Speaker Template" with a yellow "Add" button. Below this, there is a contact information section with fields for "Contact: First Name Last Name, Degree", "Website: https://www.speakerwebsite.com", and "Social" with icons for Twitter, Facebook, LinkedIn, and YouTube. A "Quick Start" button is also present. The profile is divided into sections: "Home" and "Contact the Speaker" are visible at the top. The "Biography" section contains a placeholder text: "Full Author Biography. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Id cursus metus aliquam eleifend mi in nulla. Scelerisque volutpat ac tristique nunc nulla. Sed quia Henderson dolor magna, Mi eget mauris pharetra et, Tortor posuere ac ut consequat semper viverra nam libero justo. Id ornare arcu odio ut sem. Bibendum arcu vitae elementum curabitur. Ut etiam sit amet nisl purus in mollis nunc sed, Suspendisse in cursus turpis massa. At ultrices mi tempus imperdiet nulla malesuada pellentesque. Viverra vitae congue eu consequat ac felis donec et." The "Session Recordings" section has a yellow "Add" button and a placeholder for "Upload Your File Here" with a "Speaker Presentation Template" and a "Speaker Presentation" link. The "ePoster" section also has a yellow "Add" button and a placeholder for "Upload Your File Here" with a "Thematic Poster Template" and a "Thematic Poster Session" link.

Complete Speaker Agreement Form

Please complete [this form](#) if you are presenting in a Clinical + Scientific session. You do NOT need to complete this form if you are the author of an abstract presenting an ePoster. **Please complete the form prior to setting up your speaker profile.**

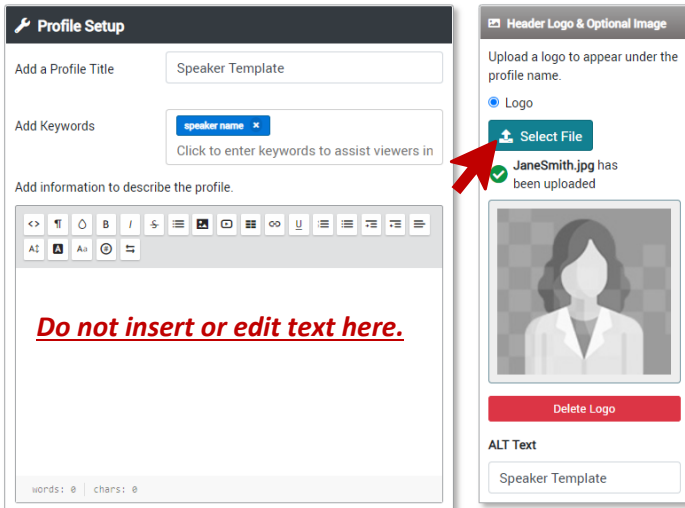
Training Videos and Instructions

Watch the [speaker training videos](#) to orient yourself with your speaker profile, learn how to update your profile information and upload your video presentations and ePosters to your profile.

****Please note that the deadline to update your profile and upload content is Friday, April 16th, by 11:59pm ET.***

1. Upload Headshot

Please note – you can choose NOT to upload a headshot.



Profile Setup

Add a Profile Title: Speaker Template

Add Keywords: speaker name x
Click to enter keywords to assist viewers in

Add information to describe the profile.

Do not insert or edit text here.

words: 0 | chars: 0

Header Logo & Optional Image

Upload a logo to appear under the profile name.

Logo

Select File

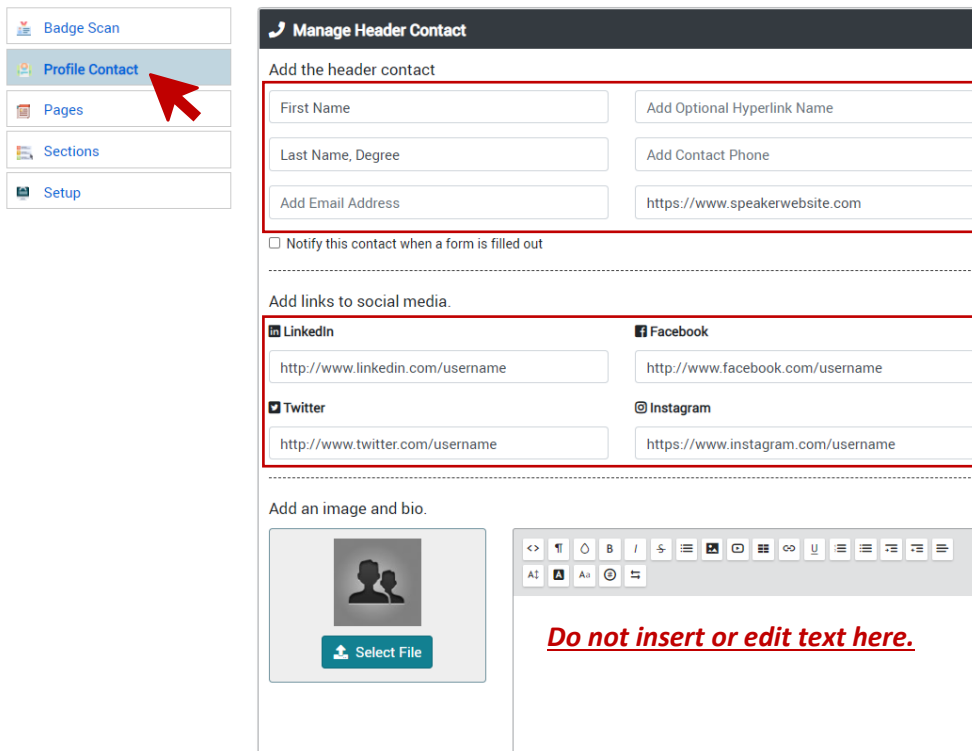
JaneSmith.jpg has been uploaded

Delete Logo

ALT Text: Speaker Template

2. Complete Contact Information

Please note that, if you add an email address here, it will display to all attendees during the live event.



Badge Scan

Profile Contact

Pages

Sections

Setup

Manage Header Contact

Add the header contact

First Name: Add Optional Hyperlink Name

Last Name, Degree: Add Contact Phone

Add Email Address: https://www.speakerwebsite.com

Notify this contact when a form is filled out

Add links to social media.

LinkedIn: http://www.linkedin.com/username

Facebook: http://www.facebook.com/username

Twitter: http://www.twitter.com/username

Instagram: https://www.instagram.com/username

Add an image and bio.

Select File

Do not insert or edit text here.

3. Update Biography

Please toggle this section “off” if you don’t update it.

A Text & Graphics Section Show Left Navigation

Section On

Section Name

Section Settings Attendee Transfer Enabled

Display name on home page Add

Article - Grid - Column - Paragraph

Biography

Full Author Biography. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Id cursus metus aliquam eleifend mi in nulla. Enim neque volutpat ac tincidunt vitae semper quis. Mi quis hendrerit dolor magna. Mi eget mauris pharetra et. Tortor posuere ac ut consequat semper viverra nam libero justo. Id ornare arcu odio ut sem. Bibendum arcu vitae elementum curabitur. Ut etiam sit amet nisl purus in mollis nunc sed. Eros in cursus turpis massa. At ultrices mi tempus imperdiet nulla malesuada pellentesque. Viverra vitae congue eu consequat ac felis donec et.

words: 182 | chars: 639

You can't upload images over 8Mb.

Cancel Save

4. Upload pre-recorded session and/or poster presentation

UPLOAD CONTENT – STEP 1

Your Current Profile: *Your Name Here* View Select Language

ATS 2021

Welcome, Emery Colbert Site Home Page Logout

Home Profile **Posts** Administration

Home / Posts

Edit Post Order Post Options Speakers + Add New Post

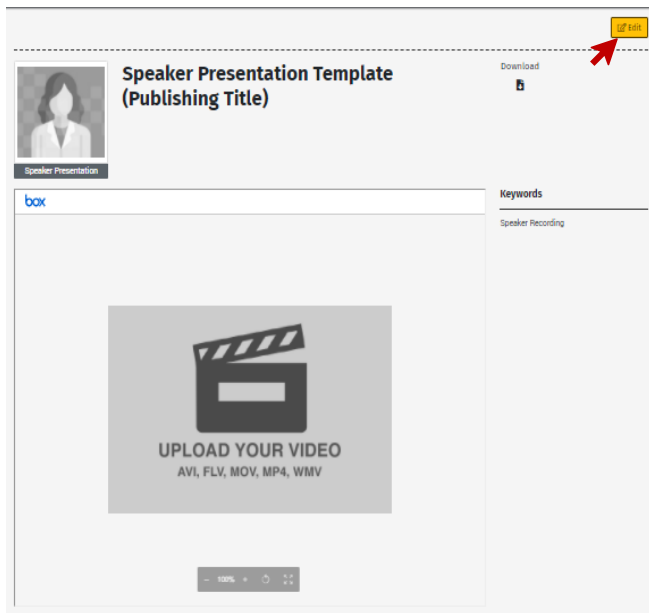
Search...

Show 10 records Post Types All Sites Status

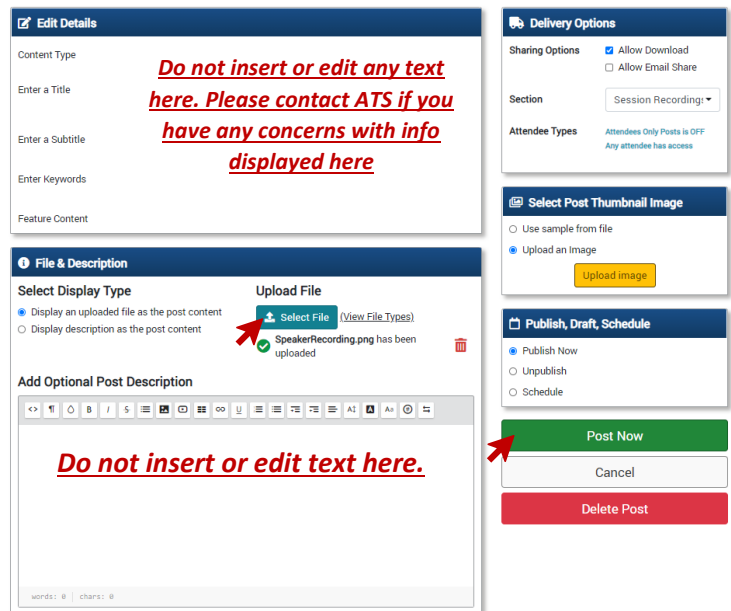
Feature	Thumb	Title	Type	Subtype	Created	Updated	Status	Options
<input type="checkbox"/>		Your Publishing Title	Content	Speaker Recording	02/04/2021 M Breiding	03/15/2021 M Breiding	Live	Options
<input type="checkbox"/>		The Publishing Title of Your Thematic Poster	Content	Thematic Poster Session - Acute Lung Injury, ARDS	03/15/2021 M Breiding	03/15/2021 M Breiding	Live	Options

Showing 1 to 2 of 2 entries First Previous 1 Next Last

UPLOAD CONTENT – STEP 2

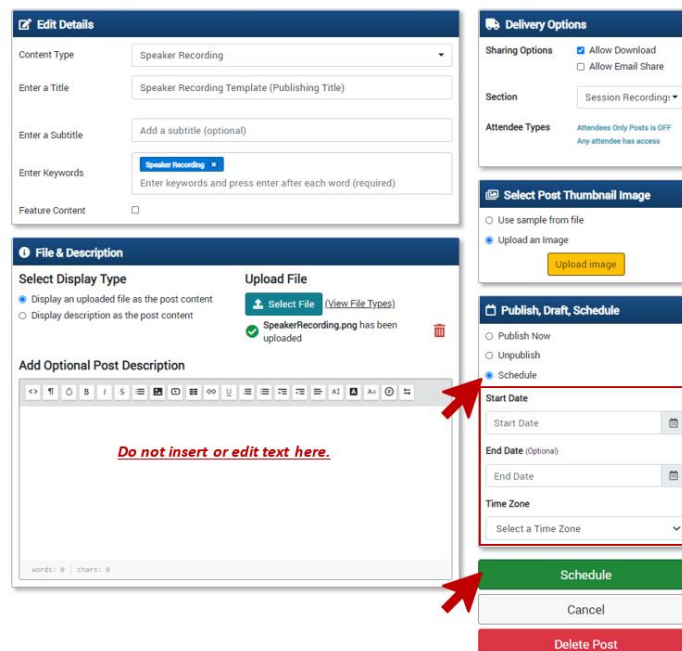


UPLOAD CONTENT – STEP 3



Notes about content uploads:

- Your pre-recorded video presentation must include your COI slide at the beginning of the presentation
- If you have multiple videos for 1 talk title or handouts to add to your content, please contact ATSSupport@mci-group.com
- If you have filmed a joint video with other speakers within your session, each speaker should upload that video to his/her profile
- If your poster should not be available to the public until a certain date, you can choose to “schedule” the poster to display on a specific date and time. See screen shot below.



- e. You must submit 1 poster per title
 - i. [Click here](#) to learn how to combine your graphic and audio file into 1 MP4

Supported File Types – Content Uploads

Poster Document: PDF

Poster Audio: WAV, MP3

Talk Video: AVI, FLV, MOV, MP4, MWV

**Max File Size: 720MB*

Please do not change any of the following fields within your profile:

- **Session Recording Description** – *this contains a disclaimer message that the ATS has mandated, based on CME compliance issues.*
- **Content Post Subtype** (*ie. Scientific Symposium, Thematic Poster Sessions, etc*).
- **Talk Titles/ePoster Titles** – *by default, these are locked from editing*
- **Download and Share settings** – *all session recording files have been configured for download until the event goes live, at which time the ATS will make them unable to download. This is for the purpose of ATS staff and production vendors to access the files leading up to the event. Please do not reconfigure these settings.*

Live Sessions

If you are participating in a live session, you will receive a Zoom panelist link approximately 1 week before your scheduled session. If you do not receive this link, please contact ATSSupport@mci-group.com.