

NARST 2024 Conference Information

In addition to the in-person conference, a Virtual Conference day will be held to support presenters who are unable to attend in person. All conference registrants have access to the Virtual Conference Day and will receive an email with instructions for logging into the Playback Now virtual conference platform at PlaybackNARST.com. If you do not receive login instructions, please contact experience@playbacknow.com.

An **Overview** comparing the in-person and virtual conference components is provided on the following page.

Conference Program: The full conference program is posted on the Oxford Abstracts platform at <https://virtual.oxfordabstracts.com/#/event/public/4707/program>.

A link to the program is also available on the conference web page:
<https://narst.org/conferences/2024-annual-conference>.

The conference program on Oxford Abstracts will be updated as necessary. A PDF version of the program will be posted on the conference website 1-2 weeks prior to the start of the conference. Subsequent changes will be posted to the conference website in a Program Appendix. Additionally, an abbreviated Schedule-at-a-Glance is available on the conference website.

What to expect for in-person and virtual participation: Please refer to the table on the following page, which shows differences in what you can expect (in-person versus the virtual day).

TRAVEL INFORMATION

Google Maps (www.googlemaps.com) is a great way to see what train lines you can take in and around Denver, or you can view a train route map [here](#). The **A line** will take you from Denver International Airport (DEN) all the way to downtown Denver. A taxi from the airport to downtown is approximately \$70-80 including a tip for the driver. The train is \$10 one way.

OVERVIEW

Virtual conference events	In-person events
Welcome and closing address by President Jomo Mutegi.	Pre-conference workshops (see program)
Two concurrent sessions will be underway for much of the day. All presentations will be delivered in one of two Zoom “rooms”.	Paper presentations, symposia, sponsored sessions. Up to 14 sessions may be underway in each of 13 concurrent sessions. Bring your own laptop/tablet with your own dongle/connector to an HDMI input.
Posters will be shared during a LIVE poster event in which each presenter will share in individual breakout rooms. Additionally, poster presenters may upload their poster into the Oxford Abstracts Poster Gallery, where the poster will be visible to all virtual and in-person attendees. Please contact Paul at paulkemp@narst.org to have your poster added to the Poster Gallery.	Posters will be displayed in a dedicated poster session with back-to-back sections A and B. The poster boards will accommodate posters in a horizontal layout of up to 36” tall x 48” wide (91 cm x 121 cm). If you wish, your poster can also be uploaded into the Oxford Abstracts Poster Gallery for viewing throughout the conference. Please contact paulkemp@narst.org to have your poster added to the Poster Gallery.
	Plenary Sessions: Welcome, Presidential address and Keynote, Awards session, Business/Membership Meeting, Closing session
A Roundtable discussion session will have a dedicated zoom room, where you can share your screen for visuals. All attendees are welcome to listen.	Roundtable discussion sessions will be held during the in-person conference.
Committee/RIG meetings: none are planned during the Virtual Conference Day on March 8th.	Committee/RIG meetings: Primarily in person, although some groups may opt to have some remote attendance. Please contact your chair to inquire.
Social events online include two or three informal sessions to converse about your work and interests.	Social events in-person. Please refer to the conference program for planned social events.

Presiders

The last presenter(s) in a research paper session will act as the presider for the session. Please keep track of each presenter's time, keeping in mind that the session may not run overtime. It is helpful to give 5 min, 3 min, and 1 min. warnings to the current presenter.

In-Person Conference Presenters

PAPER PRESENTATIONS

Each in-person session is 90 minutes in length. Most sessions have 4 assigned presenters; a few have 3 assigned presenters.

Presenters must divide the 90 minutes equally. The session may not run overtime.

Please do not encroach on the time of other presenters. You can look up your presentation at [Oxford Abstracts](#) to learn whether your session has three or four presenters. Presenters in groups of four can plan for a 15 minute presentation plus 5 minutes for questions and answers, leaving 1-2 minutes between presenters.

Laptops will not be provided at the podium. Each presenter must bring a personal laptop or tablet loaded with their presentation file, and an appropriate dongle to connect to the HDMI connector of the conference room's projector.

ROUNDTABLE PAPERS

Roundtables are intended to be open discussions in which a small group exchanges ideas. Although the focus is on discussion rather than presentation, you will probably want to introduce your work and ideas in an organized way such as a Powerpoint, a video, or a chart or other graphic display. These can be shared on a laptop or tablet, on a website, or as printed material. Please be attentive to time and share the session time equally. The in-person Roundtable sessions will be 90 minutes long.

POSTER PRESENTATIONS

Poster boards and tacks will be provided. The maximum size for a poster is 36" inches (0.9 meter) feet tall and 48" inches (1.2 meter) wide. The Poster Session is divided into Poster Sessions A (March 18) and B (March 19). All posters will be up for the entire combined poster session, but please be available and standing by your poster during your assigned A or B session.

Poster template: A poster template is available: <https://tinyurl.com/NARSTposter>, Download as PowerPoint, and modify as you wish.

The Oxford Abstracts platform includes an online Poster Gallery. To make your poster visible in the Poster Gallery, it only needs to be attached to your original proposal. **Please provide a PDF of your poster to Paul Kemp at paulkemp@narst.org prior to the**

conference.

COMMITTEE AND RIG MEETINGS

All Committee and Research Interest Group business meetings will take place during the in-person conference. Rooms are assigned to each of these meetings - please refer to the conference program.

Virtual Conference Presenters

The all-virtual conference day will be held on March 8th, using the Playback Now platform. Two concurrent Zoom sessions will be held in Zoom Rooms A and B. All plenary sessions will be held in Zoom A.

Links to the NARST Virtual Conference Day will be provided to all conference attendees prior to the conference. The landing page for the Virtual Conference Day will display links to join Zoom Rooms A and B.

The Virtual Conference Day **is open to all registered attendees** (both virtual and in-person). A login will be required to join the Virtual Conference Day sessions.

To view the program for the Virtual Conference Day, please go to <https://virtual.oxfordabstracts.com/#/event/public/4707/program>, click on Dates in the top menu, and select March 8.

PAPER PRESENTATIONS

Sessions will be one hour in length, and most sessions will have four assigned presentations. Presenters should plan for a 15-minute presentation including time for questions. Please be aware of the time and do not encroach on the time allotted to other presenters.

Presenters will share their screen during their presentation. Please be ready with your presentation open and ready to begin sharing. You are free to use a presentation template of your choice.

POSTER PRESENTATIONS

A dedicated poster session will be held in Zoom A. It is intended to closely follow the style of in-person poster sessions, in which attendees engage in discussion with several poster presenters. Each poster presenter will be placed in a small-group breakout room, and attendees will be free to move between breakout rooms. We suggest that you be prepared to present your poster more than once during the 1-hr session. Please be prepared to share your screen, and you may also wish to upload your poster as a file in the Zoom chat. This will allow attendees to download the file and adjust the viewing size to their own needs.

Poster template: If you would like to use a PPT **template**, go to <https://tinyurl.com/NARSTposter>, download as PowerPoint, and modify as you wish.

The Oxford Abstracts platform includes an online Poster Gallery. Virtual poster presenters are encouraged to display their posters in the Oxford Abstracts Poster Gallery, where it will be visible to both virtual and in-person conference attendees. The poster file must be attached to your original proposal. Please provide a PDF of your poster to Paul Kemp at paulkemp@narst.org **prior to the conference**.

BREAKOUT SESSIONS

Breakout sessions will be held during the day. These are intended to encourage open discussion and are not specifically limited to discussion of the papers just presented.

Attendees

IN-PERSON ATTENDEES

We look forward to seeing you at all of the in-person sessions: welcome reception, social events, activities, paper presentations, keynote address, presidential welcome address, roundtables, and poster displays.

Don't forget that in-person registration ALSO gives you access to the Virtual Conference Day!

Check out the online Exhibitors space now under construction on Oxford Abstracts: <https://virtual.oxfordabstracts.com/#/event/public/4707/exhibitors>

VIRTUAL ATTENDEES

Registrants will receive a password connected to the email address used when you registered, which you will use to access the Virtual Conference Day on PlayBackNarst.com. The conference site is under construction. When it is complete, the entrance page will display links to the Zoom-based conference rooms.

In addition to regular research presentations, the Virtual Conference Day will include social mixers in breakout rooms, where you can meet people who may end up being potential collaborators.

FAQ: CLOSED CAPTIONING

Question: I am hard-of-hearing, deaf, or a non-native English speaker. Will it be possible for me to have closed captioning in the online sessions on April 28th?

Below are the instructions to add the Chrome web browser extension for closed captioning to Zoom. Once attendees do this and then attend the live session, a box will pop up with the live captioning after the speakers start talking.

How to add closed captioning Chrome extension:

1. Go to your Google Chrome browser
2. Copy and paste this: `chrome://flags/#enable-accessibility-live-captions`

3. Under Live Captions, click on “enabled”.
4. Then go to your Chrome settings, and under Advanced Accessibility, “Get Captions for your media” is now an option to toggle on

FAQ: CHANGING ATTENDANCE

Question: I had planned to attend virtually, but I found out that I will be able to attend in person after all. Can I switch my presentation format back to in-person?

Answer: Yes, you can! We are allowing presenters to change from in-person to virtual presentation. However, your presentation may be changed to a different format (e.g. to a poster), because the conference schedule is already set. You simply need to pay the difference in registration price if you have already registered. (We can help you with that.) Please email paulkemp@narst.org and executivedirector@narst.org.

FAQ: TRAVEL ADVISORY RELATED QUESTIONS

Question: What is required for me to travel to the US from another country?

Answer: Please check this website for the latest information on travel advisories.

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>

These requirements are subject to change. Keep yourself informed. NARST is not responsible for any individual's expenses related to travel, COVID, or other regulations.