



RAPID FIRE PRESENTATION INSTRUCTIONS

McCormick Place Convention Center

West Building
2301 S. Indiana Ave., Chicago, IL 60616

June 15–18, 2023 (Thursday–Sunday)

<https://www.endocrine.org/endo2023>

The instructions below apply to those giving rapid fire poster presentations.

General Information

- Sessions will take place Thursday, June 15 – Sunday, June 18, 2023.
- It will not be possible to present remotely during ENDO 2023. If you are not able to attend in person, please select a co-author to register for ENDO and present in your place.
- All presenters must be registered for the ENDO 2023 meeting.
- Presenting authors must arrive 15 minutes before the start of their session and stay for the duration of the session.
- Your presentation day and location will be listed in the ENDO 2023 Meeting App and online in the [ENDO 2023 Meeting Planner](#).

Rapid Fire Presentation Information

- Rapid Fires provide an additional platform to highlight your research. This format provides a quick preview of your poster presentations on a multimedia display and encourages meeting attendees to further engage with the presenters at their paper poster.
- Rapid Fire presentations will take place in the Poster Pod area in the exhibit hall. Each Poster Pod will accommodate 6 presentations on an HD digital screen.
- Each presentation will be a brief 3–5-minute presentation during the designated times. We recommend a 5-slide or less PowerPoint presentation.
- There will be a posterboard for you to display a physical copy of your poster on your assigned day in the main poster area. Unopposed poster presentation times will take place where you are able to stand by your physical poster and interact with attendees.
- Most attendees will be present on the poster floor during unopposed times. Additionally, poster presenters can stand at their poster at any time the poster floor is open to present and interact with meeting attendees.

Before the Meeting

Please see below on how to upload your Rapid Fire presentation in our online platform, Orchestrate:

- Submit your PowerPoint Presentation by **Friday, June 9, 2023**
- Use the link and login credentials below to upload your presentation.
 - **Link:** <https://endo2023.sessionupload.com>
 - **Login Credentials:** Your Email Address
 - **Password:** ENDO2023
- Note: The password is case sensitive and must be entered as displayed above. Once logged in, you will be able to modify your password, if desired. If you require assistance to log in, please check the Help link located in the top right corner of the log-in page.
- Remember to download the official ENDO 2023 PowerPoint Templates via the links below for use in building your presentation. If you do not use the ENDO 2023 Templates, please prepare your PowerPoint slides in a 16x9 format, so it can accommodate all event technology platforms for all delivery methods. Any videos or special fonts must be embedded in your presentation slides. Please bring a backup copy of your presentation and any other materials, such as video clips, with you on a USB, to the Speaker Ready Room, placing all materials in a folder marked "ENDO 2023."
 - [ENDO 2023 PowerPoint Template \(Dark\)](#)
 - [ENDO 2023 PowerPoint Template \(Light\)](#)
- When presenting, your Disclosure information will display before your presentation begins. Please make sure to update your Disclosure information via your [ENDO Faculty Portal](#). You have the option to include a disclosure slide in your presentation, if desired.

If you run into any technical issues onsite, Endocrine Society staff and A/V technicians will be available in the Speaker Ready Room to help resolve any compatibility or formatting issues, and to answer any questions.

Speaker Ready Room Location and Hours

McCormick Place, Room W186C

Wednesday, June 14, 2023, from 1:00 PM - 6:00 PM CT

Thursday, June 15, 2023, from 7:00 AM - 6:00 PM CT

Friday, June 16, 2023, from 7:00 AM - 6:00 PM CT

Saturday, June 17, 2023, from 7:00 AM - 6:00 PM CT

Sunday, June 18, 2023, from 7:00 AM - 1:00 PM CT

Policy Information

Abstract Withdrawal Policy

- No changes to session or presentation date/time can be made, and no exceptions can be honored at this time.
- If for some reason the primary is unable to present their abstract, a co-author on the abstract may present in their place.
- If no author is able to present or the submitting author wishes to withdraw their abstract submission, submit a request for your abstract to be withdrawn on the ENDO Presenter Portal.
- You may withdraw your abstract until Friday, May 26th to guarantee that your submission will be removed from annual meeting materials before the meeting begins.
- Abstracts withdrawn after this date may not be removed from annual meeting printed and/or electronic publications until after ENDO 2023.

Abstract Embargo Policy

- Unless otherwise noted, all abstracts presented at ENDO must not be released to the press or the public until the date and time of presentation.
- For oral presentations, the abstracts are embargoed until the session begins.
- Abstracts presented at a news conference are embargoed until the date and time of the news conference.
- The Endocrine Society reserves the right to lift the embargo on specific abstracts that are selected for promotion prior to or during ENDO.

If you have any questions, please not hesitate to reach out to abstracts@endocrine.org