

## SPEAKER PROCEDURES

### Speaker Notifications and Communications

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The Gerontological Society of America (GSA) welcomes your participation in the GSA 2025 Annual Scientific Meeting. The program reaches across all of GSA's professional sections and embraces the interdisciplinary nature of our membership.

To ensure that all communications are received, we strongly encourage you to **add the following email addresses to your safe sender's list** and check with your institution's IT department for any quarantined messages from these senders:

- [abstracts@geron.org](mailto:abstracts@geron.org)
- [donotreply@conferenceabstracts.com](mailto:donotreply@conferenceabstracts.com)
- [donotreply@CadmiumCD.com](mailto:donotreply@CadmiumCD.com)

#### Abstract Notifications

Decision notifications were emailed to abstract submitters on June 3, 2025.

Schedule notifications for presentations were sent to speakers on July 9, 2025. If you have lost or misplaced your scheduled date and time, please contact [abstracts@geron.org](mailto:abstracts@geron.org) or log in to your speaker tasks.

**Speakers are defined** as award lecturers, chairs/co-chairs, discussants, individual symposium first authors, and first authors of papers/posters. *Symposia discussants (optional)* will facilitate the discussion between the speakers and the audience.

All accepted abstracts are expected to be presented on site in Boston, Massachusetts, during the November meeting. Speakers will also upload their presentation slides for post-meeting access after the conclusion of the meeting.

For speakers with more than one accepted abstract, GSA has made every effort to remedy speaker scheduling conflicts. If a conflict exists, or the speaker cannot attend the event in Boston, please work with your abstract author team to ensure your important research is presented in Boston. Owing to the volume of abstracts, GSA cannot honor requests for scheduling changes.

**Abstract withdrawals are due by August 6, 2025, to be removed from meeting materials.**

### Speaker Tasks and Required Actions

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GSA is using the Cadmium Conference Harvester site. Your login credentials, which were sent via email, serve as your personalized Access Key to log in to your individual profile.

Speakers will need to log in and complete assigned tasks. Note: Some tasks will be available only to certain roles or for presentations accepted for certain formats.



**SPEAKER TASKS:** Once logged in using the provided personalized Access Key, you will find a list under “TASKS” for you to complete. If you cannot find that email or need your unique Access Key provided again, please contact [abstracts@geron.org](mailto:abstracts@geron.org) and indicate your name, submission title, and submission ID.

### **Speaker Profile**

**IMPORTANT:** Please note that these tasks will update your profile information; it will not change the speaker of the abstract. If you need to change the speaker of your abstract, email [abstracts@geron.org](mailto:abstracts@geron.org) for assistance.

1. Confirm/Update Profile Information
  - Users may update their profile information that was entered at the time of abstract submission.
    - Please carefully check all profile information and spelling for accuracy because your information will display in the GSA 2025 Program exactly as entered.
2. Upload Profile Photo to display in the GSA 2025 Program for attendees.
  - Please note that if you participated in a past event, you can edit the existing photo that may already be uploaded.
3. Update Biography to display in the GSA 2025 Program for attendees.
  - Please note that if you participated in a past event, you can edit the existing biography that may already be uploaded.

### **Permissions and Registration**

4. Complete Content Management Copyright Permissions
5. Enter Registration Order Number
  - **All speakers are required to** [register for the GSA Annual Scientific Meeting](#) **by August 6, 2025.**

### **Review and Confirm Presentation Information**

6. First Authors Only: Review and Confirm Presentation Information
  - First authors of papers and posters review all abstract information, including presentation titles, all authors (names, degrees, roles, etc.), and abstract text. Complete the task by clicking “Confirm Presentation Information” for each listed abstract.
  - Please note that the presentation information will be displayed and published exactly as it appears within this task in both the GSA 2025 Meeting Program and in a December supplement issue of [Innovation in Aging](#), under the title: Program Abstracts from the GSA 2025 Annual Scientific Meeting.
7. Chairs Only: Review and Confirm Symposium Information
  - Chairs review all symposium information, including presentation titles, authors (names, degrees, roles, etc.), and symposium text. Click “Confirm Symposium Information” to complete the task.
  - Please note that the symposium information will be displayed and published exactly as it appears within this task in both the GSA 2025 Meeting Program and in a December supplement issue of [Innovation in Aging](#), under the title: Program Abstracts from the GSA 2025 Annual Scientific Meeting.
8. Session Chairs Only: Confirm Session Chair Role and Preview Abstracts in Session
  - Session chairs were selected by the GSA ASM Program Workgroup to moderate the scheduled session. You will review guidelines and abstracts in the assigned session.



### **Presentation Files and Handouts** (Launching in mid-August)

9. Presentation PowerPoint Upload (**Required via Conference Harvester or in Speaker Ready Room**)
  - *Paper and symposium presentations only* upload their presentation to the INSPIRE on-site presentation management platform for display in the meeting room.
    - Please see the Speaker Ready Room section below for the required presentation uploads.
    - This speaker task will close at 11:59 PM EST on Monday, November 10, 2025. After this time, uploads are only possible via the Speaker Ready Room.
    - Additional option to upload the presentation to display in the 2025 Meeting Program.
  - Chairs, Co-Chairs, and Discussants may upload overview slides.
10. Presentation Upload for Attendee Access
  - Allows speakers to upload a digital version of their presentation to the 2025 Meeting Program for attendees. The system can accept symposia and paper presentation files in PDF and PowerPoint format. Poster files must be in PDF format and are limited to one page.
11. Upload Speaker Handouts
  - Allows speakers to provide handouts digitally to registered attendees. Handouts should be supplied in PDF format.

**Speaker access credentials to complete assigned speaker tasks were emailed on July 10.**

## Artificial Intelligence Policy

The use of automated technologies and tools—commonly referred to as artificial intelligence (AI), generative AI, or machine learning tools—is permitted provided that their use is documented and that authors assume responsibility for the content. As with human-generated content, authors are responsible for the accuracy, validity, and originality of computer-generated content. Automated assistive writing technologies do not qualify for authorship as they are unable to provide approvals or consent for submission. For Figures, no data within an image may be enhanced, obscured, moved, removed, or introduced by digital manipulation or generative AI image technologies and tools.

If you used AI-assisted technology (such as a language model, chatbots, image creators, machine learning, or similar technologies) to create or assist with the creation or editing of any of the content in this submission (e.g., text, tables, figures, video), you must disclose and provide a description of AI-generated content that is included in this presentation and how the AI tool was used. Disclosure and description are not required for the use of basic tools for checking grammar, spelling, references, or similar items.

## Additional Resources for Speakers and Templates

- Posters: Watch the [GSA YouTube webinar](#), “Thinking Inside the Box: A Strategic Approach to Message-Driven Posters,” to prepare for your poster presentation.
- Posters: [GSA 2025 Poster PowerPoint Template](#) and [Format Details for the GSA 2025 Poster Presentation Template](#)
- Papers and Symposia: [GSA 2025 Paper/Symposium PowerPoint Slide Template](#)



- You are welcome to create a QR code (many free QR code generators are available online) to display on your poster. Please be aware that some free QR codes may expire or have limited access after a specified period. Double-check the settings and lifespan before finalizing your design.

## Annual Scientific Meeting Presentation Information for Speakers

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### Registration

All speakers and discussants are [required to register](#) to attend the GSA 2025 Annual Scientific Meeting by August 6, 2025. Register by September 3, 2025, to receive the special “Early Bird” rate. To be eligible for the GSA member registration rate, your GSA [membership](#) must be current through January 1, 2026.

### Laptops for Presentations

**All meeting rooms will be equipped with a PC laptop that speakers are required to use. The use of personal computers for presentations is prohibited.**

### Audiovisual Equipment for Presentations

For every symposium and paper session, GSA will provide the listed equipment as standard in meeting rooms. Individuals who wish to use additional equipment must arrange for it at their own expense. Should problems arise with audio/visual equipment during your presentation session, technicians will be assisting speakers. You may also click the “REQUEST ASSISTANCE” tab on the computer screen in the meeting room and a technician will be immediately sent to your room. The standard equipment provided is:

- One (1) LCD projector.
- One (1) screen.
- One (1) electric pointer.
- One (1) PC laptop (speakers are required to use the laptop provided in the meeting room).
- Head table microphones and a standing floor microphone will be available for Q&A in each meeting room.

*GSA does not provide WiFi for paper or symposium sessions.*

### Speaker Ready Room

All paper and symposia speakers are **required to visit the Speaker Ready Room** at the Boston Hynes Convention Center in Room 206 to ensure the quality of your presentation(s), including fonts, bullets, outlines, animations, etc. We take every precaution to ensure files are not corrupted during the file upload to the INSPIRE on-site platform; it is recommended that you bring a copy of your files on a USB. **You must submit your final presentation at least 4 hours before the presentation time** for it to display in your meeting room. You may not upload your presentation in your meeting room or use your own laptop.

**After 11:59 PM EST on Monday, November 10, 2025, all presentations will need to be uploaded in the Speaker Ready Room ONLY.**

#### **Speaker Ready Room: Hours of Operation (Convention Center—Room 206)**

Open from 4:00 PM–6:00 PM EST on Tuesday, November 11, 2025

Open from 7:00 AM–6:00 PM on:

- Wednesday, November 12
- Thursday, November 13
- Friday, November 14
- Saturday, November 15

## Presentation Formats

### Poster Sessions

Poster sessions are 75 minutes. Your printed poster should be on display on your assigned poster board for the duration of the session date and time listed in your schedule notification email. The space will be shared with the Exhibit Hall to elevate the posters' visibility and the value of the scholarship they contain.

Poster sessions will take place in Exhibit Hall C at the Boston Hynes Convention Center. There are four exclusive time slots dedicated to poster presentations:

- 6:00 PM–7:15 PM on Wednesday, November 12
- 1:45 PM–3:00 PM on Thursday, November 13
- 1:45 PM–3:00 PM on Friday, November 14
- 1:45 PM–3:00 PM on Saturday, November 15

**Designated poster board number assignment is the number that precedes your presentation title in the GSA 2025 Meeting Program. Example: “1 – Presentation Title” is poster board 1 during the scheduled poster session.**

Access to the Exhibit Hall to set up printed posters will be allowed starting at 4:30 PM on Wednesday and 11:30 AM on your presentation day (Thursday–Saturday). Ensure your printed poster is hung on your designated numbered poster board at least 30 minutes prior to your presentation.

Poster presenters are responsible for removing their materials at the end of their presentation time. Any posters left behind at the close of the Exhibit Hall each day will be discarded. GSA is not responsible for storing or maintaining any removed posters.

GSA is not responsible for shipping poster materials to the site. The Sheraton Boston FedEx Business Center is located immediately adjacent to the Boston Hynes Convention Center and can accept poster shipments (find more information [here](#)).

FedEx can handle on-site printing of posters ahead of the meeting for pick up at the Sheraton Boston FedEx Business Center. A GSA-specific website will be available in September for poster orders; this site will remain open until 5:00 PM EDT, October 31. Additional information will be provided. Please check [gsa2025.org](http://gsa2025.org) in the late summer for updates.

Guidelines for creating a poster are accessible at these links:

- [Format Details for the GSA 2025 Poster Presentation Template](#)
- [GSA 2025 Poster PowerPoint Template](#)

**All speakers are required to register for the Annual Scientific Meeting by August 6, 2025.**

## Flash Poster Sessions

The 90-minute flash session will be held in a meeting room with a microphone and speaker system in the front of the room and poster boards in the back of the room. Time will be devoted to brief 5-minute presentations (without slides) at a podium to a theater-style audience and the remaining time will be reserved for attendees to view the posters and interact with the speakers at the poster boards. Each flash poster session will have a session chair to assist with timekeeping and introductions of the speakers. Flash poster sessions will consist of up to 10 posters scheduled on Saturday, November 15.

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## Paper Sessions

Paper sessions last 90 minutes and are composed of four to six oral presentations grouped around a common theme or topic. When there are five presentations in a session, individual presentations should be no more than 18 minutes (approximately 14 minutes for presentation and 4 minutes for questions and discussion). *With fewer or more papers in a session, adjust time accordingly.* Speakers must stay within their allotted time. Each paper session will have a paper session chair to assist with timekeeping and facilitate discussion among speakers and audience participants.

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## Symposia

Symposia are scheduled in 90-minute sessions and are composed of several presentations around a topic organized by a chair. An optional discussant is on hand to facilitate discussion between speakers and the audience. Chairs and/or organizers of symposia are responsible for making sure sessions begin and end on time, as well as introducing the session.

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## Inclusivity and Accessibility

GSA strives to host inclusive, accessible events that enable all individuals to engage fully. To ensure speaker presentations are inclusive, please make sure to be mindful and adhere to the following practices within your meeting room.

- When presenting, speak clearly and directly into the lectern microphone.
  - During Q&A, use a microphone on the speaker head table to respond to all audience inquiries.
  - Please ask that audience members queue up and ask their questions at the standing microphone in the meeting room's audience area.
  - Repeat all questions into the microphone to clarify and ensure that all attendees can hear the question.
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## Access of Presentations

Presentation slides and/or posters that were uploaded for attendee access by speakers will be available digitally to all registrants following the conclusion of the November meeting.

**All presentations must be uploaded at least 4 hours in advance of your scheduled session.**

## Tips for Speakers

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Know your audience and tailor your presentation to them. Meeting attendees include behavioral and social scientists, medical educators, clinicians, physicians, nurses, dentists, pharmacists, therapists, practitioners, planners, and research biologists who staff gerontology centers, hospitals, nursing homes, and community care facilities for older adults. Consider the following tips when developing your presentation:

- Organize your material so that it is presented logically and interestingly.
- State the program objectives and how you will meet the objectives.
- Separate complex concepts into several smaller ones and focus on one concept at a time.
- Integrate audiovisuals and handouts into your presentation to enhance and support it.
- Summarize important points at the end of each segment of the presentation.
- Cover your material in the time allotted with sufficient time for questions and answers.
- Rehearse your presentation until you feel comfortable. Do not read from a piece of paper. Highlight rather than read information from your presentation, and do your best to maintain eye contact with your audience.
- Encourage audience participation.

Although you may have given many presentations, it is helpful to allocate adequate planning time so that the session can be a learning experience for each attendee. Over the years, the most frequent reasons for negative evaluations have been:

- Audiovisual aids are insufficient, difficult to read or understand, or poor quality.
- Too much focus on theory without relating it to practical problems and solutions.
- Too much time devoted to minor points or details that are of little interest to the audience.
- Scope too broad with no time for effective discussion of individual topics.
- Poor organization or out-of-date material.
- No time dedicated to audience questions or participation.

If you are making an oral presentation, remember that an 8 ½" x 11" page (typed using 12-point Times New Roman font, double-spaced, with 1" margins) contains approximately 250 words. Six pages of this length can be reviewed in 12 minutes by most speakers. When speaking, talk loudly and clearly.

Speakers should keep in mind principles from the National Center to Reframe Aging during their presentations. The tone of a presentation can be just as powerful as its content. We strive to always discuss aging without perpetuating ageist stereotypes and biases, or by using inappropriate language. Visit the [National Center to Reframe Aging](#) to learn more about principles to reframe aging.

## Education, Policy, and Practice Implications

If applicable to the presentation, GSA encourages speakers to consider the education, policy, and/or practice implications of their work. Presenting these implications during your session is optional. Implications presented should not merely restate the results but should interpret the results. The speaker should describe in nonscientific language how their findings may be translated or implemented to improve education, policy, and/or practice associated with aging.

## Elements of Graphic Design for Presentations

- Double space between each line of text.
- Lettering should be bold, plain, and include a combination of upper- and lower-case letters.





- In the case of slide presentations, tables and graphs should be prepared specifically for presentation. Those duplicated from publications seldom make a good presentation. For graphs, draw the axes lighter than the data lines.

## Addressing Questions From the Audience

Questions usually fall into one of two categories: (1) questions asked to clarify ambiguities in your presentation; and (2) questions asked to assist the attendee in solving a certain problem. The first type of question should be answered immediately. The second type may be postponed until the Q&A portion of your presentation (or to a private discussion after the session if you feel it is appropriate).

Repeat questions aloud before answering them so that the entire audience can hear. Table microphones will be available on the head tables. This will make your answer meaningful to the entire audience.

## Developing Handouts

Speaker handouts can be uploaded in PDF format within assigned Speaker Tasks and will be available digitally in the GSA 2025 Program for registrants.

**We are unable to reproduce, ship, or deliver to your session(s) any handouts you intend to share with your audience. In addition, we are unable to reimburse you for the cost of reproducing your handouts.**

## Meeting Policies

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- Only registered persons may attend the GSA 2025 Annual Scientific Meeting. Invitations cannot be extended to public officials or other non-registered individuals, including GSA members, without prior written approval from GSA.
- Individuals may not engage in unethical behavior, fundraising, or political activities.
- Photography, recording, sharing, or remixing of scientific presentations, either presented live or recorded, is strictly prohibited.
- All attendees and speakers are required to register and pay the registration fee to attend the GSA Annual Scientific Meeting.
- Speakers must complete their GSA Annual Scientific Meeting registration in order for their accepted abstract to be published in the Annual Scientific Meeting supplement issue of [\*Innovation in Aging\*](#) (in prior years, this was referred to as the ASM Abstract Book).