2021 SMASIS – CONFERENCE FORMAT AND AUTHOR INSTRUCTIONS, SUBMISSION DEADLINE: August 9, 2021!

Dear Authors and Presenters,

Thank you again for your participation in the Virtual Smart Materials, Intelligent Systems and Adaptive Structures Conference (SMASIS), which will be held on **September 14-15, 2021.** This year's conference will include more live content, including featured keynotes, invited talks, live technical presentations, student events, and interactive discussions. This email describes the updated format of this year's virtual conference and provides necessary instructions and deadlines for authors/presenters.

1. **Format of Technical Sessions for: SMASIS 2021**

Concurrent Technical Sessions: ASME staff will host concurrent technical sessions on both days of the conference.

Live and Pre-recorded Presentations: These technical sessions—organized by symposia—will consist of invited talks and a series of 5-min "teaser" presentations given by one author from each published paper or technical presentation in the respective symposium. **In addition, authors will pre-record and upload a 10-minute presentation of their work for OnDemand viewing within the conference platform. The presenter needs to be a lead author or co-author and be registered for the conference. At least one author needs to register at the full registration rate, not the student rate. Registrations will be closely monitored.**

2. **Author/Presenter Instructions:**

Please carefully review the instructions below, ensuring that you comply with all submission deadlines.

Live Teaser Presentation: One author from each paper/presentation will deliver **live** a 5-minute "teaser" presentation of their research. This presentation will be formatted as a 1-slide quad chart (based on the template provide below). The session chair will compile all quad charts and

display these during the session. Presenters will simply unmute and speak during their presentation. The quad chart (.pptx file) is to be submitted by **August 9, 2021**, and the file size limit is 32 MB.

[Quad Chart Template](#)**:**

*OnDemand Pre-recorded Presentations***:** All participating authors of technical presentations will be required to record a 10-minute presentation video (showing slides and audio of speaker's voice) of their work. **Pre-recorded videos will <u>NOT</u> be shown during the conference. Each pre-recorded video presentation will be available OnDemand at the start of the conference and for 3 months after.** Pre-recorded videos of your PowerPoint presentation (.MP4 Format) must be submitted **by August 9, 2021.** <u>Files of presentation slides (.pptx) will not be accepted.</u>

PowerPoint Slide Template:

- You can find tips and guidance on recording here:
  - https://event.asme.org/Events/media/library/resources/How-to-Record-Audio-on-Powerpoint.pdf
  - https://event.asme.org/Events/media/library/resources/Instructions-Tips-Recording-VirtualConference-Presentation.pdf
- **(Optional)** You can now add closed captions or subtitles to media in [PowerPoint](#)
- It is recommended to use our [zoom background](#) and [PowerPoint Template](#)

Speaker Registration: We require that the presenter/author or co-author submit the quad chart and video and register for the conference. Each live session will be recorded and available to all conference registrants for 3 months after the conference. Q&A sessions will **NOT** be recorded.

You are a very important part of the conference, therefore ASME staff and conference organizers are committed to your successful participation, and we are available to answer any questions and provide any help you may need.

If you need assistance, please contact Toolboxhelp@asme.org. For any questions on the program or technical content, please contact the Technical Program Chair, Amin Karami at karami@buffalo.edu. For any conference related logistical issues, you can contact the Conference Manager, Mary Jakubowski at jakubowskim@asme.org.

Thank you.

SMASIS Conference Committee