



XXXI<sup>st</sup> General Assembly  
International Astronomical Union

# IAUGA 2022

August 2 (Tue) - 11 (Thu), 2022

**BEXCO, Busan, Rep. of Korea**



**Guideline for Speakers**



# In-room Talk (Invited Talk / Contributed Talk)

## 1. Prepare for a presentation file

Every speaker should upload a presentation file for accepted abstract(s) as invited and/or contributed talk on MY PAGE. Please prepare your presentation file before the commencement of GA in accordance with the guidelines below.

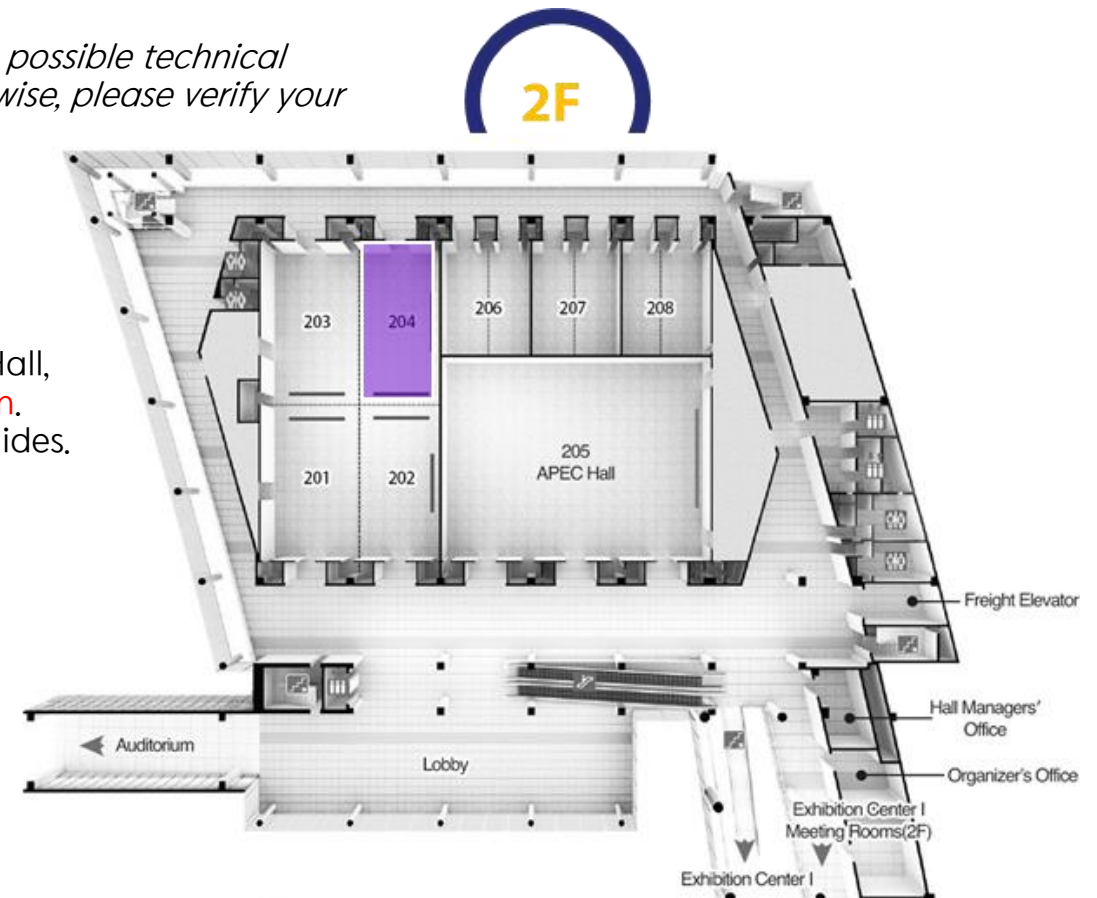
Speakers can upload and modify a presentation file until July 15, 2022 (KST). If there are changes made to the final version after July 15, please visit the preview room (CH 204) for uploading.

- Duration of presentation: to be notified by SOC
- Format: **PDF (recommended)** or MS PowerPoint  
*\*Mac users are highly encouraged to upload a presentation file in PDF due to possible technical issues often caused by missing fonts and/or different software versions. Otherwise, please verify your presentation file at the preview room*
- Slide aspect ratio: **16:9**

## 2. Preview room

Please visit the Preview room located in Room 204 on second floor at Convention Hall, BEXCO **at least four (4) hours prior to the commencement of your scheduled session**. Our staffs and technicians will assist you to review and upload your presentation slides.

- Location: CH 204, 2F, Convention Hall, BEXCO
- Opening hours  
Week 1 [Aug. 2 (Tue) - Aug. 5 (Fri)] - 08:00 - 18:00  
Week 2 [Aug. 8 (Mon) - Aug. 11 (Thu)] - 08:00 - 18:00



# Remote Talk (Invited Talk / Contributed Talk)

## 1. Prepare for a presentation file

Every speaker should upload a presentation file for accepted abstract(s) as invited and/or contributed talk on MY PAGE. Please prepare your presentation file before the commencement of GA in accordance with the guidelines below.

Speakers can upload and modify a presentation file until July 15, 2022 (KST). If there are changes made to the final version after July 15, please contact the secretariat via email at [abstract@iauga2022.org](mailto:abstract@iauga2022.org).

※ Please note that presenters delivering presentation remotely will be requested to share the screen via Zoom during the presentation. When a remote presenter encounters an unexpected technical issue, the submitted presentation file will be shared by an operator onsite.

- Duration of presentation: to be notified by SOC
- Format: **PDF (recommended)** or MS PowerPoint  
*\*Mac users are highly encouraged to upload a presentation file in PDF due to possible technical issues often caused by missing fonts and/or different software versions.*
- Slide aspect ratio: **16:9**

## 2. ZOOM

Presenters delivering a presentation remotely will be joining the session via Zoom. A link to each session will be sent out by mid July. Please note that a technical test will be taken to ensure a smooth operation of the meetings. Its schedule will be notified via email.

## 1. Important dates

- e-Poster file submission: **by Jul. 15, 2022**
- e-Poster Gallery Opens: **on Jul. 25, 2022**

## 2. Preparation

IAUGA 2022 will be hosted in a hybrid format. e-Posters will be posted on “e-Poster Gallery” on the official website at <http://www.iauga2022.org>. If your abstract(s) is accepted as an e-Poster, you are requested to submit e-Poster on the MY PAGE.

You may use the template provided on the submission page or upload a Poster file in PDF format. Please note that only a PDF file can be uploaded onto the system.

- Format: **Online template** or **PDF**
- e-Poster aspect ratio (for PDF files): **16:9**

## 3. Presentation

At the exhibition area (CH 301, 3F, Convention Hall, BEXCO), e-Poster will be displayed on monitors.

In-person presenters will be recommended to stay at the e-Poster zone during the designated session to carry on on-site discussion with interested colleagues.

Virtual presenters can upload an audio presentation file or a short summary video file for the e-Poster presentation.

Session arrangement for in-person presenters will be notified via email.

## 1. Important dates

- e-Talk file submission: **by Jul. 15, 2022**
- e-Talk Gallery Opens: **on Jul. 25, 2022**

## 2. Preparation

e-Talk is a pre-recorded video presentation. This is NOT part of sessions but published on “e-Talk Gallery” on the official website. e-Talk presenters are not required to produce a poster but to produce a video instead.

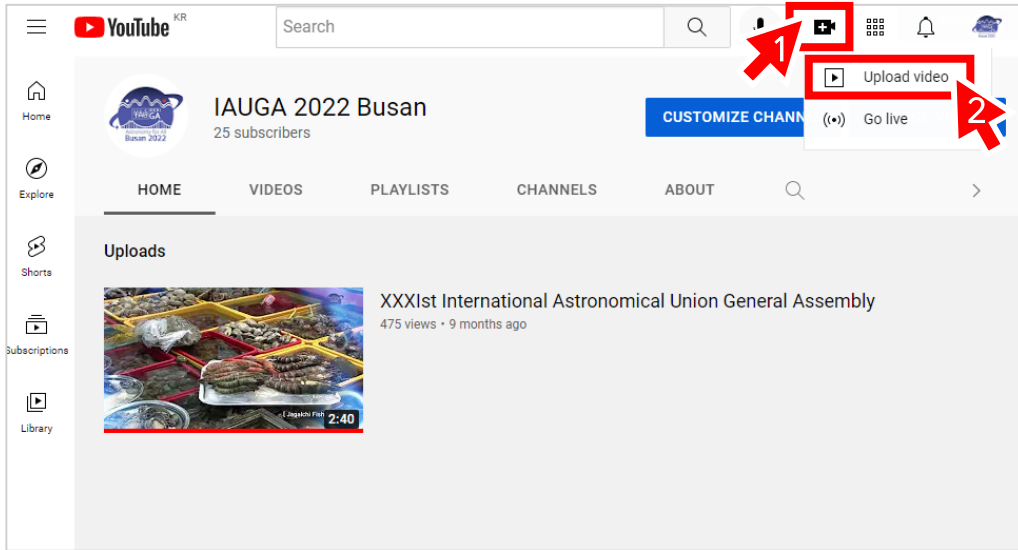
- Recommended length of e-Talk: **10 – 12 min.**
- e-Talk must be uploaded onto YouTube first and the link provided by YouTube should be submitted at MY PAGE.

※ [Please refer to the next page to learn how to upload video on YouTube](#)

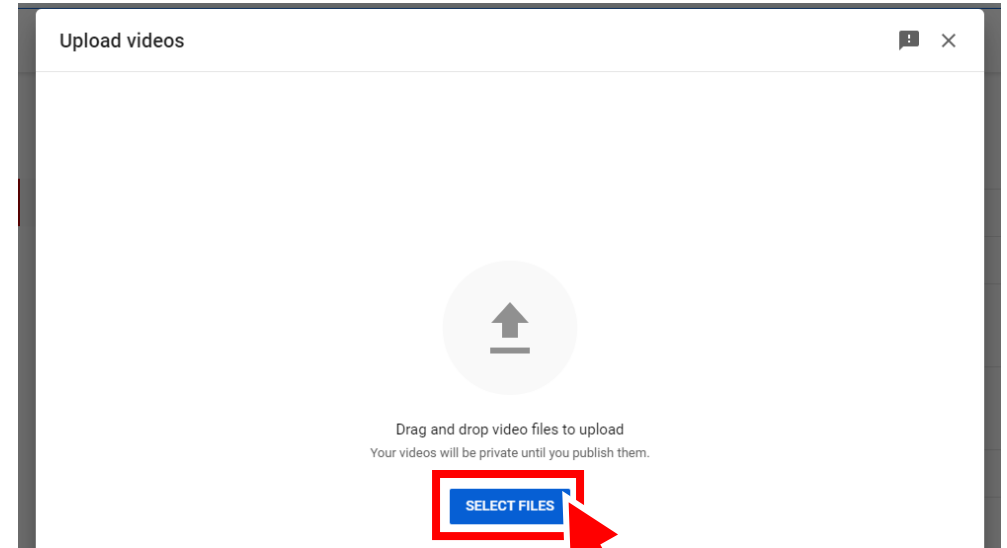
## 3. Presentation

e-Talk Gallery will open on Jul. 25, 2022 on the official website. e-Talks will be open to all participants all the time.

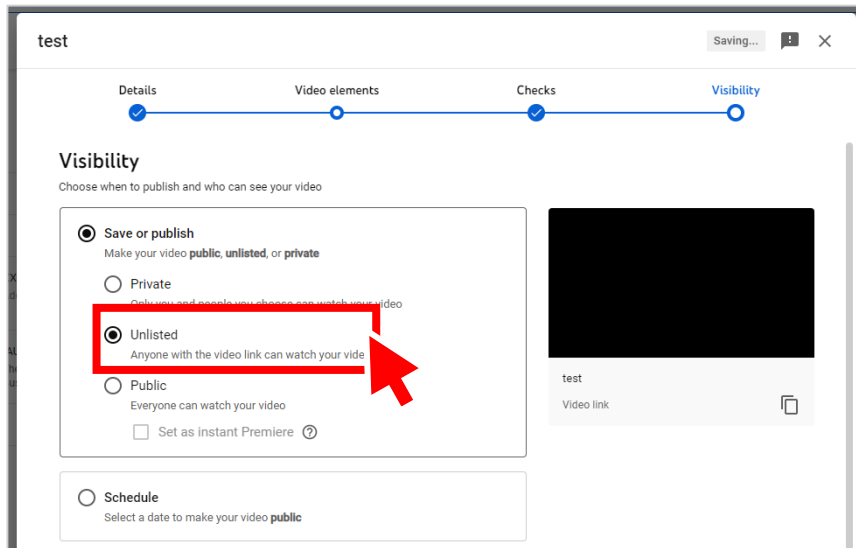
## ※ How to upload video on YouTube



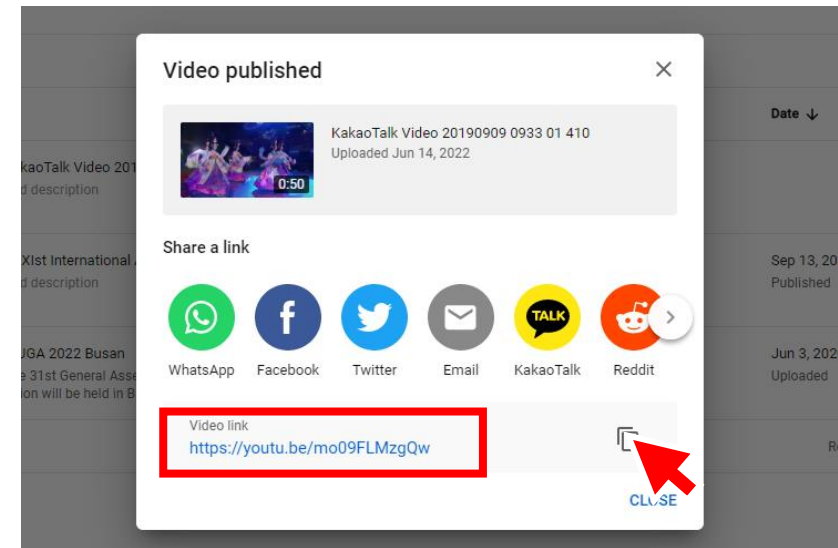
Step 1. Click **“Upload video”** button on the right top.



Step 2. Add video files to upload clicking **“SELECT FILES”** or **drag and drop**.



Step 3. Fill the required information following steps.  
At the last step(Visibility), click the **“Unlisted”** option.



Step 4. Copy the link and enter this on the presentation file submission page.