



Dear Presenters,

My name is Shemiah Smith and I am an Event Planner with the Space Telescope Science Institute. I will be managing the registration process and logistics for the **2025 Roman Symposium**, which will be held as a hybrid event, on **July 14th – 18th, 2025**. We are very excited for your contributions to this special event.

Please review the information below regarding presenting at the 2025 Roman Symposium.

Included in this document:

- Presenter Schedule
- Registration Information
- Presenter Consent and Release Form
- Invited Speaker and Contributed Speaker Submission Information
- E-Poster & Physical Poster Presenter Submission Information
- Poster Pops for E-Posters and Physical Posters
- Symposium Presenter Q&A Session – Tuesday, July 8th at 10am and 3pm

Presenter Schedule

Please note that a preliminary [schedule](#) is now available. Please review the schedule in advance to be aware of the time and day of your oral presentation.

Registration Closes Monday, June 9th

Please be sure to [register](#) before June 9th to confirm your spot at the symposium.

Presenter Consent and Release Form

All presentations will be recorded and streamed to the public on YouTube. Clip on microphones will be used for presentations. Technical support will be available by the STScI AV department.

Please complete the Consent and Release Form for the Roman Symposium via this [JotForm link](#) prior to arriving to the Institute. **Please complete and submit this form no later than Friday, July 11th, 2025 at 12:00pm EDT.**

Invited Speaker and Contributed Speaker Submission Information

Please review the technical specifications for presentation materials below prior to submitting your presentation materials:

- **All presentation materials must be submitted no later than Friday, July 11th, 2025 at 12pm EDT.**
 - ***If you need an extension beyond the above deadline please also let us know by Friday, July 11th at 12pm EDT. ***
- **All presentation materials will be presented on a common Mac laptop in the auditorium that will be provided by the STScI AV team.**
 - ONLY Keynote, PowerPoint, or PDF slides will be accepted.
- **A podium microphone will be available for all presentations however, our AV team suggests also wearing a clip-on microphone during your presentation.**
 - **Both microphone options will be provided by the STScI AV team.**
- **The preferred aspect ratio for your talk presentation materials is 16:9.**
 - This is the wide screen view as opposed to 4:3. The wide screen view will fill up the Auditorium screen, while the 4:3 ratio will leave a lot of white space on the slides.
 - Your presentation resolution should be 1920 x 1080 (HD) or 3820 x 2160 (4K)
- **The virtual attendees and streaming viewers will see the slides and an inset camera focus on the speaker. This inset will cover the upper left-hand corner, so please avoid placing any important information in that area.**
- **When uploading your presentation, please rename the file to include the following:**
 - Your Last Name
 - Your Presentation Session (your session can be found on the event schedule)

- Your Presentation Type
 - Examples:
 - smith-session5-contributed.pptx
 - easton_session1_invitedspeaker.pdf
- **Invited/Contributed Speaker Presentation Length Information:**
 - Invited Talks
 - Presentation - 20 Minutes
 - Q&A - 5 Minutes
 - Total Time = 25 Minutes
 - Contributed Talks
 - Presentation – 12 Minutes
 - Q&A – 3 Minutes
 - Total Time = 15 Minutes
- Please upload a Keynote or PowerPoint version of your presentation [here](#).

E-Poster & Physical Poster Presenter Submission Information

You have the option to submit your poster presentation as an e-poster **or** physical poster. Please review the technical specifications for e-poster and physical poster materials below prior to submitting your presentation materials:

E-Poster Submission Information

- **All electronic posters must be submitted no later than Friday, July 11th, 2025 at 12pm EDT.**
 - ***If you need an extension beyond the above deadline please also let us know by Friday, July 11th at 12pm EDT. ***
- All submitted e-posters will be combined into a slide deck and shown on screens in STScl's café during the symposium.
 - E-Posters will also be posted on the designated symposium slack channel.
- The preferred aspect ratio for your e-poster is 16:9(landscape) and formatted as PDF.
- E-Poster and Poster Pop PDF files must be below 50Megs in size.
- When uploading your e-poster, please rename the file to include the following:
 - Your Last Name
 - Your Presentation Type (e-poster)
 - Example:
 - Ramos-e-poster.pdf
- Please upload a PDF version of your e-poster [here](#).

Physical Poster Submission Information (Optional)

- The preferred aspect ratio for your physical poster is 20inches by 40inches; portrait orientation.
- Physical posters will be set up along the walls in the STScI Bahcall Auditorium.
 - Please note: Due to limited wall space in the Auditorium, physical posters *may not* be displayed every day of the symposium. More information will follow.
 - Upon your arrival to the symposium you will receive a poster number and the essential tools to hang up your poster when you arrive.
 - Please arrive at least 20 minutes prior to the beginning of the first session (starting at 9:00 AM EDT) Monday– Friday to set up your poster.
 - If you are unable to arrive at least 20 minutes prior to the start of the first session of the day, you will be instructed to set up your poster during the next scheduled break. This is to reduce interruptions in the Bahcall Auditorium during the talks.
- Please upload a PDF version of your physical poster [here](#).

Poster Pops for E-Posters and Physical Posters

Poster presenters will have the opportunity to present a **1-minute** “poster pop” about their poster to the Symposium audience. These “poster pops” will be in the Bahcall Auditorium and briefly describe your poster.

Sign up [here](#) for a poster pop session as this opportunity is first come, first served.

- All poster pop presentation materials must be submitted no later than Friday, July 11th, 2025 at 12pm EDT.
- All poster pop presentations must be a single (one) slide.
- All presentation materials will be presented on a common Mac laptop in the auditorium that will be provided by the STScI IT team.
 - ONLY Keynote, PowerPoint, or PDF slides will be accepted.
- A podium microphone will be available for all presentations however, our AV team suggests also wearing a clip-on microphone during your presentation.
 - Both microphone options will be provided by the STScI IT team.

- **The preferred aspect ratio for your poster pop presentation materials is 16:9.**
 - This is the wide screen view as opposed to 4:3. The wide screen view will fill up the Auditorium screen, while the 4:3 ratio will leave a lot of white space on the slides.
 - Your presentation resolution should be 1920 x 1080 (HD) or 3820 x 2160 (4K)
- **The virtual attendees and streaming viewers will see the single slide and an inset camera focus on the speaker. This inset will cover the upper left-hand corner, so please avoid placing any important information in that area.**
- **When uploading your poster pop presentation, please rename the file to include the following:**
 - Your Last Name
 - Your Presentation Type
 - Examples:
 - ramos-session5-posterpop.pptx
- Please upload a Keynote, PowerPoint, or PDF version of your poster pop presentation [here](#).

Symposium Q&A Session – Tuesday July 8th at 10am and 3pm

A virtual Q&A will be hosted on **Tuesday, July 8th, 2025 at 10am and 3pm EDT**. This tech check is open to all presenters including Invited Speakers, Contributed Speakers, and Poster presenters, where you will be able to ask any/all questions pertaining to your presentation.

This tech check is optional and it's unlikely you'll need to be there for the full hour. The organizing committee will be available to answer questions, along with STSci's AV team.

If you would like to join this Q & A session please use the below Webex link:

<https://stsci.webex.com/stsci/j.php?MTID=mbe870529f40fa03705a112d8dcd58bd8>

Meeting number: 2822 261 9603

Password: mhSciZ7CM87

Questions/Concerns

If you need additional assistance, you can contact us at RomanSymposium2025@stsci.edu or the Events Planning Group (EPG) staff at epg_admin@stsci.edu.

To Do List:

- Complete and submit STScI's Consent and Release form **no later than Friday, July 11th, 2025 at 12pm EDT.**
- Submit your presentation (talk, e-poster, physical poster PDF, and/or poster pop) **no later than Friday, July 11th, 2025 at 12pm EDT.**
- Attend the symposium Q&A Session on Tuesday, July 8th, 2025 at 10am or 3pm (optional).

I look forward to hosting you at the 2025 Roman Symposium: Cosmic Cartography with Roman: Advances in Galaxy Structures, Distributions, Dark Matter, and Dark Energy!

Sincerely,

Shemiah Smith

Space Telescope Science Institute
3700 San Martin Drive
Baltimore, Maryland 21218
410-338-4867
shsmith@stsci.edu