

# Presentation Preferences

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Presentation Preferences allows you to select which optional fields and tabs are viewable in EventsAir. Additionally, you can enable or disable Concurrent Sessions, based on the needs of your speaker program.

Here are the options you can manage:

## Optional Fields

- **Paper Reference** - this option can be any reference number or code that you would use internally.
- **Preference 1 and 2** - these options let the speaker or event manager select preferences for Presentation Type, Session, Themes and Sub Themes.

**Tip:** think of these as a suggestion from the author; you can still categorize papers however needed to best fit your program.

- **Presentation Time** - this option lets you specify a presentation time for a specific presentation.
- **Presentation Order** - lets you specify a number indicating the order in which the paper will be presented during a presentation.
- **Question Time** - the number of minutes allocated for questions from the audience.
- **Poster Board Number** - this is a reference field to enter an optional poster board number.
- **Abstract Book Page Number**
- **Author List Page Number**

## Optional Tabs

- **Biography** - lets the presenter or organizer enter a biography for the speaker. This biography is stored in the presenters contact details instead of entering it in each individual presentation.
- **Authors** - this option lets you or the speaker enter multiple author details for a specific paper or presentation.
- **Reviewers** - this option lets you or chairpersons enter the names of reviewers for the speaker program.
- **Enable Review Panel** - this option lets you turn on the Reviewer Panels for your presentations.
- **A/V** - the A/V tab is just like that found in Functions, and items defined in Functions will also show up in Presentations.

## Sessions

- **Enable Concurrent Sessions** - turning this on allows EventsAir to provide multiple columns in the agenda and multiple rooms/presentations at the same time. This will also enable the Run Sheet tab in Session Setup.
  - **Synchronize Session Name with Paper Title** - when selected, this changes the Session Name to the Paper Title. This is used when there is only one paper being presented at a session. For example, you could use default session names, and when a paper is assigned, the session title will change to the same title as the paper.
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