

COVID-19: Sample Language for Documenting Presentations

When documenting information about presentations for Spring 2019, use the following guidelines:

- If the presentation was accepted, and the conference was cancelled.
 - Include the presentation in the list, and add a note that the presentation was not delivered due to the conference being cancelled.
 - A note can read:
 - This presentation was accepted by the conference committee. Due to the COVID-19 pandemic, the conference was cancelled, and I was not able to give this presentation.
- If the presentation was accepted, the conference was NOT cancelled, but travel restrictions resulted in the faculty member being unable to attend.
 - A note can read:
 - This presentation was accepted by the conference committee. Due to the COVID-19 pandemic, I was unable to attend the conference due to university-sanctioned travel restrictions and was, therefore, unable to give this presentation.
- If the presentation was accepted, the conference was moved online, and the presentation was given.
 - Include the presentation in the same manner as for other conferences. A note can be added, but is not needed, that the conference was moved from a face-to-face format to an online format.
 - A note can read:
 - This presentation was accepted as an in-person presentation. Due to COVID-19, the conference was moved online, and I presented in the online format of the conference.
- If the presentation was accepted, the conference was moved online, and the presentation was not given.
 - Do not include this presentation in the dossier
- If a presentation was postponed, but it was going to be used to meet a benchmark, include in the dossier with the future date.
 - A note can read:
 - This presentation was accepted as an in-person presentation for a conference scheduled in Spring 2020. Due to COVID-19, the conference was postponed to XX. I am scheduled to present this session/poster/etc. at that conference, and the acceptance of my proposal has been affirmed.