PRESENTER GUIDELINES

IAVS VIRTUAL SYMPOSIUM 2021

PLENARY PRESENTATIONS
TABLE OF CONTENT

- Deliverables and Deadlines (p. 3)
- Recording the presentation (p. 4)
- The day of the recording (p. 5)
- Light, Camera, Action (p. 6-7)
- Master your presentation (p. 8)
- Prepare your content (p. 9)
- Prepare your tech resources (p. 10-11)
- Practical information (p. 12)

HOW TO PREPARE YOUR VIRTUAL SPEECH

How will you, as a presenter, attract and keep delegates in their virtual seats?

Below you will find hints and tips on how to get ready before your presentation, what to keep in mind during your presentation and what to do after your presentation has ended.
As a presenter, there are several elements IAVS needs from you to prepare your session for virtual delivery.

**YOUR CHECK-LIST:**

- Register as a presenter for the event
- Fill in “Presenter Agreement” form (by 27/08/21)
- Book your recording timeslot (by 27/08/21)
- Attend the recording session at the date chosen
- Receive link to your event live session (16/09/21)
You are kindly asked to book a 120 minute timeslot to record your presentation. The audio-visual technician will check your light, microphone and camera and listen to your presentation while recording it.

- 30/08/21 - 08:00am to 08:00pm CET
- 02/09/21 - 08:00am to 08:00pm CET
- 07/09/21 - 08:00am to 08:00pm CET

A link to book your recording timeslot will be shared with you by email.

Please book your recording timeslot before Sunday, 29 August.

How should I prepare?

- Download Zoom.

- If you are a MAC user, please make sure you have accepted Zoom in the Security & Privacy section on accessibility/camera and microphone.

- Should you encounter any problems, please contact the AV production team at: ron@dejongav.nl
Be on time

• Please be on time for your recording session.

• Due to the number of recordings, we have a maximum speaking time per presenter. The 120-minute time slot will be ample to record your 45-minute presentation. Unfortunately we cannot make changes to the schedule, expect in extreme circumstances. If an emergency arises necessitating rescheduling, please contact us as soon as possible.

• Being a little early is not a problem. Being late may be a problem as we must respect the start time of the next presenter.

When too early

• When you join online earlier than your reserved timeslot, another recording may be in progress. In that situation your microphone and webcam will be turned off. Once it is your turn, the technician will welcome you to the pre-recording room.
The day of the live event

• Use the unique link you received on DATE

• This link should not be shared with any third party nor published on any social media profile.

• Please be online 30 minutes before the start of your session.

• When you join online earlier than the 30 minutes before your live session, another live session may be in progress. In that case, your microphone and webcam will be turned off.

• Once it is your turn, a technician will welcome you to the system.

• If you have a question you can ask it to our technician in the chat box.

• Please do not open the live event stream/webpage on the event platform.

You are invited to attend one of the presenter training sessions organised by IAVS and its technical partner. You will hear more about what to prepare and what will happen the day of the live event. You will also be able to clarify all questions you may have.

Training Sessions:
Friday, 17 September
08:00 am & 06:00 pm CET

If neither of these times are suitable, please let us know. Both training sessions will be recorded and shared with you afterwards by email.
**During your presentation**

- When there is a recorded presentation running, all presenters and moderators can talk to each other in our online ‘presenter room’.

- The technician will let you know when you go live.

- The technician will control your microphone & webcam. Please do not control your microphone & webcam yourself unless you receive an invitation from the technician.

- During the streaming of your pre-recorded presentation, our technician will play it so that you can follow the presentation. Please do not open the live stream on the event platform. This may cause audio problems.

- All questions will be visible to you and the moderator in real-time.

- During the streaming of your pre-recorded presentation, you are requested to follow closely all questions addressed by the audience in the session chat box.

- Immediately after your presentation, you will be welcomed live by the moderator who will select a subset of the submitted questions for you to answer.
08

MASTER YOUR PRESENTATION

Your VOICE
When speaking to an online audience, the key element is your voice. Make sure to speak loud and clearly enough.

Your ENVIRONMENT
Another essential element is your environment. Make sure it is appropriate for the theme of the event. Choose a quiet room with a neutral background to allow viewers to focus on you and your message. Make sure the main elements are in place: computer, microphone, camera. Position your webcam at eyelevel: place your laptop higher on your desk if you plan to speak seated or on any other higher piece of furniture if you prefer standing. We strongly recommend standing to give you more space to move your arms while delivering your presentation.

Your OUTFIT
Dressing for the occasion is going to put you in the right mood and mindset. Please wear a business casual attire. We recommend wearing unicolor clothing, it will look better on camera. Stripes, busy patterns, logos and/or images may distract the audience from your talk. At the event, your pre-recorded presentation will be followed by a live Q&A session. We suggest you wear the same attire for the pre-recording session and on the day of the event.
PREPARE YOUR CONTENT

*Practice your PRESENTATION*

The content of your presentation is of highest importance and must be prepared in advance to avoid any hiccups or confusion during your pre-recording session. You can practice before your recording appointment and when ready you can record yourself once to ensure a right timing.

*Introduce YOURSELF*

Start with introducing yourself: say who you are, what you do, and what you are going to talk about.

*Be CONCISE*

Make sure you get your main points across fast. An online audience is more difficult to engage.

*SUMMARISE*

The quality and design of your slides need to impact on your audience. Visual components are important for an online event. Privilege images rather than text – your slides will be just a part of a computer screen, very small compared to an auditorium screen. Increase fonts for this purpose. At the end of your presentation, it is good practice to summarise the key elements and the benefits.
PREPARE YOUR TECH RESOURCES

Tech resources include everything that may help you during your pre-recording session as well as your live Q&A the day of the event.

LIGHT
Video quality drops rapidly when you are recording in a poorly lit room. To make sure your audience will not look at a blurry or pixelated image, you need as much light in the room as possible. Open your blinds and curtains and turn on all lights in the room. Play around with the lights until you get it right. Position yourself across the window and try to make all light sources point at you.

MICROPHONE
Although most laptops are equipped with high-quality microphones and software that successfully blocks out most of background noises, we would suggest you still consider purchasing good quality headphones and using them instead, to reduce echo and effect of background noise.
CAMERA

Both the position of the camera and the camera itself are essential. Whether you will be using the laptop camera, or a webcam mounted on top, do a practice run to check out what the audience will see. Determine the boundaries of the frame – how much space you have above your head and to the sides, so you know how much you can move. Look directly into your web camera, not your screen. This gives the viewers a sense that you are making eye contact with them. It might feel awkward to look at a camera while you talk, but this will help immensely for your storytelling. It will also create a stronger sense of engagement with your audience because they will feel you are talking directly to them.
Important dates and deadlines

30/08 - 02/09 - 07/09
17/09
20/09 to 23/09

Recording Days
Presenter Zoom Training
Virtual Event

Cannot make it?
If, for whatever reason, you are unable to record your presentation or attend the live virtual event and cannot arrange for a colleague or co-author to deliver it in your stead, please let us know as soon as possible!

Contact
IAVS2021@mci-group.com