

Instructions for Virtual Presenters

Update issued September 12th, 2022

The instructions below apply to presenters using both a pre-recorded and on-line presentation format.

Making and Submitting pre-recorded presentations

The Conference is **now ready to accept pre-recorded presentations** from speakers giving virtual oral presentations. The **OAT2022 Presenter Guidelines** can be found on the FAQ page on the OAT2022 website (<https://www.internationaloat.com/program/fag/presenters>). Please refer to these when preparing your presentation.

We ask that **all** virtual presenters **create a pre-recorded version of their presentation as a back-up** that the AV team can use in the event that there are any problems with the internet quality or other technical issues experienced by the presenter on the day of their presentation.

Additionally, virtual presenters located in time zones that make **real-time participation in the Conference difficult or impossible, may prefer to use a pre-recorded presentation. If this affects you, please notify David Bowran**, the Program Coordinator, via email (admin@giwa.org.au) so he can discuss with you the feasibility of you joining the Conference in real-time at the conclusion of your pre-recorded presentation to take questions from the audience.

If you are not familiar with using PowerPoint to make a pre-recorded presentation, please visit the Microsoft PowerPoint support page [here](#).

Please **be sure**:

- to **activate your camera** when making the recording so that the audience can see you delivering your talk
- to **blur the background** so people are not distracted by what is behind you
- to **position the content** on your slides so that the image of you giving your talk does not obscure any of your content
- that the length of **your recorded presentation does not exceed the time allowed** for you (15mins presentation, plus 5mins allowed for question time for most presenters. If in doubt, ask. Plenary sessions are slightly longer.)
- to **start and stop the recording promptly** so there is no long pause or delay at the start or finish
- to **review your recording** to make sure you are satisfied with it. If not, re-record it

When naming your recorded presentation file, use family name, then given name, Abstract Number then version date. For example: **Fernandez_Belinda_#32_16Sep22.pptx**.

Pre-recorded presentations should be emailed to admin@giwa.org.au **by Sunday October 2nd**.

If your presentation is too large to email, please send using Dropbox or WeTransfer or similar file transfer tool.

Real-time virtual presentations

If you choose to do a real-time virtual presentation, then you will be on a wide screen allowing ample opportunity for both the PowerPoint presentation (that you share) and the live image of yourself presenting on the right-hand side top corner (audience view) to be displayed. The presentation will also be live via Zoom to other virtual participants in the conference.

Presentation timer

Please have some means of keeping track of time, readily visible to you as you give your presentation. We suggest a digital clock or smart phone. Please refer to this and manage the flow of your presentation to finish within your allocated time. Session Chairs will be asked to ensure speakers start and end on time.

Being ready, in the virtual room ahead of your presentation

All on-line presenters will have a link to the AV team for the session in which they are giving their oral presentation **30 minutes prior** to presentation time (see instructions below).

We Will schedule a rehearsal opportunity for presenters who want present to the Conference on-line for Tuesday October 4. A link for rehearsal will be provided shortly. Please indicate in a reply email to this one if you want a rehearsal. Dr David Bowran will then contact you for a suitable time.

The name of the Chairs for each session will be posted on the Program webpage in the next two weeks.

Updated presentations

While you are discouraged from updating your presentation after the deadline for them to be emailed to GIWA (**Sunday October 2nd**), if it is essential to update your presentation, please:

- Name your updated presentation with a new date (eg. **Fernandez_Belinda_#32_5Oct22.pptx**).
- Email a copy to admin@giwa.org.au making it clear in your email that it is an updated version

Tips for being successful in an On-Line presentation

1. Getting started

Choose a location where you are comfortable, with no noise or distractions.

- Is your computer connected to a power source? Are laptops fully charged.
- Is your chair comfortable? We don't want you moving around when you are on screen.
- Are you looking up or down at your computer video point? Are you positioned in the centre of the screen?
- Do you have a glass of water available?
- Do you have the link to the Zoom meeting for the rehearsal (it will be provided in an email from GIWA).

2. Check your surroundings

We want the focus to be on you! So please choose a location that has a minimalistic, plain background. Ideally a blank wall if available.

- If you are seated in front of a window, close blinds/curtains to reduce glare.
- Ensure you have good lighting so we can clearly see you on screen.
- Are you situated in a room with no interfering noises?

3. Test your internet speed

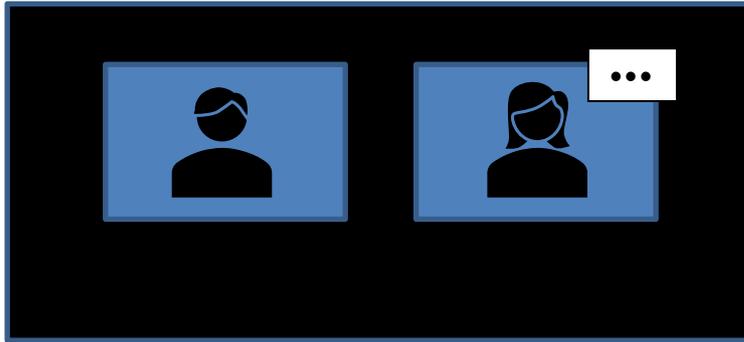
This is important, as it will impact the quality of your presentation.

- During rehearsal, please visit www.speedtest.net
- Ideally, your "upload" speed should be close to 10.

4. Review background, location and audio suitability in ZOOM.

- Again, check what you are sitting in front of. Open windows or bright lights behind you will make you hard to see. Light directly on your face will help the audience see you clearly.

- For privacy, let's blur your background. You can do this in ZOOM by clicking the three small dots in the top left corner of your viewer. A drop-down menu will appear, with an option to "blur background".



- Can you hear the GIWA representative? Can they hear you? Are there any glitches or delays?

5. Test the "share screen" function in Zoom.

You will be sharing your screen through Zoom, in order to show your presentation.

- Before starting Zoom, open your PowerPoint presentation. Check it is in widescreen format (16:9).
- At the base of your screen, in the Zoom program, you will see a bright green **Share Screen** option.
- When you click on this, a range of thumbnail screens will pop up (these will be all the programs you have open on your computer during the session). Select the one which shows your PowerPoint presentation.
- Your screen will be filled with your presentation. But you will still be able to hear the other people in the Zoom meeting.
- Click through your presentation to make sure it is all OK.

6. Do you have any embedded videos in your presentation?

- Test them to make sure they connect seamlessly.

7. Reducing distractions

- It is a good idea to turn off notifications on your computer before starting your presentation. This will stop any 'push' notifications sending audible alerts during your talk.
- For Window users, turn off notifications by clicking on the time and date in the bottom right-hand corner.
- Select 'focus assist settings' and select the option to suit your requirements.

8. Will we be able to see you throughout the presentation?

Yes! While your presentation may take up the full screen, there will be a live thumbnail of yourself on the screen too.

9. At the end

- At the end of your presentation, remember to unshare your screen. This will take you back to the original Zoom screen and participants will again be able to see you on full screen.
- Registered participants will have an opportunity to ask you questions after your presentations. The delivery of these questions will be managed by your Session Chair, who will be confirmed to you on the day (we will post these on the Program Web page before the conference)
- When your Q&A session is finished, a GIWA representative will thank you and then you are free to exit the Zoom meeting.

10. On the day

On the day of your presentation, please ensure:

- You are ready to go 30 minutes before your presentation timeslot. You will be provided a link to use on the day, and it will allow the AV team to check everything is OK with your connection and presentation before you go 'live'.
- Keep these notes handy.