



## Oral Presentation Guidelines for Preparing Your Presentation or Pre-recorded Video for Oral Sessions during RITA2020

Please read carefully

### General information

1. You may choose to present your paper live or in a pre-recorded format.
2. Regardless of the selected format you will not have screen-sharing privileges. That means your presentation will be played and advanced by the RITA2020 IT group and must be provided well ahead of the conference date.
3. The quality of the audio during a live presentation will depend entirely on your local internet connection. To minimize the risk of technical issues during the presentation, we strongly encourage you to pre-record the audio.
4. You must keep in mind the designated time for your presentation as stated in the letter of acceptance. Please note that the Session Moderators will be very strict with the timing of the presentations to ensure that the Session is completed as scheduled. You will be automatically muted once your time concludes to let the following speaker start.
5. Presentation files must be named using the following convention: OP#-PresenterLastName-First ThreeWordsOfTitle (e.g., OP12-Gardiner-NewPCRAssay.ppt). The OP# can be found in your letter of acceptance.
6. **An electronic copy of your final presentation must be uploaded to the RITA2020 Dropbox by Wednesday, October 21, 2020 at 17:00 EDT.** You will be provided a link for an upload folder specific for your presentation. If you do not wish to use Dropbox, other file transfer programs may be used (e.g., Google Drive, We Transfer, Evernote or Media Fire). Please inform us in advance of the details ([rabiesintheamericasinc@gmail.com](mailto:rabiesintheamericasinc@gmail.com)). Please keep in mind that we cannot confirm the privacy of your shared information if a file transfer platform other than Dropbox is used.
7. You must also be available on Tuesday, October 27 to test your system and connection to the WebEx platform, with the assistance of the RITA IT group. More information on how to do this will be communicated closer to this date.
8. Presentation files will not be distributed and will be deleted after the conference.

### Rules for pre-recorded presentations (PREFERRED OPTION)

1. You can create your presentation using Microsoft Office PowerPoint® (PPT) or any other platform (MS Teams, Zoom, YouTube, iSpring or other according with your experience and needs).
2. The preferred method is to use PPT with recorded narration. Detailed instructions for recording audio can be found here: <https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>
3. If you prefer to create a video, it must be WMV or MP4 file formats with FULL HD (1080 p) or HD (720 p) definition format.
4. File size for PPT, WMV or MP4 file formats cannot be more than 220MB.



### Rules for live presentation

1. The presentation must be in Microsoft Office PowerPoint® format.
2. No more than 50 slides.
3. No active videos and no web links. These will not work in the WebEx platform.
4. The PPT file size cannot be more than 220MB.

### Suggestions for preparing your presentation

You may wish to consider some of the following suggestions (adapted from:

<https://www.gsb.stanford.edu/insights/10-tips-giving-effective-virtual-presentations> ).

### Tips for Giving Effective Virtual Presentations

As audiences go global and you need to reach more people through technology (including webinars, conference calls and teleconference), you must consider the challenges to connecting with a virtual audience. Here are some best practices to ensure you communicate successfully.

- ✓ **Keep to your designated presentation time.** You will be automatically muted once your time concludes to let the following speaker start.
- ✓ **Be Simple.** Keep slides simple — avoid too many words, graphics and animation features. Less is definitely more!
- ✓ **Be Standing.** Even though your audience cannot see you, stand when you present. This allows you to stay focused and use good presentation delivery skills such as belly breathing, vocal variety, and pausing.
- ✓ **Be Prepared.** Practice delivering your presentation with your technology in advance of your talk. Make sure all of the features of the technology work. Record your practice using the recording feature of your tool. Watch and listen to learn what works and what you can improve.
- ✓ **Be Assisted.** Have someone available to deal with technical issues and to field email/text questions.
- ✓ **Be Synchronized.** Transitions are critical. You must connect what you just said to what is coming next when you move from point to point. Transitions between topics and slides are good opportunities to get people reengaged to your talk.
- ✓ **Be Connected.** Imagine your audience even though you can't see them. You can place pictures of audience members behind your camera so you can look at people as you present.
- ✓ **Be Early.** Access the conference in advance of the start time so you can iron out any technical issues in advance and get them familiar with the technology.

### Suggestions for recording and filming at home

There are three factors to consider when selecting your location to ensure you are producing the best video possible: light, sound and background.



### **Light**

Dark environments impact the overall quality of your video because cameras do not perform well in dim lighting. Ensuring you are well lit guarantees the camera, and therefore your audience, can see you clearly. Look for a room in your home that has lots of natural light. If you are using light from a window, ensure you are facing towards the window so light falls on you directly. Backlighting will result in a dark image. Any additional lighting you can introduce will further improve the quality of your video. Look around your home for desk lamps.

### **Sound**

When filming video at home, ensure you choose a very quiet environment where you have as much control over the sound as possible. For example, choose a small room where you have the ability to close all doors and windows. Make sure any noisy electronics in the room such as fans, air conditioners, computers, phones and possibly even your fridge are temporarily turned off. These are much louder in video than you may think and are very distracting to your audience!

Be aware of any audible interruptions you don't have control over such as airplanes, lawn mowers and cars. Consider filming during a quiet time of day such as early in the morning when there are likely to be less interruptions. If there are audio interruptions during your recording, do not continue. Wait it out and try again at a later point. Remember using an integrated microphone in your device.

### **Background**

Aim for a clean, plain wall as your background, completely free of visual distractions from the waist up where you will be framing your shot.