

## GUIDELINES FOR SPEAKERS AND ORAL PRESENTERS

### PRESENTATION GUIDELINES

- **Format:** Your presentation should be prepared in **.PPT or .PPTX** format.
- **Ratio:** Aspect ratio of your presentation should be widescreen **16:9** format.
- **Title Slide:** Please include your presentation title and full name on your first slide.
- **Disclosure Slide:** Your second slide should be the disclosure slide. If you have nothing to disclose, please add “No Disclosures.”
- **Template:** You can download an optional presentation template [here](#).
- **Layout:** For live session presentations, please keep the top right corner of your slides free from title, text, or images, as well as the bottom right corner (to avoid being hidden by the video and images in the live display)
- [Click here](#) to read tips and recommendation for preparing your presentation.
- We recommend that you label all slides that include unpublished data with: “*UNPUBLISHED DATA – DO NOT COPY OR DISTRIBUTE.*”

### PRERECORDED PRESENTATION

**Deadline to complete recording: March 24, 2021**

Presenters will receive an email with information and the link to book a recording slot by February 16, 2021.

- **Read the Technical Guidelines** before booking your recording session.
- **Book your recording session** via the link you received via email and add it to your calendar.
- **Finalize your presentation**
- **Attend the recording session**

**On the day of the Zoom recording session, please make sure you are ready with:**

- **A headset/earphones** with microphone connected to your computer is highly recommended for the best quality recording. You may use wireless earbuds if the sound test is successful. If necessary, you may use the internal microphone of your laptop.
- **A computer with a functional webcam** (the laptop internal webcam will work). Camera height should be positioned directly in front of you at eye level, about a full arm’s length away.
- **A stable internet connection**—we recommend using wired internet if possible. 4G cellular should not be used.
- **A quiet environment** to avoid any noise or interruptions while giving your presentation (e.g., pets, phone, doorbell)
- **A neutral background**—white, uniformly colored wall, or similar. Avoid bright backlight by making sure that the main source of light (such as a window) is in front of you. Please do not use virtual backgrounds.

- **Your PowerPoint presentation** (16:9 format) ready and open on your screen.
- Zoom software installed on your computer in advance. (To download the zoom software, [click here.](#))

## LIVE SESSION PRESENTATION

Please read the instructions on preparing for the live session below.

- **Finalize your presentation**
- **Join a Technical Briefing/Rehearsal Session** - You will receive an email request in due course with options to join one of several live Q&A technical rehearsals OR dates to join a specific session rehearsal, depending on your session type. Please note that rehearsal sessions can take up to 1 hour although are usually finished in less time. Note rehearsals take place approximately a week before the meeting.
- **Join the Live Session.** Read the detailed instructions on [How to Join a Live Session](#).

## Technical Brief and Rehearsals for Live and Live Q&A Sessions

In order to prepare for your LIVE session to ensure it will run smoothly, you will be requested to join a technical briefing or rehearsal session approximately 1-2 weeks prior to the meeting dates.

### Ahead of the briefing/rehearsal session please arrange to have:

- An external microphone connected to your computer. Alternatively, you can use the internal microphone of your laptop/computer.
- A computer with a functional webcam (the laptop internal webcam is fine).
- A quiet and uniform background. Avoid using artificial background features.
- Stable internet connection. We recommend using a wired LAN internet connection if possible. If you use Wifi, please make sure that you sit near the WiFi router. 4G internet should not be used.

## Joining the Live Session

You will also receive a reminder of the instructions of how to participate and give your lecture / participate in the session. Delegates will be able to submit their questions via chat and the chairperson will lead a live Q&A session involving all the speakers.

- Speakers and Moderators will receive a unique link to enter the Live Session/Live Q&A Session a few days before the planned session.
- Please be ready to **enter the live link 30 minutes in advance** of the official start of the Live Session/Live Q&A Session in order for your internet speed and other technical issues to be checked and resolved by a technician.
- There will be a technician in the virtual room with you to assist and to guide you if you have queries.
- Moderators – for the live section of the session, we kindly request that you ensure the Q&A ends on time. Please note that if the session runs overtime, unfortunately we will need to stop the session.
- Participants will be able to ask questions to the speakers via the Q&A panel at the end of the live session/whilst they view the lectures. These will be written questions only. The moderator's role will be to decide which questions will be discussed at the end of all the speakers' presentations.