



## Presentation Guidelines for Oral Presentations

Congratulations on your acceptance to present at ASpiH 2020 – with over 200 abstracts submitted it was a real challenge this year to select just 20 oral presentations for our virtual conference.

The ASpiH virtual conference will operate within a Zoom based system developed by EventsAir called OnAIR.

OnAIR allows attendees, sponsors, exhibitors and speakers to meet in a secure online space to present, showcase, learn and discuss business via its unique timeline interface.

All speaker presentations will be pre-recorded and scheduled into the programme as simulated live talks. This means that attendees will watch each pre-recorded talk as if being broadcast live – without the stress of live streaming and the potential technical issues that arise from this.

Each oral presentation will consist of 10 minutes pre-recorded talk followed by a live Q&A discussion with all speakers at the end of the talks.

### Presenters

**As an invited speaker you will be required to provide the following and have registered for the conference by 19th October 2020:**

- **A pre-recorded presentation using the template sent to you prior to the conference as per the \*guidelines below.**

**All presenters are asked to be virtually present for the entire one-hour oral presentation session in order to participate in the synchronous Q&A and panel discussion at the end of the session.**

### Live chat and Q&A

Questions from the audience are submitted to the platform using a text box facility. Questions can be asked via the Q&A option either during or after the presentations and will be moderated and communicated by the Chair during the Q&A and panel discussion. Any unanswered questions will be passed on to the speaker to respond asynchronously (after the session has finished).

*Unless otherwise advised by participants, all the sessions will be fully recorded and made available for online viewing up to 12 months after the conference, by registered conference delegates. This will allow all participants to catch up with content that may be running concurrently – making this a value-for-money conference.*

### **\*How to Create and Record Your Presentation**

These instructions will help guide you through the process of creating and recording your individual presentations, which will then be included in the virtual proceedings.



### Step 1: Create your presentation slides

1. Slide Template – We ask that all speakers use the ASpiH template located [HERE](#).
2. Slide/PowerPoint Presentation – 16:9 widescreen format is required for all presentations.
3. The first slide should provide a conflict of interest statement for all presenters.
4. The second slide should provide the title of your talk along with a list of all presenters with their affiliations
5. Please use easy-to-read fonts such as Arial and Times New Roman, ideally size of 20 or bigger and ensure that any graphs/charts/figures you include are large enough to be viewed on a screen.
6. Practice going through your talk to confirm that the timings are accurate, and that the number of slides correlates with your allotment of time (10 minutes). Remember to take a few moments at the start of your talk to introduce yourself – You can use links or QR codes to give the readers more information if you cant fit it all in.
7. Please include a reference slide and a contact email address and your twitter handle in your final slide, to make it easy for attendees to contact you with any follow up questions post event

Tips & best practices – [BEST PRACTICE](#)

### Step 2: Record your presentation

To record your presentation, you are welcome to use any platform you feel comfortable with (as long as the final file is saved in an **mp4 format**). We have outlined instructions for two options, which are both user-friendly and free to use. Please click on the button below to review these options:

We know that it may be not what your used to, maybe even nerve-wrecking, to pre-record and we are here to help – here’s some tips you may find useful.

#### General:

**Lighting/Camera** — Diffused light in front of you will usually work best to avoid shadows. Try to position your camera so that it just above your eye level. Check the visible background behind you – is it what you want on show?

**Sound/Audio** — We recommend using a headset and/or microphone as it will lead to better sound quality than using your computer audio which picks up all background/ external noises. **Turn off all sound notifications on all your devices.**

**Internet/Bandwidth** — It is recommended to use hardwired internet, using an Ethernet cable to connect. And switch off all other platforms or applications that you may have running in the background . This helps reduce the variability of Wi-Fi strength.

**Presentation/Clothing** – Dress as you would for any conference. Please note that darker colour shirts/ tops appear better on camera. Try to avoid busy checkered or patterned outfits.



**Pace** Try to talk clearly and at a steady pace so that people can hear and absorb what you have to say about your project. – oh and remember to breath 😊 – you will be great.

**Animals/ family members:** Once you are ready to record do make sure the dogs, children are well attended to, and remind household members that you are recording your session so they can avoid calling you for your supper.

### **OPTION 1: Zoom (preferred option)**

**Zoom Background** – We kindly request that you use one of the below two ASpiH Zoom backgrounds. To change your background, you will need to:

- Log in to Zoom
- Click on the Up Arrow next to the camera in the bottom left corner
- Select Virtual Background
- Add/Choose background

### **Zoom Backgrounds**

You will find below two *event* backgrounds for Zoom that you can use during the conference. Click on the link below to open the image on a new webpage, and then right-click and select "Save Image as" to save on your computer. We recommend that you do a test beforehand to see which background works better for you, depending on your environment.

- [Conference Background - Light](#)
- [Conference Background - Dark](#)

**Lighting/Camera** — as we've mentioned – consider your lighting – a diffused light in front of you usually helps avoid shadows. Try to position your camera so that it just above your eye level.

Click here for more information on how to [Change your Virtual Background](#)

Download Zoom Instructions – [ZOOM INSTRUCTIONS](#)

### **OPTION 2: Microsoft PowerPoint**

Make sure you have PowerPoint 365 installed on your device.

Download PowerPoint Instructions - [POWERPOINT INSTRUCTIONS](#)

### **Step 3: Send your video for presentation**

Please send your completed video to [events@aspih.org.uk](mailto:events@aspih.org.uk) by 5pm on **19<sup>th</sup> October** ready for uploading to the platform.



### Finally

The conference team will always be available to assist with any problems and should you not have the facilities to record the presentation yourself they will be able to organise a convenient time for you to join a direct private webinar platform, where you can make your presentation whilst being recorded.

Once your video has been received, the conference team will check it and you will receive confirmation that it has been uploaded correctly.

If at any stage you have any questions, please do not hesitate to contact the Event team at: [events@aspih.org.uk](mailto:events@aspih.org.uk)

Thank you for submitting your abstract and good luck with both the pre-recording and the live Q&A sessions.