

# Online presentation guidelines

## Overview

An online presentation comprises two parts: (1) a pre-recorded presentation lasting 15 minutes, following the same format and style of an in-person presentation, and (2) attendance at the online 'pre-conference', which offers attendees the opportunity to ask the presenters questions about pre-recorded presentations.

## Preparing the pre-recorded presentation

Your presentation must last **no longer than 15 minutes**. You are free to use any software of your choosing to record your presentation, but we ask that you supply your presentation to us in **.mp4** format where possible.

We ask that presenters use slides (e.g. a PowerPoint presentation) and a webcam where possible, with the webcam view overlaid over the corner of the presentation, so that viewers can see the speaker alongside the slides. Most popular software packages offer this functionality.

As a suggestion, you could use Microsoft Teams, Zoom, Microsoft Stream, Quicktime (on Macs), or the 'Record' function on Powerpoint to prepare your video.

### *Tips and recommendations*

- Use a good-quality microphone/headset for optimum sound quality
- Speak clearly and slowly
- Keep your slides simple and easy to follow, and avoid excessive text
- Do not exceed 15 minutes

## Submitting your pre-recorded presentation

Please submit your presentation in **.mp4 format**. You should submit your video via our OneDrive repository, the link is [here](#).

You must upload your video file to this repository **no later than Friday May 30**.

## **At the 'Online pre-conference'**

The videos will be made available at least one week before the online pre-conference, which will allow all participants time to watch the online presentations in advance. The presentations will be organised into several thematic panels. At the online pre-conference, presenters will be invited to the respective panels to answer questions from participants. The programmes will be made available by the end of April.