

Instructions for Symposia Presenters

We would like to advise you to read these instructions very carefully.

Presentation:

The symposia will consist of a live introduction, pre-recorded presentations and live Q&A. As a presenter of a symposia we would like to ask you to provide the following:

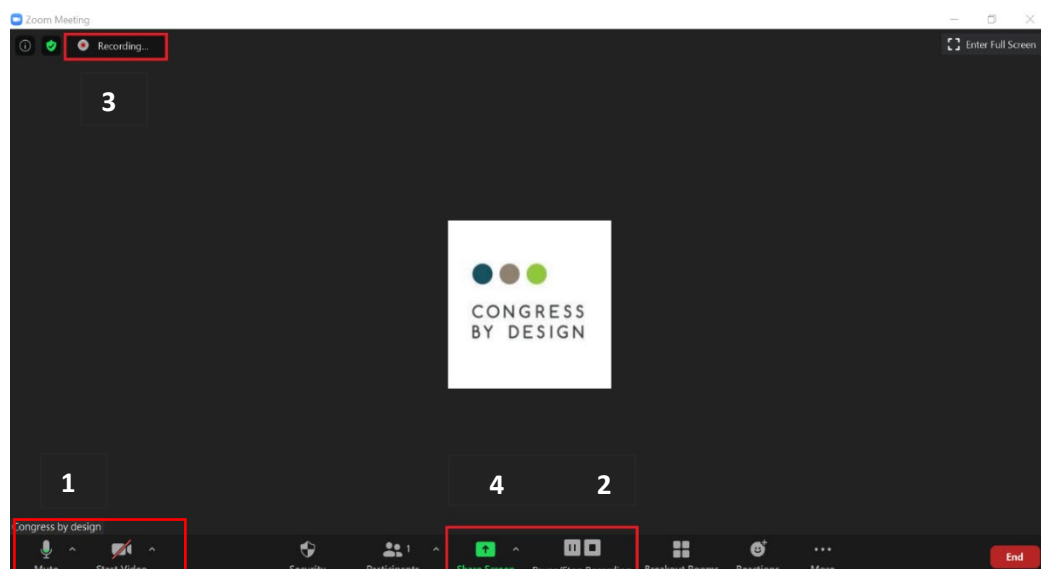
1. Abstract of your presentation – *already submitted*
2. 15-20 minutes presentation – a pre-recorded video

During the eICDAM 2021 the participants can view the symposia and your abstract. They can also ask questions in the Q&A. Prior to the eICDAM 2021 you will receive by e-mail more information about the platform and how you can interact with participants.

Uploading your documents:

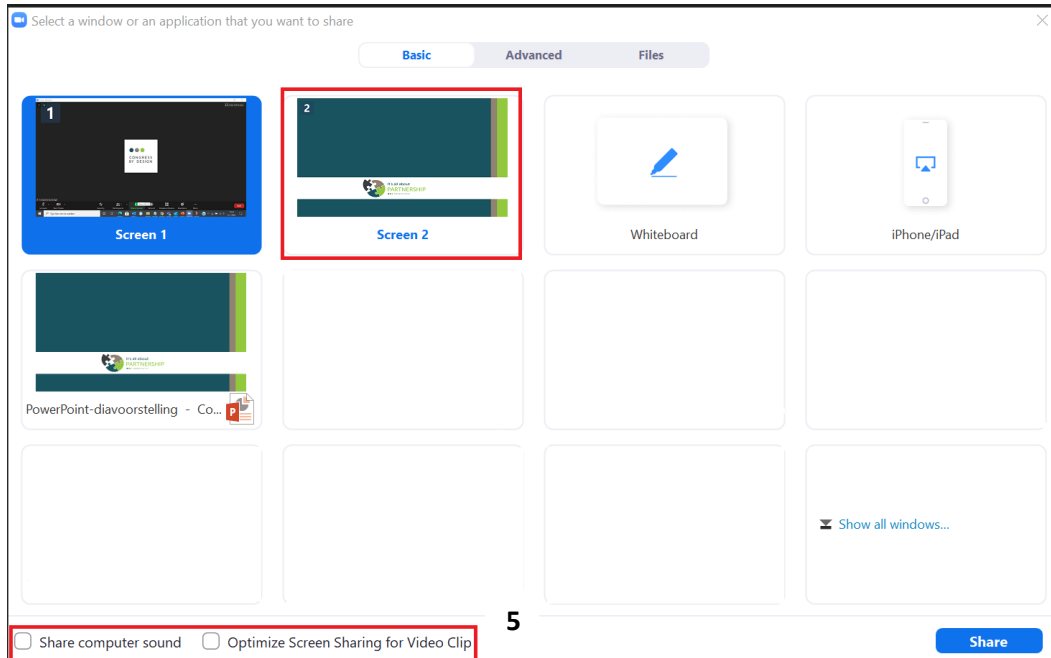
No later than **January 25th 2021** you need to send the pre-recording of your presentation. Herewith we send you the instructions for your presentation:

- *Length of presentation:*
 - Each symposium presenter has 15-20 minutes presentation; The length of your presentation depends on the symposium in which you participate and is based on the organization of this symposium. Thus, the length will be decided in agreement with the chair of your symposium, and you will be soon informed by your chair.
- *Slides:* For your slides use visuals instead of text. If you use text:
 - Text needs to be 24 pt minimum font size;
 - Test your slides by reading from a distance (= 10 x screen height) Eg: if your laptop screen is 24cm high, sit at 240cm to check if your slide is readable;
 - Limit the amount of text on your slide;
 - Use animations (in PowerPoint) to build text line by line on your slide instead of showing all the lines on your slide at once.
- *Recording:*
 - Present your presentation using software which can record your presentation in mp4. You can use for example Zoom, MS Teams, Powerpoint with recordings or other software;
 - When you share your screen please use a view where you as speaker are still visible;
 - If you use Zoom to record your presentation we advise you to follow the following steps:

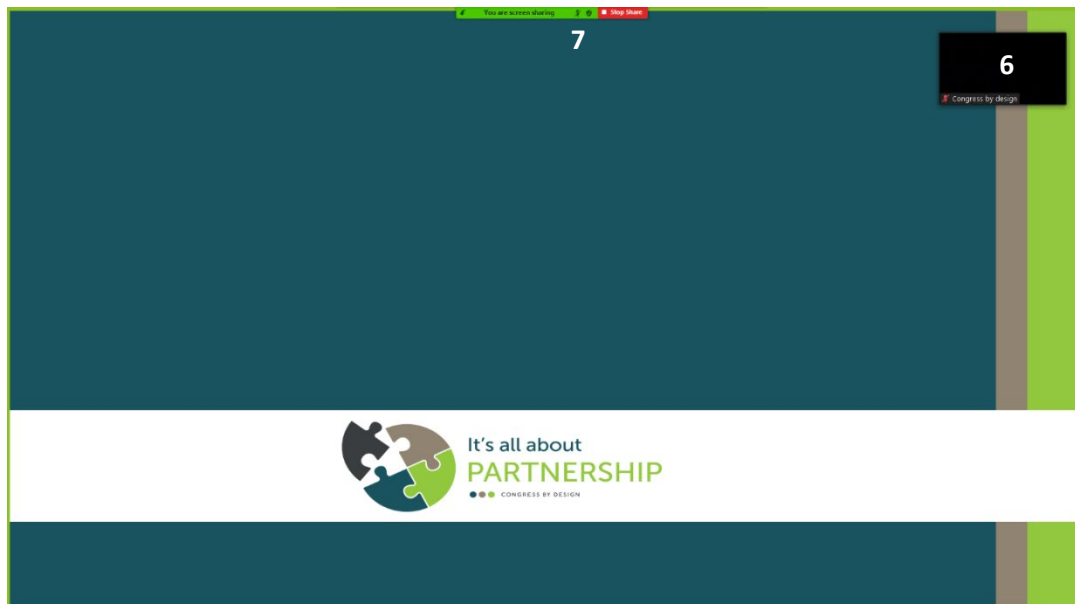


Numbers in screenshot correspond to the numbers below

1. Please make sure your camera is on and that your microphone is unmute
2. Please click on the record button. A pause and stop button appear;
3. You can check if your presentation is being recorded by looking in the top left corner.
4. By clicking this button you are able to share your screen. When you are going to share your screen, you can select the screen you would like to share;



5. If your presentation contains a movie or video clip, please select the boxes here.



6. This is the preferable format for your presentation when you share your slide with you as speaker in a small window;
7. You can stop sharing your screen (green button) and stop the recording (red button) of your presentation by clicking on the buttons on the top of your screen.

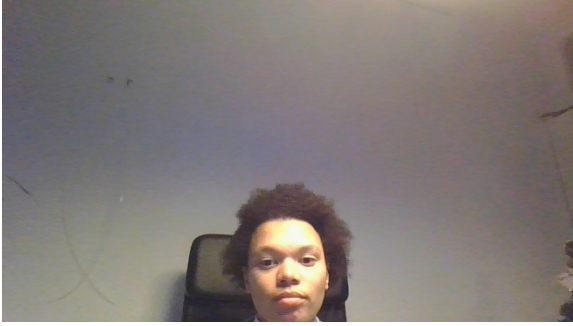
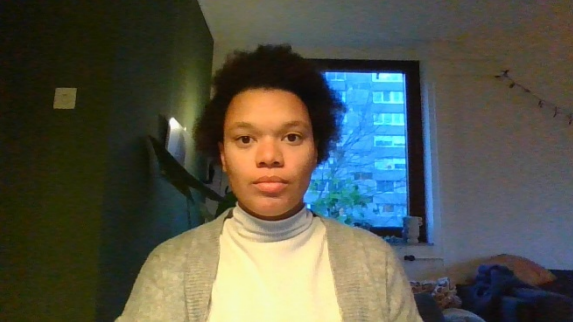




8. Stop the session by clicking on the 'End' button on the lower right corner of your screen.

- Uploading your recording:
 - Your recording needs to be uploaded as *.mp4* file;
 - Save the recording stating “Symp”, the family name of the presenter, the first 5 words of the title of your abstract and the family name of the chair of your symposium. (e.g. *Symp_family name presenter_first 5 words of title of abstract_family name chair symposium.mp4*);
 - Check your recording (.mp4) before sending. You can only send the documents once;
 - Send your recording no later than **January 25th 2021** via [Surfilesender](#), [WeTransfer](#) or e-mail to register.event@wur.nl with subject ‘eICDAM Symposia presentation’;
 - Please keep in mind you can only send the recording of your presentation once;

Camera and audio settings:

- Place your camera at eye level, for example use a pile of books, so that you won’t have to stare down;
- Use a basic background, anything you see in the background can be distracting;
- We strongly advise you **not** to sit in front of a light source (such as a window or a bright light), make sure that the light source comes from behind your screen so that your face is well exposed;
- Use a HD camera, most of the modern laptops have one already installed;
- A headset with microphone is advised. Please be aware that participants can hear background noises if you use a headset;
- We would strongly advise you to sit in a quiet room without any distractions or noise in the background;

	<p>WRONG</p> <ul style="list-style-type: none"> • Camera is too high
	<p>WRONG</p> <ul style="list-style-type: none"> • Background is messy

	<p>WRONG</p> <ul style="list-style-type: none">• Camera is too low
	<p>GOOD</p> <ul style="list-style-type: none">• Background is calm• Eyes are on 2/3rd on the screen

Tips & Tricks:

- Make sure your laptop is charged to 100% or to have it plugged in;
- Please close all tabs in your internet browser to avoid confusion when you would like to share your screen;
- Preferably use 2 screens. This has to do with your PowerPoint presentation in presentation mode, which takes up your entire screen;
- We strongly advise you to wear clothes **without** any print;
- Please be prepared before you start presenting;
- Present in a natural manner instead of reading it out.