

# Blood 2021



20 – 23 September 2021

## Virtual Presentation and Pre-recording Guide



# Virtual Presenter Information

## Welcome

As a speaker or moderator, you play an incredibly significant role in the success of the Blood 2021 Meeting.

To help you prepare for the Meeting, we have put together this guidebook. We strongly advise that you read it and take on board the advice given to prepare for your role in the virtual meeting platform.

## Pre-Recording

We do recommend that you pre-record your presentation to avoid any technical issues on the day. If you are providing a recording, please see the information further on in this manual about options for how to pre-record.

Where possible, we would like you to join live on the day to participate in Q&A even if you have pre-recorded.

## Virtual Platform

The virtual meeting will be delivered via the OnAIR virtual platform. Further instructions and opportunities to join a rehearsal session to familiarize yourself with the platform will be provided at a later time.

The platform is accessed via a personalized login that will be provided to you in September, you will use this link both for your presentation and to view content.

# Technical Requirements for Virtual Platform

- You will need a modern computer (2018+) with a minimum i5 or equivalent processor.
- A web camera.
- A headset or headphones for audio purposes, please do not rely on inbuilt computer speakers and microphones. We do not recommend Bluetooth or wireless headphones.
- Please do not use iPad / tablet.
- Please use a supported internet browser such as Google Chrome, Firefox or Microsoft Edge (do not use Internet Explorer).
- If you are using a macOS, there is a new privacy option to enable in order to use screen sharing. This requirement is prompted the first time when you want to share your screen and you need to grant access in your system preferences.
- It is strongly recommended that your computer is allocating all computing resources to the operation of your presentation and you shut down all other programs during this time.
- Your internet connection requires a minimum of 5Mbps upload/download speed (We recommend that you check your internet speed in advance at <https://www.speedtest.net/>. If your connection does not provide the necessary download and upload speeds we advise seeking a faster connection to ensure a better experience)
- Connect via wired internet connection if possible. If you must rely on wifi, we recommend the following actions:
  - Put your router in free space, not in a cabinet
  - Be within 1.5m – 3m of your router
  - Close all other applications on your laptop
  - Ensure all devices connected to the wifi are off (including streaming, gaming devices, smart TVs, phones etc)
- If you are screen sharing for a live presentation, we recommend having two screens.
- When attending your rehearsal, please ensure you are in the same location / same device as you will be using on the day.

# Planning for your presentation

## Audio

Good audio is the **single most important factor** for an online presentation. Please ensure you:

- Use a good quality headset with microphone or good quality earbuds that have a built-in mic or an external microphone. Laptop and desktop microphones are not ideal and are likely to produce poor sound quality.
- Eliminate as much background noise as you can.
- Test the microphone to help solve issues in advance.

## Camera Placement

- Ensure your camera is eye level or above and look straight into the camera.
- Aim to have your upper torso, shoulders and head in the camera frame.
- Ensure your camera lens is clean.

## Lighting and Location

- Ensure your lighting is sufficient and you are front lit (rather than back lit).
- Avoid having a window or light source at your back.
- Be mindful of your background – keep it as plain as possible or include a suitable background (*ie a plain white wall or your institution banner*).
- The virtual platform is not compatible with virtual backgrounds (you are welcome to use one if you are pre-recording).

# Presentation Preparation for virtual audiences

## Presentation Style

- Talk directly into the camera lens rather than the screen.
- Use some hand gestures to engage (too much, however, will be distracting).
- Neutral clothing is recommended, bold patterns can distort on camera. Wear a colour that contrasts with your background.

## Slides

- Size: 16:9 ratio.
- Short engaging PowerPoints are recommended.
- Use as little text as possible; one slide, one point.
- Include images and photos, graphs and infographics but ensure they are visually clear and readable on smaller devices.
- If presenting live, presenters will share slides via share screen and will have full control of slides (we recommend a second screen is used to share slides).

## Practice, Practice, Practice

- It is important that your presentation sticks to your allocated time so please practice to ensure you are within your allocated time.

# How to Pre-record your Presentation

As mentioned, even if you are joining for a live session, we do recommend pre-recording your presentation to alleviate any stress from technical issues or last minute.

Please provide your recording in a mp4 format, no larger than 1280x720 and bitrate under 2MB (right click on file, Properties>Details to check). Please share your video file using dropbox, wetransfer or similar file sharing service to [blood@theconferencecompany.com](mailto:blood@theconferencecompany.com). Please name your file "Lastname\_firstname\_first4wordsofpresentationtitle".

Your file must be received by **Friday 27th August**.

You can pre-record your video in whatever software you are most familiar with, however we have provided guides below for self-recording in zoom or powerpoint.

- [Guide for how to pre-record in Zoom](#)
- [Guide for how to record in Powerpoint](#)

If you are unable to pre-record or need assistance, please contact us at [blood@theconferencecompany.com](mailto:blood@theconferencecompany.com)