



CSANZ VIRTUAL 2020

68TH ANNUAL SCIENTIFIC MEETING OF THE CARDIAC SOCIETY OF
AUSTRALIA AND NEW ZEALAND

HOSTED AT GOLD COAST CONVENTION AND EXHIBITION CENTRE

11 – 13 DECEMBER 2020

WWW.CSANZASM.COM



ANZET20 VIRTUAL

14th Annual Australia & New Zealand Endovascular Therapies Meeting

Hosted at Gold Coast Convention and Exhibition Centre

11 – 12 December 2020

www.anzet.com.au

SPEAKER GUIDE FOR LIVE PRESENTATIONS

1 VIRTUAL PLATFORM

We have prepared a [video demonstrating how the virtual platform](#) will work for the CSANZ Meeting, we encourage you to watch the video to understand the process of participating in a virtual meeting.

All live sessions will have an assigned Facilitator and Digital Moderator to assist in the session running smoothly, the Moderator's role is to engage with the audience discussion and feed through audience questions to the speakers. Aside from discussion and Q&A, there are other audience engagement tools that you could use such as audience polls, if you would like to include any polling or voting in your session, please let us know and we will guide you through the options available for use.

If you have any questions about the virtual meeting, please contact us at csanzet@theconferencecompany.com

2 TECHNICAL PREPARATION

Whether this is your first time presenting virtually or you've done this many times, we appreciate that presenting virtually can be anxiety provoking. We will have technical support available to assist you on the day, in addition there will be online training offered in November and we encourage all speakers to attend one of the sessions to familiarise yourself with the virtual platform.

Please take a few minutes and [watch this video to assist you](#) in setting up your virtual presentation location.

Technical Specifications

You will need a modern computer (2018+) with a web camera and a wired internet connection. We recommend the use of a headset or headphones for audio.

Presentation Advice

- Don't feel you have to dress up – business casual is fine, although wear clothing that is neutral in colour (no plaids or stripes which can distort on camera)
- Be mindful of your background – keep it as plain as possible otherwise can be distracting
- Choose a place which is quiet, avoid places with background noise. Ideally you have your own room / space for the session (your microphone will pick up background noise)
- Speak clearly and slowly – embrace the pause
- Ensure your camera is eye level or above and look straight into the camera – not into the screen
- Ensure your lighting is sufficient and you are front lit (rather than back lit)
- If you prefer – stand if this can help you stay focused and be a little more animated.

3 SPEAKER INFORMATION

Prior to the Meeting, you will be sent a link with instructions on how to join the virtual Speaker Preparation Room . You will need to join **at least 30 minutes** prior to the start of your session and final audio and visual checks will be done at this time.

While in the virtual Speaker Preparation Room, you will be able to talk with the Facilitator and the support team and finalise any preparation for your presentation.

The audiovisual support team will advise you when they are making you live in the session to start your presentation. You will be in control of your own slides, shared from your screen.

Further training will be offered in November for you to experience the virtual Speaker Preparation Room and process. If you are unable to join a live training session, there will be video tutorials available.

4 SLIDES

Please ensure your slides are formatted in the 16:9 ratio, you may use the Disclosure Slide as a template for your presentation if you wish (see links on page 5).

You will be required to submit your slide deck by Monday 30th November, while you will be sharing your screen for your presentation the submitted slide deck will be used in the event of any technical difficulties and controlled by the technical support.

Please note that videos and animations embedded into presentations do not work in a share screen environment. We recommend removing all animations. If you are playing a video, please ensure this is submitted as a separate mp4 file with your presentation. Please insert a slide into your presentation that says “play video here” and this will be managed by the control room.

Please ensure you indicate this on your speaker preparation checklist.

5 DISCLOSURE SLIDES

You are required to include a Disclosure Slide in your presentation, please ensure you download the relevant slide deck below and include the relevant slide at the start of your presentation. These will be reviewed when your slide deck is submitted, and if you have been unable to include a slide we will automatically add a slide noting that the Faculty Disclosure Statement was not returned.

Please [click here](#) to download the 16:9 **CSANZ 2020** PowerPoint template as well as the two 16:9 slides for your disclosures. Please ensure to use these slides for any presentations you may have.

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You only need to include ONE of the slides below:

Slide One

- In accordance with the policy of the Cardiac Society of Australia and New Zealand the following presenter has indicated that they have a relationship which in the context of their presentation, could be perceived as a real or apparent conflict of interest but do not consider that it will influence their presentation. The nature of the conflict is listed:
- INSERT NATURE OF CONFLICT HERE – for example: Spokesperson for a particular drug, funding grants from companies

Slide Two

- The presenter has advised that the following presentation will NOT include discussion on any commercial products or service and that there are NO financial interests or relationships with any of the Commercial Supporters of this years ASM.

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TWITTER



We are encouraging all speakers, moderators, facilitators and participants to engage with the CSANZ conversation on Twitter, before, during and after the Meeting.

We would be grateful if you could prepare one tweet per presentation you are giving, to highlight your upcoming content or a particular discussion that may be of interest to the audience.

Please tag your tweet @theocsanz and #CSANZ20 to engage with the wider audience.