TRIPARTITE COLORECTAL MEETING 2022

22-24 FEBRUARY 2022, AUCKLAND, NEW ZEALAND

Looking Forward, Looking After | Mā Muri Ki Mua

Virtual Presentation & Pre-recording Guide

Virtual presenter information

Welcome
As a speaker or chairperson, you play an incredibly significant role in the success of the Tripartite Colorectal 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 conference platform.

Pre-Recording
All presenters (abstract and invited speakers) are required to pre-record their presentation. Please see the information further on in this manual for instructions on how to pre-record.

Presenters will also be expected to join remotely on-line on the day to participate in Q&A, <u>if time is indicated in your session</u> (please refer to your individual emails for confirmation).

Virtual Platform
The virtual Meeting will be delivered via the OnAIR virtual platform. Instructions and opportunities to join a rehearsal session to familiarise yourself with the platform will be provided closer to the Meeting.

The platform is accessed via a personalised login that will be provided to you.

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)
- When attending a technical brief, 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 online 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.

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

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 our dropbox link. Please name your file "Lastname_firstname_first4wordsofpresentationtitle".

Upload your presentation to Dropbox by clicking here

Your file must be received by **Friday 28 January 2022.**

You can pre-record your video in whatever software you are most familiar with, however we recommend you use PowerPoint to provide a consistent format for the Meeting

- Guide for how to record in PowerPoint

If you are unable to pre-record or need assistance, please contact us at tripartite2022@theconferencecompany.com