



## INSTRUCTIONS FOR SPEAKERS

### How the conference will run.

The conference this year is fully virtual and all presentations will be pre-recorded. They will run consecutively during the meeting and will also be available to view after the meeting. We ask presenters to be on-line during their talks as there will be a Question and Answer box on screen adjacent to their presentation in which participants will be able to type questions and presenters can answer. There will also be further on-line discussion facilities. The Q and A box will be visible to all participants and we hope it will allow good discussion of presentations. This means that there will be no gap between presentations and speakers can use the full time of their programme slot for their presentation. For most speakers this will be 10 minutes.

Presentations will need to be uploaded to the congress portal between March 15<sup>th</sup> and April 5<sup>th</sup>. A link for this will be circulated shortly before the portal opens. There is a limit of 300 MB for the size of file that can be uploaded. A 10 minute recording on Zoom is about 30MB, so this shouldn't be a problem provided you don't use very high resolutions for photos or videos.

### Preparation of recordings.

Slides should be prepared in PowerPoint in the usual way. The conference programme software is set up for 16:9 onscreen slide format. Although 4:3 format can be used, there will be a black bar on either side of the presentation. Please ensure that all fonts used are easily readable on a normal sized computer screen. There will be a Q and A box on screen alongside your presentation that will reduce the size of the slides a little, so allow for this. We recommend 24 point as a minimum font size for slides. If you are going to record in PowerPoint and want to appear on screen while talking, leave enough space at the top or bottom right hand corner of each

slide for this. The speaker in Zoom should appear alongside the slides so no space is needed.

Any Financial Conflict of Interest must be declared on your second slide. Please ensure that you have appropriate consent from any patients who may be recognisable in your presentation. Please check that the sound level in the recording is appropriate.

### **Recording in PowerPoint (Office 365)**

You can record your talk in PowerPoint and export it as an MP4 video file. There is a 'Record Slide Show' button under the 'Slideshow' tab. If you click on this you will get a toolbar with the options to select a microphone and webcam and a button to start recording. One of the pens at the foot of the window can be used as a cursor or to draw on the screen. When you have finished recording, exit the slide show. Under the File menu choose 'Export', then MP4 format and Internet quality. The export will take several minutes. Check your file size after saving. There is an excellent video giving detailed instructions on how to preparing a video recording from a PowerPoint presentation at <https://www.youtube.com/watch?v=D8JV3w4TOVw> . Details do vary a little between PowerPoint versions.

### **Recording in Zoom**

An alternative for those familiar with Zoom is to record your talk as a Zoom meeting with only the speaker present. You will need to be familiar with screen sharing and recording of meetings and may need to edit the start and end of the recording after it is completed. With this option the speaker will appear in a small window beside the slides and the cursor will show on screen.

It is possible to accept other video formats. If you wish to consider another format please contact [soizic.peron@insight-outside.com](mailto:soizic.peron@insight-outside.com) to check that it is acceptable before starting recording.

### **Photograph and Biography**

Speakers are invited to upload a passport type photograph and a short biography of up to 150 words to appear on the conference website when they upload their recording.

Please remember to register for the meeting if you have not done so already.