Instructions for ONLINE Oral Presentation

ORAL PRESENTATIONS: SUMMARY

Oral presenters joining in ONLINE mode will pre-record their presentations on zoom and be present on the zoom call for the Q&A at the conference. For the presentation session, presenters are requested to record a maximum of 10 minutes (played as a video) after which there will be a discussion facilitated by the moderator. Because of the virtual format, it is critical that presenters stick to their allotted time.

The presentation and Q&A interface will be through Zoom. Presenters will share their presentations as MP4 beforehand which will be played at the allocated time slot. Post which there will be a Q&A session for which the presenters need to present on the Zoom call at the allocated time slot.

Presenters will receive the Zoom link to join their presentation(s) one week prior to the conference.

The program is now available for viewing online, which includes the detailed schedule of presentations. The updated program is available for viewing on the conference website, click here.

PREPARING YOUR PRESENTATION

- Avoid using small fonts so that the audience can easily read the slides from their computer screen
- When using images, graphics, charts, or tables, make sure they are high resolution and not blurry or they will be unreadable on screen
- Use the widescreen 16:9 format
- To foster transparency, we ask that the following be included in a stand-alone slide that will be presented after the title slide:
    a. Any actual and/or potential conflicts of interest related to this work from the last 3 years or a certification that there is no conflict of interests for any co-authors.
    b. Any and all funding sources related to the work.

PREPARING YOUR PRESENTATION VIDEO

Here is a standard operating procedure (SOP) for recording a lecture with PowerPoint using Zoom:
1. First, open Zoom and start a new meeting.
2. In the scheduled Zoom meeting, then click the "Share Screen" button located at the bottom of the Zoom window.
3. Select the PowerPoint file you want to use for the lecture and click "Share".
4. Once you start sharing the PowerPoint, click the "Record" button located in the Zoom control panel. Record thevideo on

your computer.

5. Begin presenting your lecture and advancing through the slides as you would in a typical classroom setting.
6. During the presentation, make sure to speak clearly and at a moderate pace so that the recording is clear andeasy to understand.
7. If you need to take a break or pause the recording for any reason, you can click the "Pause/Stop Recording"button in the Zoom control panel.
8. Once you have finished your lecture, click the "Stop Sharing" button to stop sharing your screen.
9. Click the "Stop Recording" button in the Zoom control panel to stop the recording.
10. After the meeting, Zoom will automatically save the recording to your computer.

It's important to remember to test your setup and equipment beforehand to ensure that the recording is of good quality. Also, check you your audio and Video properly before starting the recording.
Please see this tutorial for your reference - https://www.youtube.com/watch?v=fXBQjgv7jAE

SUBMITTING YOUR PRESENTATION VIDEO
Deadline to submit: March 08, 2023

FILE NAME: Please be sure to name your file(s) using the following format: LASTNAME-firstname-PresentationID#
(i.e., THOMSON-David- 4B3)
FILE TYPE: Please submit your presentation recording in .MP4 format only
UPLOAD: Kindly upload your recording by clicking here:
https://drive.google.com/drive/folders/1aqNACjKKEs5mdlA48o8GcT9FE0Rjm-1c?usp=sharing

CONFIRMING YOUR PRESENTATION DETAILS
Presenters are asked to review the program to confirm their presentation and that the presenter's name appears correctly on the program.

For any help or changes required, contact our TECHNICAL SUPPORT: Ms. Renuka Jadhav at renuka.jadhav@mymedisage.com