

## BEST PRACTICES FOR LIVE AND PRE-RECORDED PRESENTATIONS

The following are recommended best practices; we understand if all recommendations are not possible in individual cases. Please review the list and implement as many suggestions as you can.

### **Internet/Audio/Video**

#### *Internet*

- a. Maximize your local internet:
  - i. Make sure your modem is accessible / nearby (i.e., not buried in a closet or room on the far side of a house)
  - ii. Consider a hard-wire connection to your modem; if not possible, position yourself as close to the modem as possible
  - iii. Close all other programs on your computer and turn off notifications.
  - iv. Turn off all other devices in your home/office that have access to the internet (other computers, tablets, smart TV's, game systems, etc.). Keep your phone connected so that you can contact IS&T should you need to do so.
- b. Be prepared in case you have a problem:
  - i. Have a backup computer, tablet, phone ready
  - ii. Be ready to dial in on your phone or another device
- c. If possible, select 5G in both directions (input and output)
- d. Keep your laptop plugged in so you are not running on the battery.

#### *Audio*

- a. External microphone is best, followed by a plug-in headphone set (usually; this is what the sound check we do the day before your presentation is for)
- b. Laptop microphone will work – but try to eliminate or reduce all surrounding noise (see e. under Video)
- c. If there is a lot of ambient noise where you are, consider getting background noise suppression software

#### *Video / Your image on screen*

- a. Organize your background so there is no clutter or mess; a blank wall is fine. Turn on your camera to test how you look against your background. (TIP: Do not wear clothing that matches the background color; be aware of objects that may create shadows or look like things are coming out of your head.)
- b. Position yourself so you are lit from the front and/or above.
- c. Do not have a window in the background. If it is your only option, close the blinds and/or curtains to minimize the light.
- d. Dress code is business casual
- e. Eliminate sounds and distractions during your presentation time. Put up an “ON AIR” sign, so family members or roommates know not to disturb you!

### **Presentation**

#### *Slides*

Use images, keywords, or brief phrases instead of large chunks of text– you want the attendees to be listening to you, not reading a slide.

#### *Engage your audience*

- a. Try to engage your audience every ~5 minutes
- b. Remember moments during your research where you got excited — share these with your audience
- c. Don't forget to share the challenging moments and how you got past them
- d. Where are you going next with your work — reach out to attendees for suggestions and encouragement

### Practice

- a. Know your material
- b. Practice and practice again
- c. Anticipate questions and have answers ready

## AUTHOR RESOURCES

### 1. Packaging your Powerpoint Slides

Detailed instructions can be found in the [Packaging Your PowerPoint Slides PDF](#). Here is an overview:

- In Powerpoint, select FILE → EXPORT → Package Presentation for CD.
- Be sure to check the boxes to "include linked files and embedded TrueType fonts".
- Check "Inspect presentation for inappropriate or private information" if you have concerns about this.
- No need to add a password.
- Select "Copy to Folder".
- We recommend creating a new folder to hold the entire package; it will contain the PPT and any associated files. Give the folder a unique name, easy to identify, and compact. (hint: YearMonthSurnameInitial, ie. 2020NovYeeM).
- Confirm that you really do want to copy all the linked files to your computer; this includes any files that might be on company servers.
- After you click "Yes", a package is created and placed in the location you specified above. It will contain the PPT presentation with all of the fonts and graphics embedded. Put a backup copy on a USB drive and bring it with you to the conference.

### 2. How to Update/Edit Author Information in OpenConf

- Go to the [OpenConf homepage for EI](#).
- Click *Edit Submission*.
- Enter your OpenConf Submission ID number and password: *If you have forgotten your password, use the (forgot password?) option.*
- Click *Edit Submission*.
- Review the submission and correct any information that has changed.
- Click *Submit Changes*.

### 3. How to Upload your Files to OpenConf

- Go to the [OpenConf homepage for EI](#).
- Click *Upload File*.
- From the pulldown menu, select your upload type: (i.e., Manuscript PDF, Source File, Copyright Form, Poster Present, Oral Recording, Presenter photo).
- If more than one format option is available, select the format matching your file.
- Enter your OpenConf Submission ID number and password.
- Click *Choose File* to select the file you want to upload.
- Click *Upload File*.
- Repeat steps for each file you need to upload.
- **Note:** Please ensure that there is an entry for each author that includes the following: First/Given Name, Last/Family Name, Affiliation, Country, Email address.

### 4. How to Prepare a Good Poster

- Design your poster to be approximately A0 size (1.9 x .85 meter or 48 x 36 inches) as you would for an in-person event.
- See the Poster Layout Samples linked [here](#).
- Don't include too much information. Details are best presented in a form that is easy to interpret visually, without requiring a lot of time spent reading.
- Strong visuals—images, figures, graphs—are ways to draw others to your work.
- Each section of the poster should have a descriptive heading; display the material in a logical sequence.