

Presenter Guidelines

IMPORTANT DEADLINES	
Presenter to be registered by:	5 th July
Powerpoint slide deck to be submitted by:	15 th July
Pre-recorded presentation to be submitted to Dropbox by:	15 th July
Presentation Timing	
<i>Total</i>	<i>Breakdown of presenting + time for questions and answers</i>
10 minutes	7 + 3 Q&A
20 minutes	15 + 5 Q&A
30 minutes	25 + 5 Q&A
45 minutes	35 + 10 Q&A

Preparing Your Powerpoint Slide Deck (all presenters)

Prepare your Microsoft Powerpoint Slides using the [Slide Template](#) (link to .pptx file). The template is set for 16:9 screen resolution. The Meeting branding has been placed at the foot of the slide to allow for a chyron for the livestream, so leave this area free of text. (In Person presenters may include notes and there will be a screen to view these in the conference room).

Please note that all presentations will be included in the recorded Livestream and this will be available for 6 months for registered delegates to view – so please ensure that cases/images are appropriate.

For more information on creating Powerpoint Slides please see:

<https://support.microsoft.com/en-us/office/create-a-presentation-in-powerpoint-422250f8-5721-4cea-92cc-202fa7b89617>

Submission

Presenting in Person	Name powerpoint file Presentation Day-Surname eg: Thursday-Smith	Submit (by 15th July) Via the Slide Deck Dropbox
Presenting via Pre-Recording and on hand for live Q&A	<i>Refer to pre-recording production instructions on Page 2 for pre</i> Name your file (MPEG-4 Video if made in Powerpoint or mp4 if made in Zoom) Presentation Day-Surname eg: Thursday-Smith	Submit (by 15th July) Via the Pre-Recording Dropbox

Instructions for Pre-Recording Presentation (for presenters not attending in person)

Presenters unable to attend the Joint Meeting (and reside outside of New Zealand) will need to pre-record their presentation.

Calculate the amount of presentation time you have (check your total time on the online program and deduct the Q&A time – refer to Page 1 for breakdown). Presentation must not exceed your allotted time.

Follow the instructions to pre-record with either:

[Powerpoint \(PDF\)](#)

[Zoom \(PDF\)](#)

Presenting Tips:

- **Don't compete for bandwidth:** If you are presenting from a location with multiple users logged on to the internet, ensure that you are not competing for bandwidth with others in your household. Click on [this link](#) to run a speed test on your internet connection. If your results are 0.30Mbps or lower you may want to contact your Internet Service Provider (such as Comcast, Spectrum, AT&T) to troubleshoot.
- **Set your camera at eye level:** Often, this means propping up a laptop. Encourage your eyes to look near the webcam, rather than off to the side, giving attendees the impression that you are looking at them.
- **Check your light:** The best lighting is diffused, from both sides and not overly bright. Two small lamps on either side of your computer, placed slightly behind the camera, is a simple way to achieve attractive lighting and avoid having a window behind you.
- **Silence the interruptions:** [Turn off your phone](#) and exit any programs that might pop up notifications during your presentation (e.g., Outlook, Skype, etc.) Take precautions to ensure that no one will disturb your presentation.
- **You must stay on time!** Sessions are back to back, timing is important so that you don't go over into the next presenter's time.

Submission: By 15th July – refer to Page 1 for the submission link

On the Day

Attending in Person: All plenary sessions will take place in the Queenstown Room, Level 5, QT/Rydges Hotel. Your pre-submitted slides will be set up ready to go in the room with notes view available.

The Chair/Moderator will make a very brief introduction from the short bio you have provided previously.

Please ensure that your talk does not exceed the time stipulated above and that you have left sufficient time for Q&A.

Providing Pre-Recording and Attending Via Livestream for Q&A: Presenters should be available to appear in person on the livestream to answer questions and answers following their presentations. Please ensure that you minimize any background noise etc.

A Zoom Meeting link will be sent to all livestream presenters a week prior to enable them to join prior to their Q&A session (note that presenters should extend their window of availability should the program experience any delays on the day).

Direct any queries to Sally Boulton, Meeting Organiser sally@events4you.co.nz