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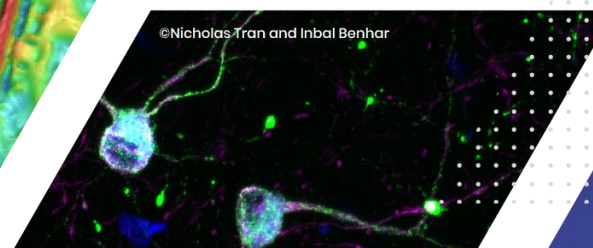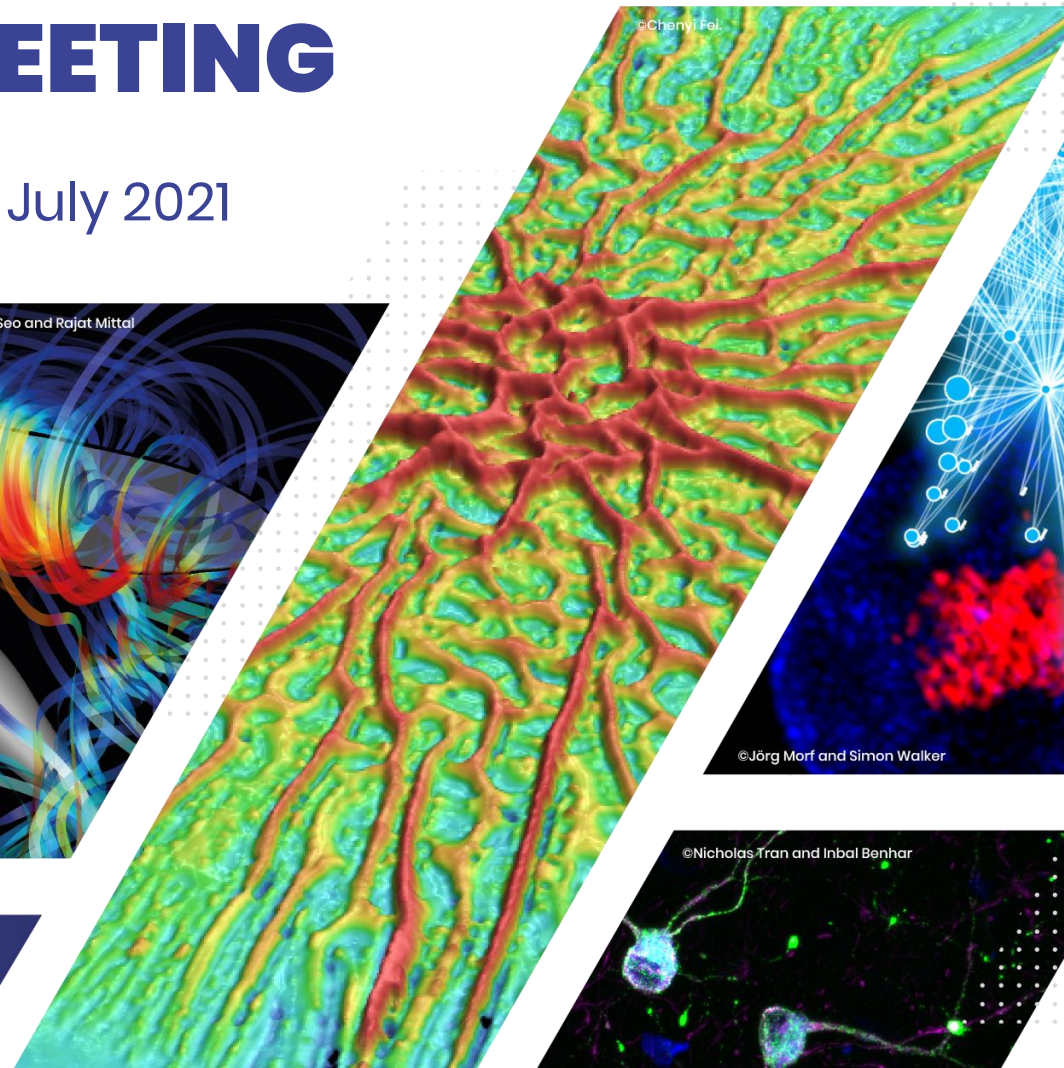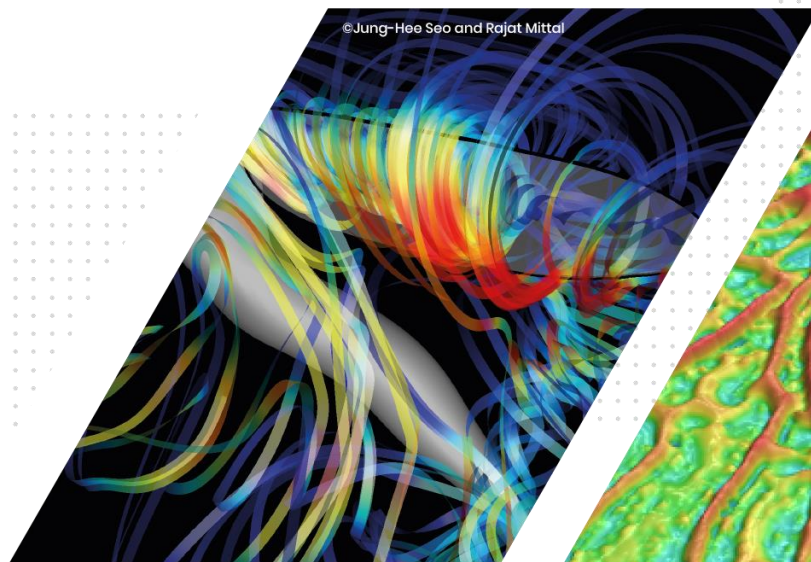
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20TH HFSP AWARDEES MEETING

5-8 July 2021

ONLINE EVENT

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# E-Poster Presenters | Technical Guide

Pre-record your Poster Presentation

The 2021 Awardees Meeting will take place as an online event and will be hosted on a state-of-the-art interactive platform called Events Air that provides a unique environment for scientific exchange and offers great opportunities for networking. Some talks will be broadcast live but all sessions will be available on replay so that participants from anywhere in the world can connect at any time.

All abstract submitters are given the opportunity to record and upload a 3 minute video presentation of their Poster for other participants to view. This guide aims at guiding you through the process of recording your short video. You will receive further instructions on how to connect to the app and upload your video.

<u>Key dates:</u>

- **June 9 – June 15:** Record your 3 minute video
- **June 15 – June 24:** Upload your video on the Meeting app
- **June 30 -** Access the app and start networking with participants
- **July 5-8** - Awardees Meeting
- **July 8 – October 8 -** Access content on replay
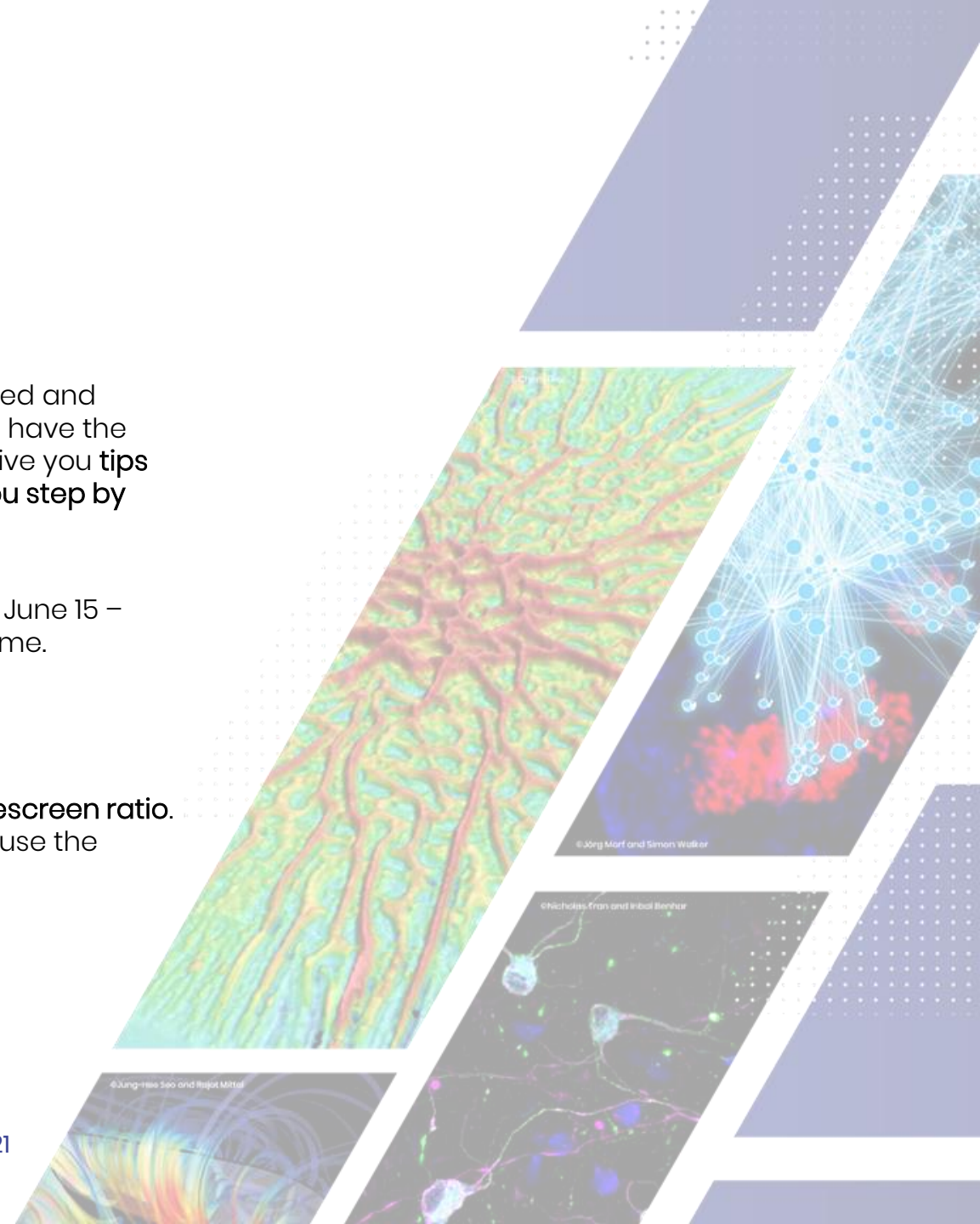
20TH HFSP AWARDEES MEETING   5-8 July 2021
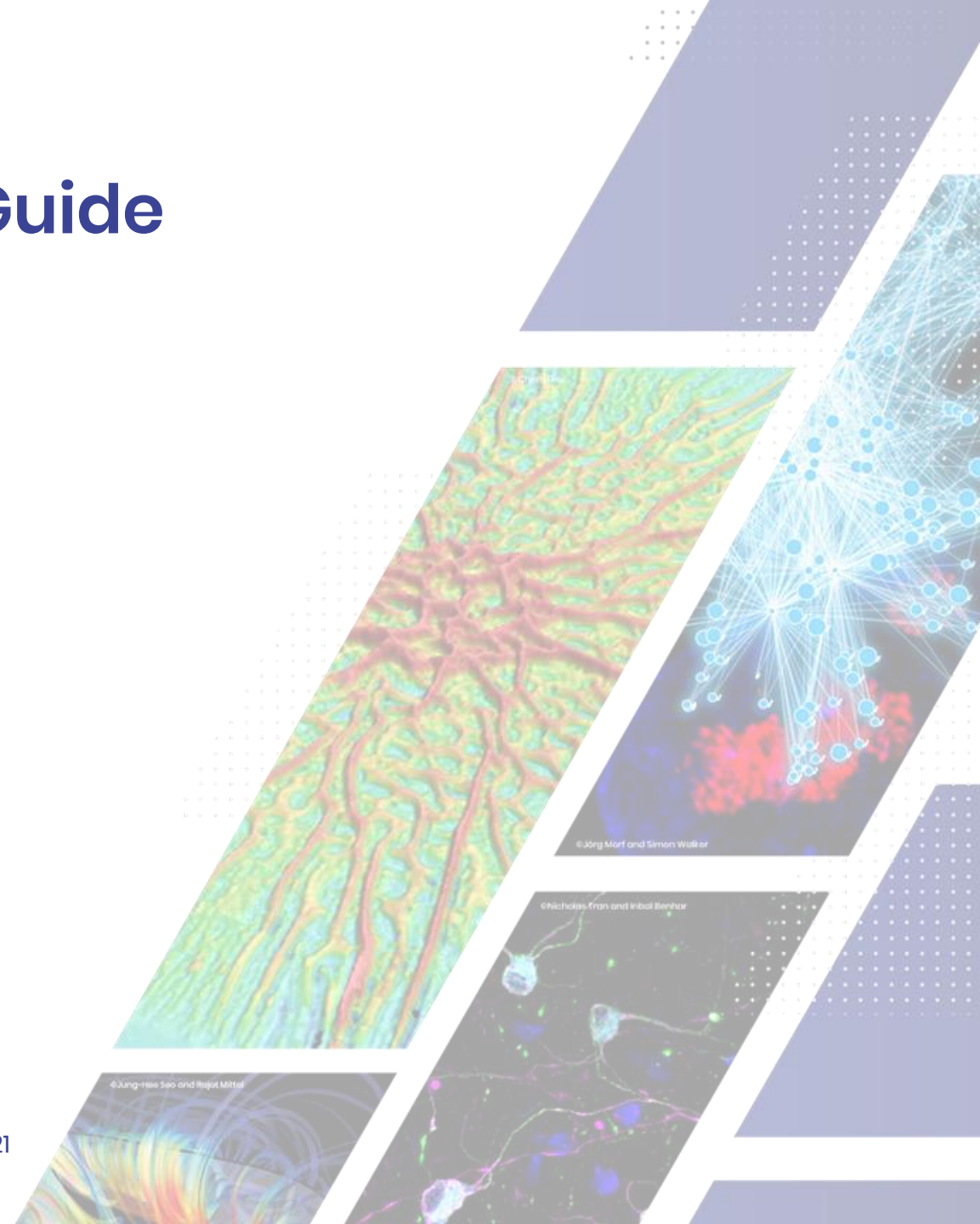
Supporting Presentation / Video

The event app will feature a page where your abstract can be searched and viewed by other participants. To make this page more interactive, you have the opportunity to **upload a 3 minute video presentation.** This guide will give you **tips on managing your image** during the video presentation and **guide you step by step for its recording.**

You will be able to upload the video once the platform is live between June 15 – June 24. Further instructions on how to do so will be provided at that time.

A **PowerPoint template** will be supplied to you, formatted to a **16:9 widescreen ratio**. For a virtual event we recommend the use of fewer slides. Feel free to use the presentation for your slides if you wish.
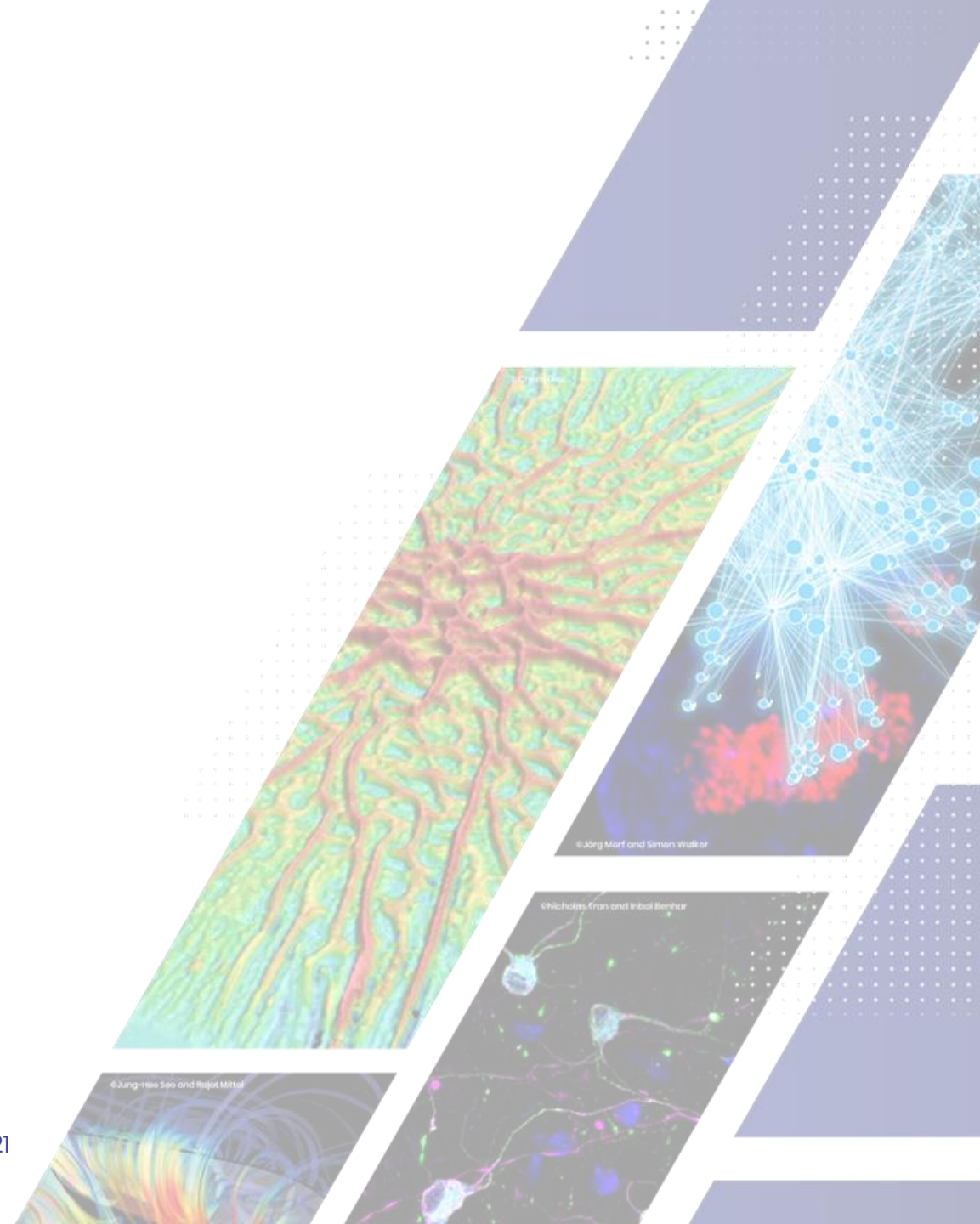
STEP 1

Speaker | Technical Guide

Image Management

Before you record your session, here are a few tips to create the best viewing experience.

2.1. Speaker Tips

Technical Tips
Close all computer applications that could slow-down the performance of your computer (E.g. Outlook, internet browser, MS Teams ... etc).

Turn off notifications in order to avoid unnecessary background noise or the accidental spread of your private information. Close all the running apps from which you receive push notifications (E.g. Mailbox, Messenger, Skype, Slack, Dropbox, Google drive, etc).

Audio Tips
Switch off your mobile phone. Be in a quiet room with no risk of interfering noises.

Speak in a firm, clear voice, at a volume loud enough to have a conversation with someone 2 meters away.

Avoid moving too much while speaking so that your voice stays the same distance from the microphone.

Extra Tips
Be in an isolated room with no risk that someone enters the room.
Have a glass of water available in case it is needed.
Stay still and avoid any hand movement when presenting virtually.

2.2. Virtual Presentation Staging

Background
Have a simple background and avoid "visual noise".

2.2. Virtual Presentation Staging

Camera Positioning
The camera should be at or just above eye level. To ensure you are in line with your camera, please raise your web camera or laptop 20cm from the table (using books or similar, if needed).

To give the illusion of making eye contact with your audience during your presentation, look straight into your camera lens.
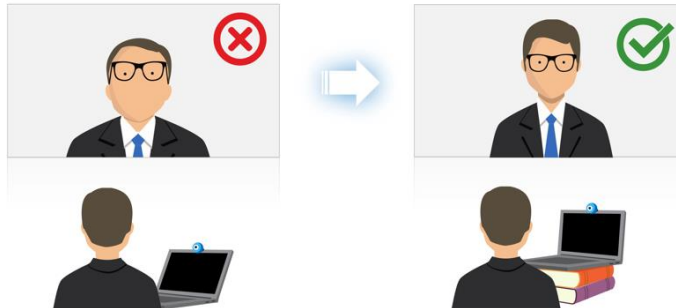
Lighting
The best lighting solution would be natural light coming in from a window directly in front of you. Avoid lighting that falls directly on top of your head, or that is to the side of your face.

Alternatively, a lamp can be placed on either side of the computer screen to provide direct lighting. Avoid a strong light source behind you.
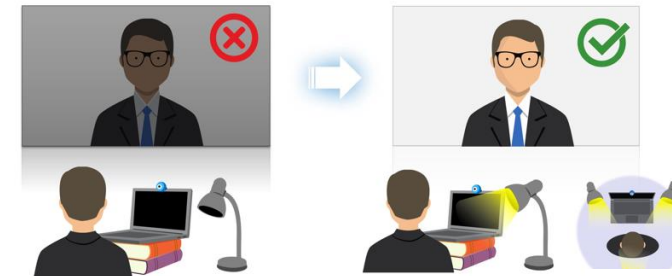
## 2.2. Virtual Presentation Staging

Speaker Position
Please position the camera to frame the upper portion of your body (not just your face).

### Outfit Recommendations – What to Wear
Business attire is recommended. You can wear any colour, but please avoid patterns with small lines or chequers as these can create a distortion effect on camera.

It is also advised to avoid all-white or all-black outfits as it can be difficult to get the lighting right.
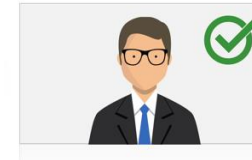
Smile!
Smiling helps you feel more comfortable and reduces your tension, especially when you're nervous about delivering your speech. Since it's contagious, it attracts a positive atmosphere that allows for an engaging speech!
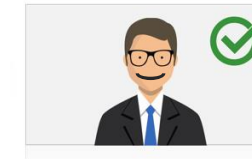
E-Poster Presenters | Technical Guide

Equipment

Computer

Use a computer or laptop (PC/Mac) rather than a smartphone, tablet, iPad or Microsoft surface.

Audio

In order to provide a high-quality experience for your audience, we would suggest the use of a lapel/body microphone or a headphone-mic combo instead of the integrated microphone on your computer.

Be Prepared

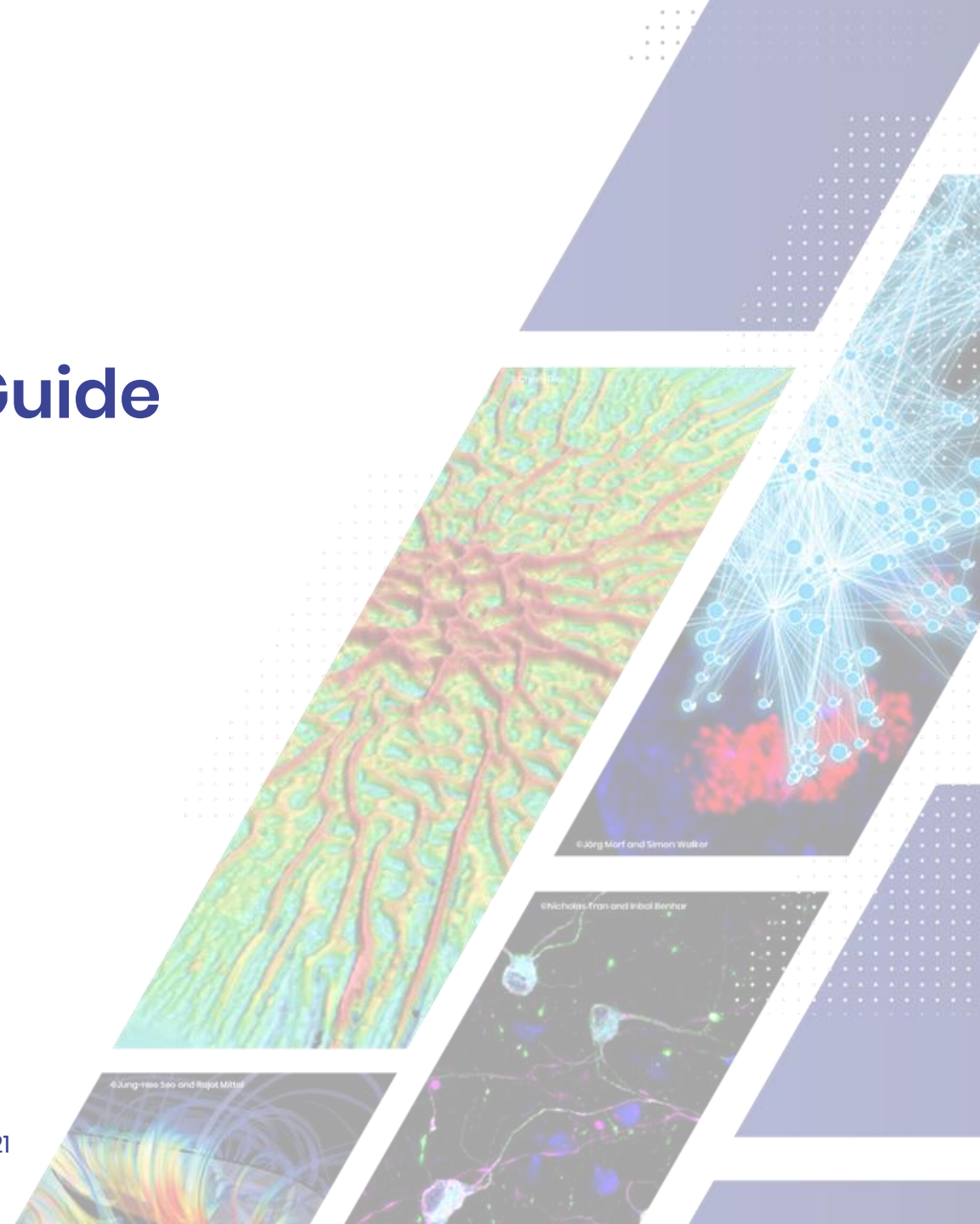Have your equipment fully charged, connected to power and where possible, have backup equipment.
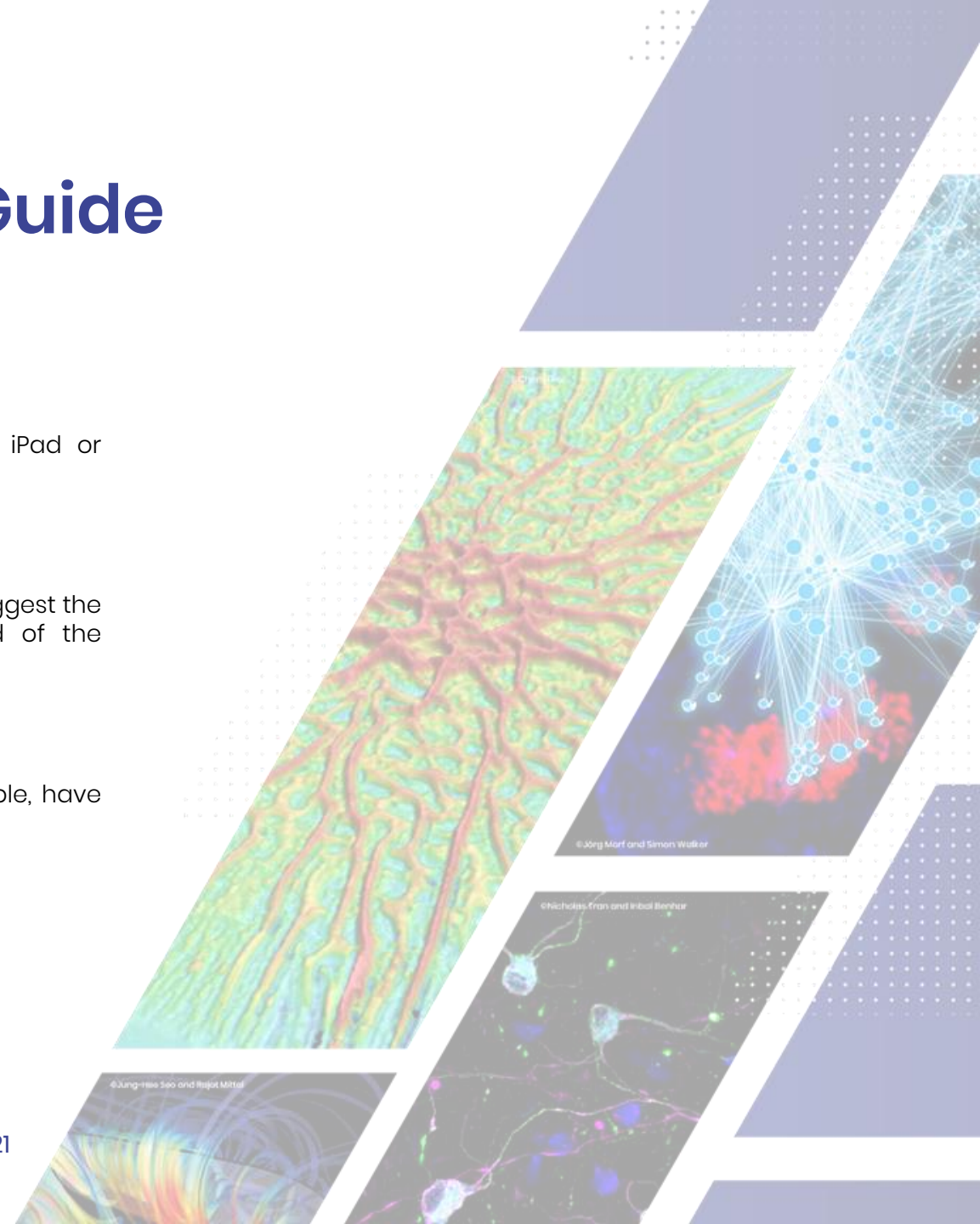
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Install / Configure ZOOM

Your video session will be recorded through the use of the ZOOM platform. Please install ZOOM and/or check that your configuration matches the requirements in this guide.
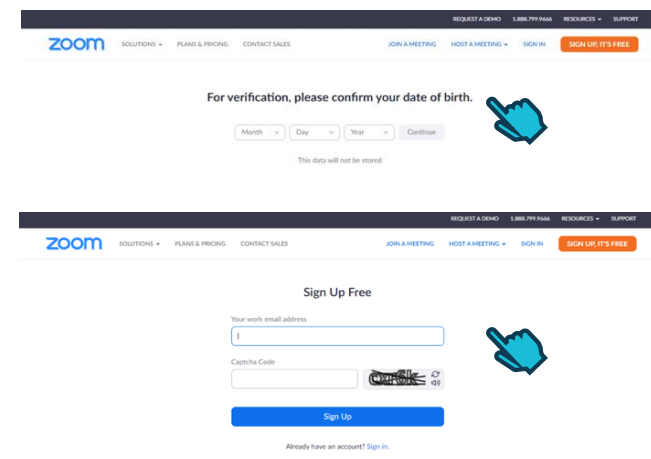

Install Zoom
Click HERE to install ZOOM for FREE, or follow the sign up instructions on their website at https://www.zoom.us. Be sure to enable Audio, Video and Microphone.
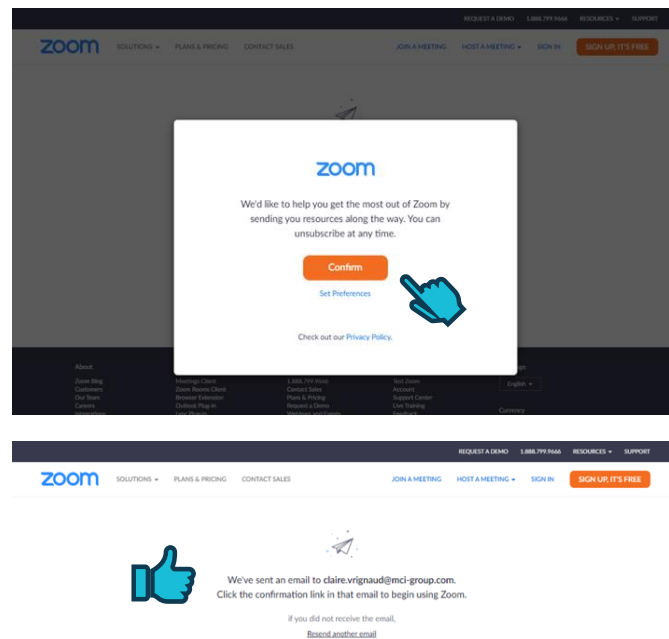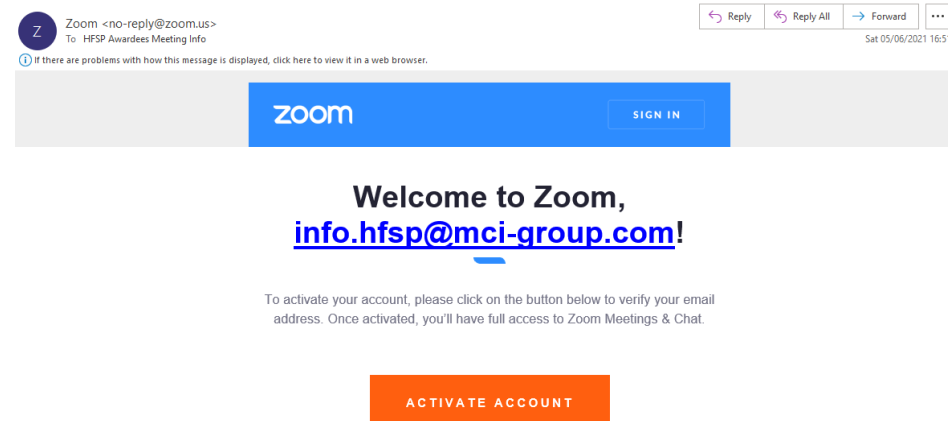
Step 1
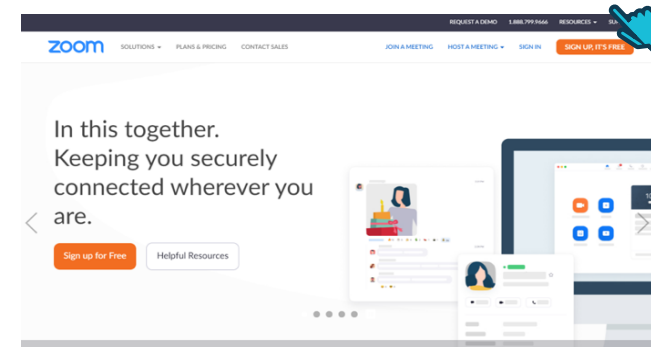
Step 2

Step 3

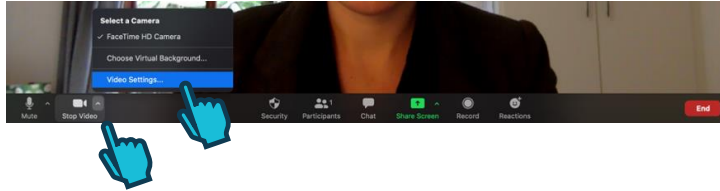Step 4: Follow the ZOOM prompts in order to complete your registration

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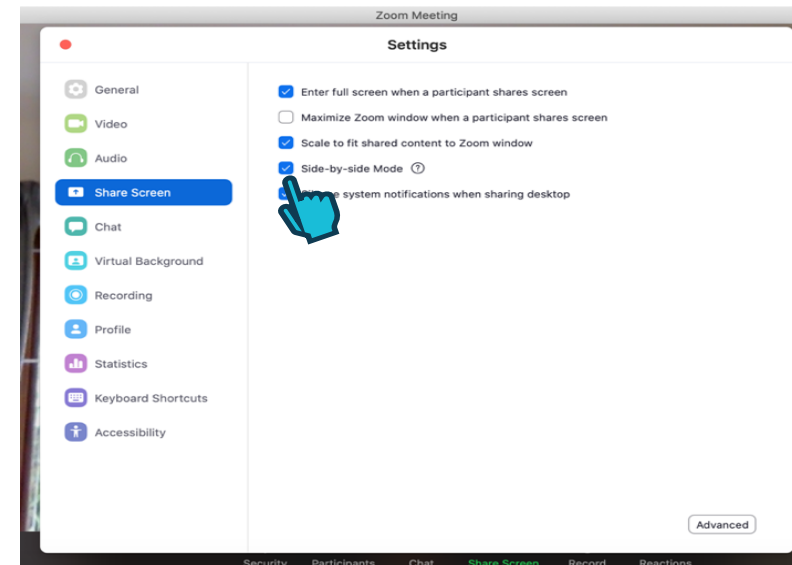AWARDEES   5-8 July 2021
MEETING

Step 5: Enable Side By Side presentation format
If you will be showing any slides or videos, please check that your settings allow for Side by Side Mode.

At the bottom of your screen, click on the **arrow** near the Video control button. Then click on **«Video Settings»**.

Under the **Settings Menu**, click on the **«Share Screen»** sub-menu and ensure that the «**Side by Side Mode**» button is clicked / checked on. (Please keep this menu open for Step 6).
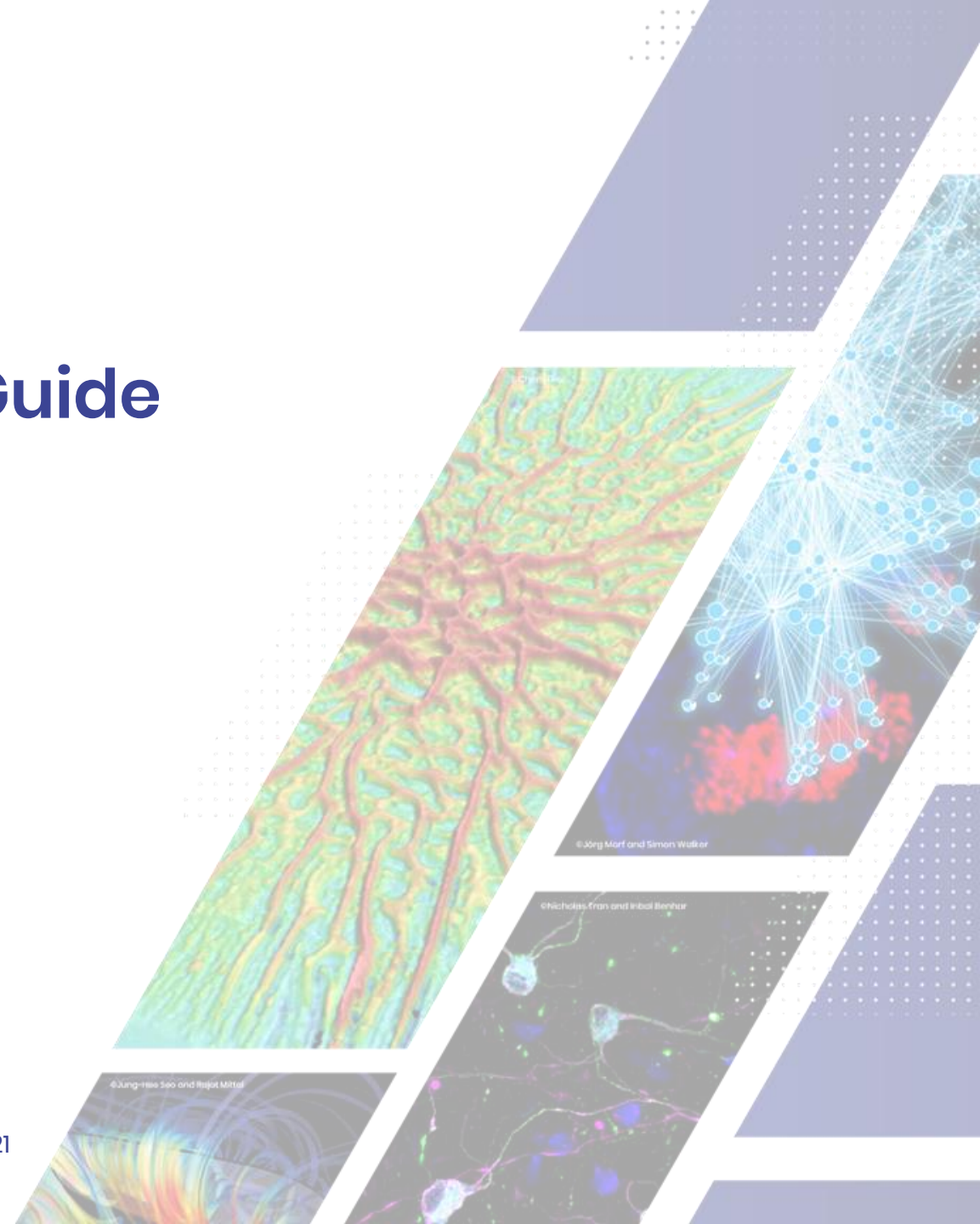
STEP 3

E-Poster Presenters | Technical Guide

Recording your video

E-Poster Presenters | Technical Guide

Step 3: VOD Recording

3. Recording Your Speech

Your 3 minute video can be recorded through the use of ZOOM, just as if you were in a live meeting being recorded. The following steps will guide you through the recording procedure.

Start a New ZOOM Meeting in Order to Record Your Speech
Log into your ZOOM website account or App and start a new meeting.

Step 1: If prompted click on <<Join with Computer Audio>> in these two boxes
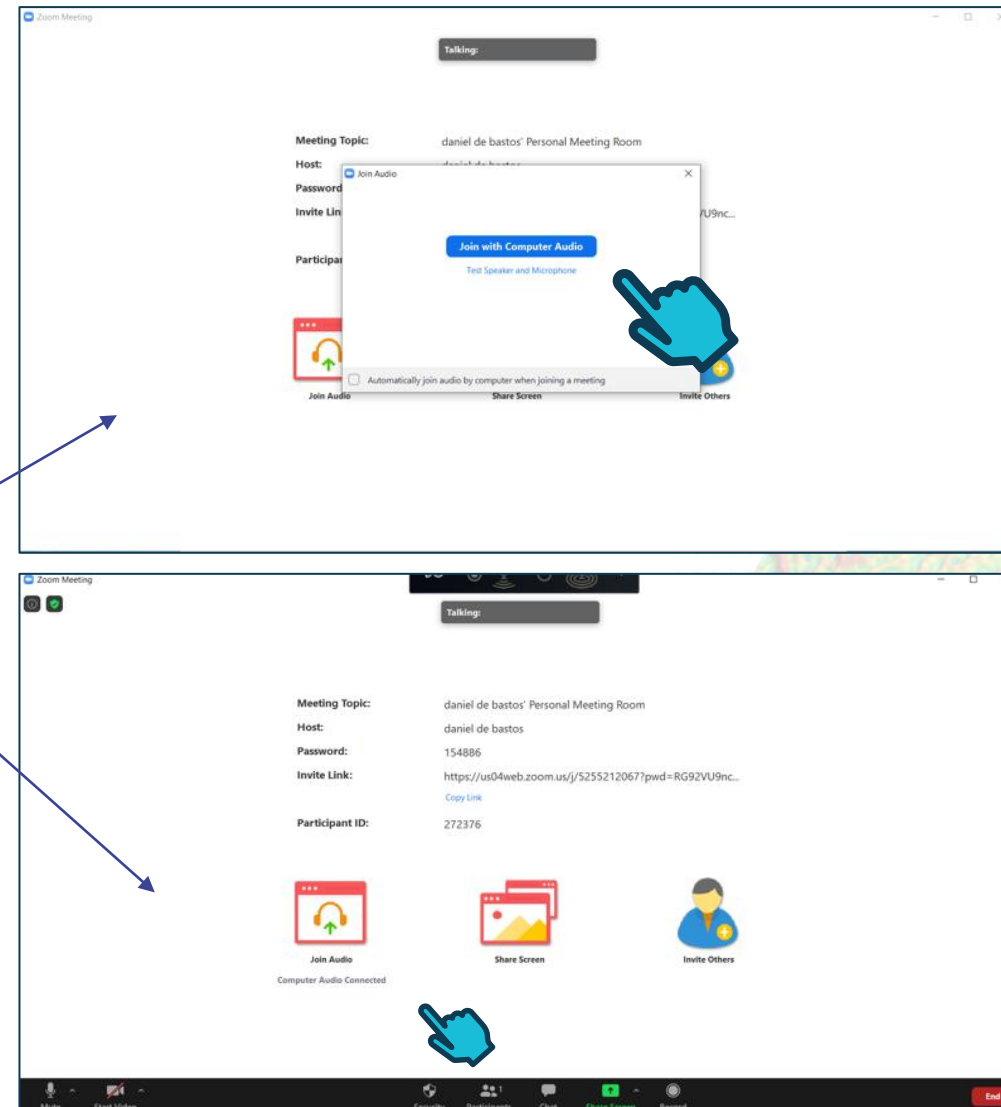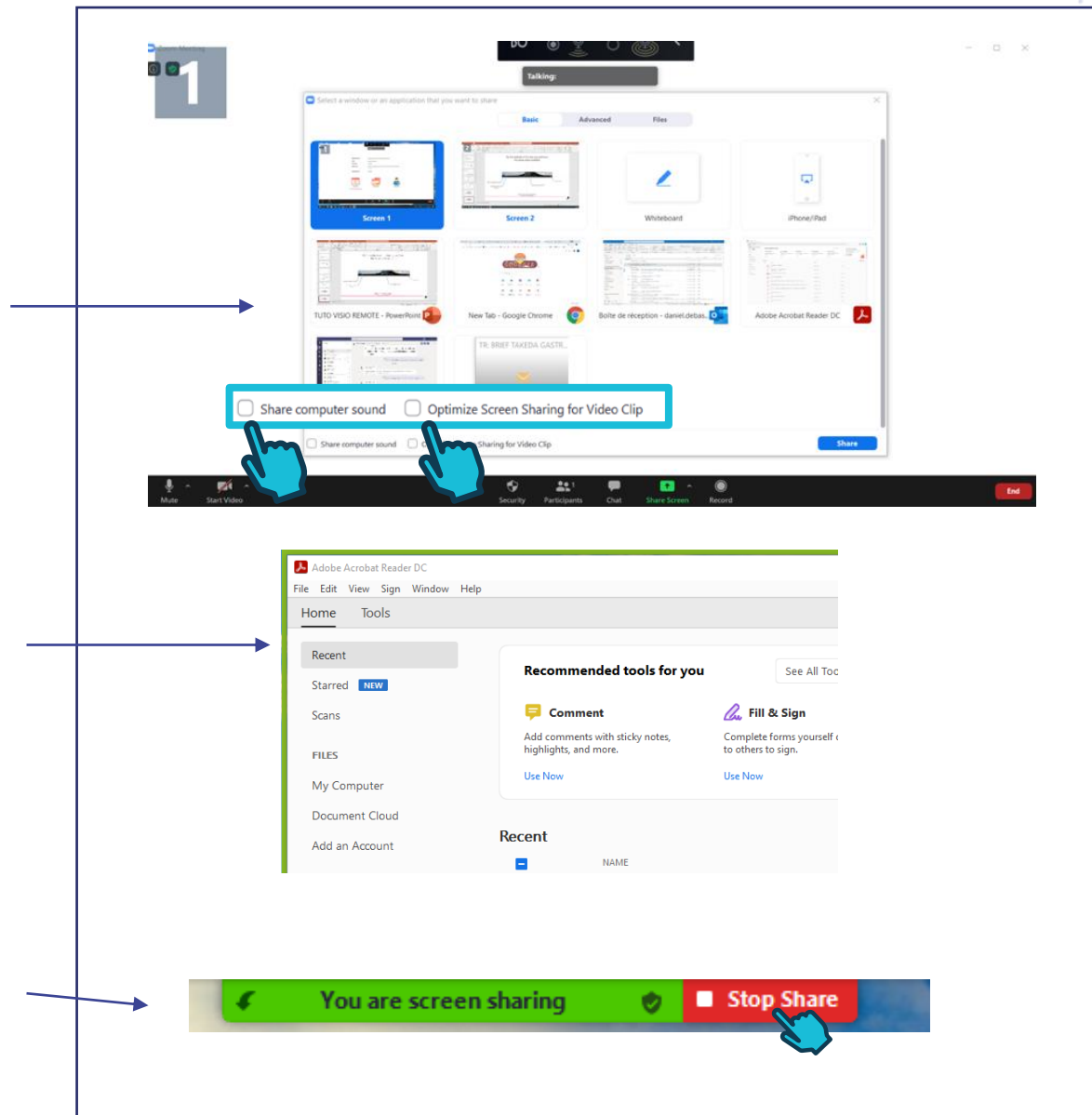
Step 2: Set up your presentation to display, if applicable
Close all programs that you do not need while presenting and recording your talk. If your speech requires the use of a supporting presentation, click on the button **«Share Screen»** and then **select the document you wish to present** and share this document to the screen. We recommend to **only share the document** and not the entire screen to avoid disturbance of other windows and programs.

Be sure to click on these two buttons if you would like to share a video clip with sound. **You can share applications such as VLC, PowerPoint, Excel, Acrobat PDF, etc.**

When you start sharing a document, **a green frame appears around it.** The content of the frame will be visible for the recording.

At the top of your screen, a small green and red strip confirms that you are sharing documents. At anytime, you can **stop sharing by clicking on the red button «Stop Share».**
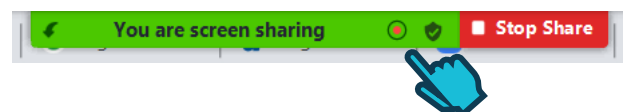
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AWARDEES
MEETING**   5-8 July 2021

Step 3: Start the recording

The last step before starting your presentation, is to **start the recording**. In the bottom menu click on the **<<Record>>** button.
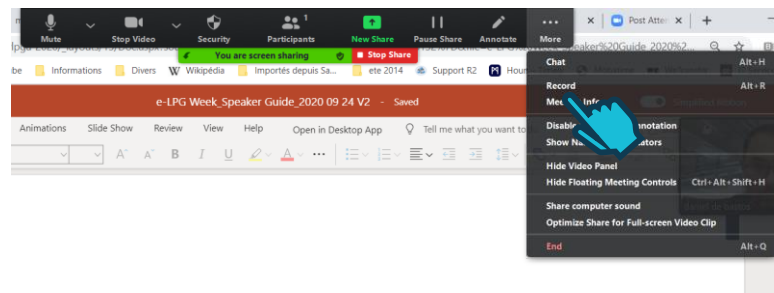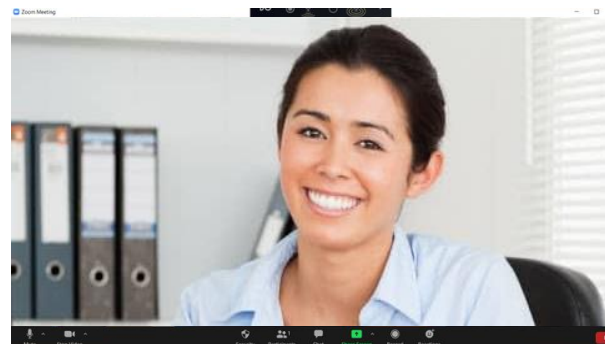

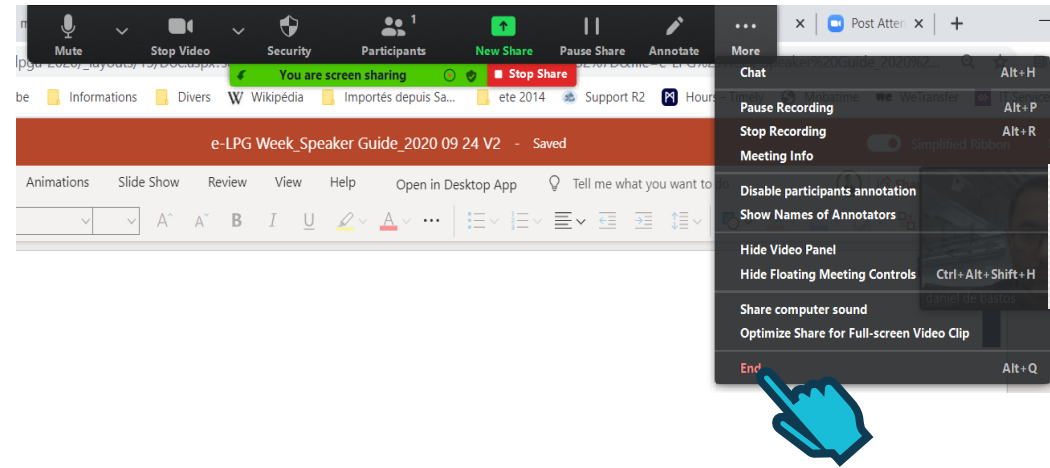The status bar now indicates that the recording is in progress.

Step 4: Record your speech

PERFORM YOUR SPEECH. **We recommend that you wait 5 seconds in front of the camera before starting speaking.** Similarly, once you have finished your presentation, wait 5 seconds before moving on to the next steps, in order to avoid an abrupt stop of the recording.
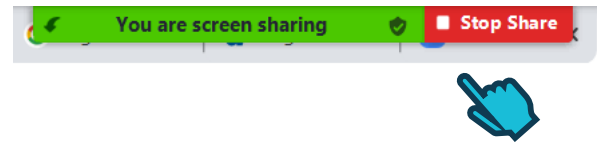
International Human Frontier Science Program Organization

Step 5: Stop the recording
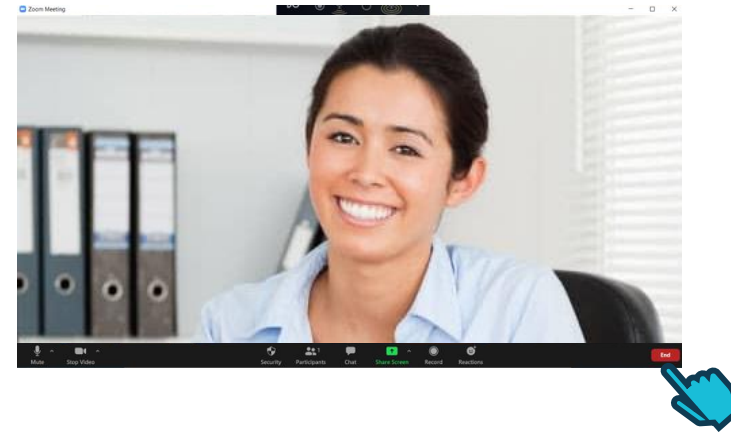In the bottom menu click on the <<Record>> button.

The status bar shows that the recording is stopped. You can also stop screen sharing.

Step 6: End the meeting
End the meeting in order to obtain the recorded video files of your presentation.

Step 7: Finding the video files

When you end the meeting, the following window opens automatically to let you know that the recording is being converted.

This second window appears to tell you where the file has been saved.

If you have the option, feel free to edit the video start and end to cut any irrelevant parts.
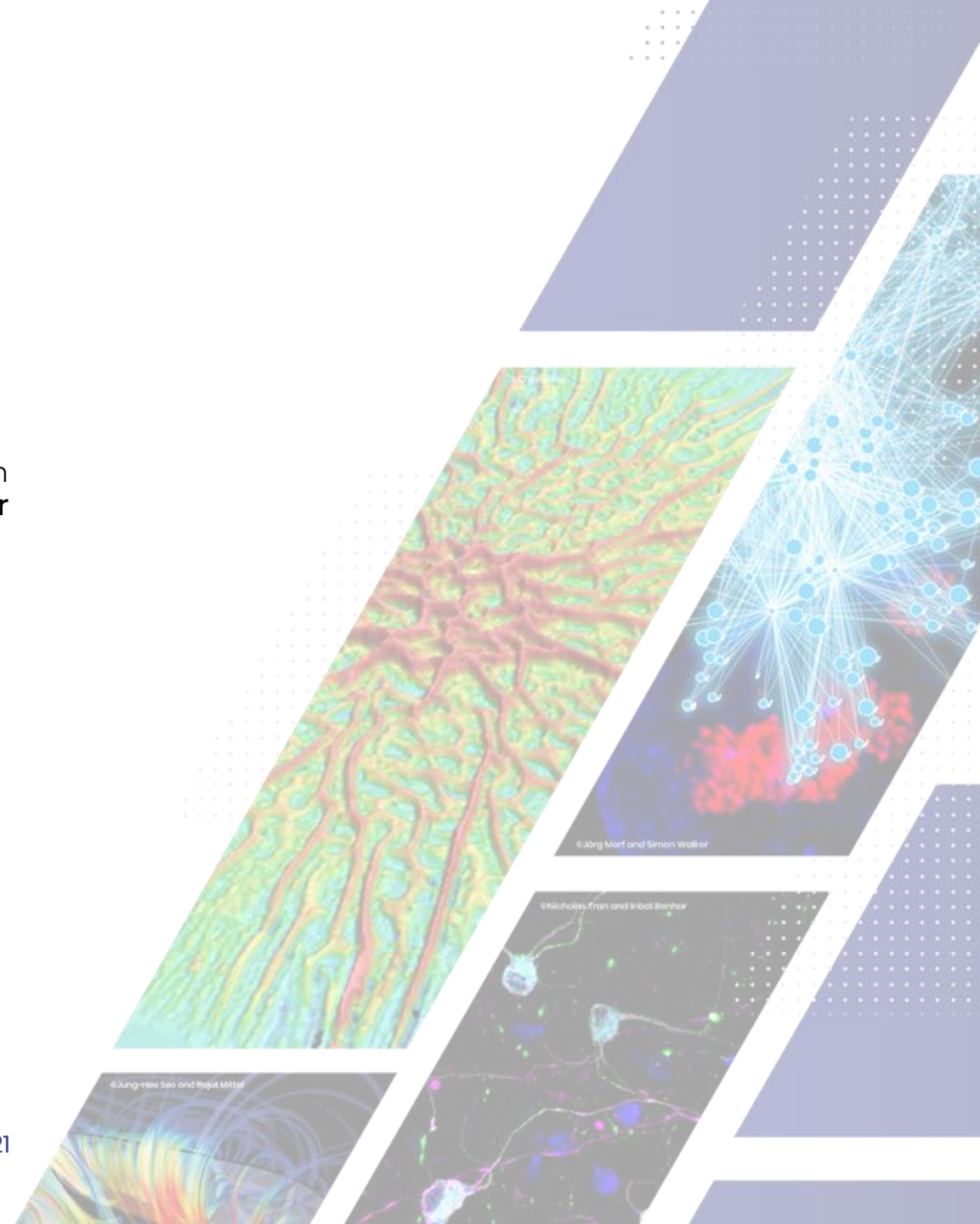
Please save the video file. This will be the file you upload to the event platform.
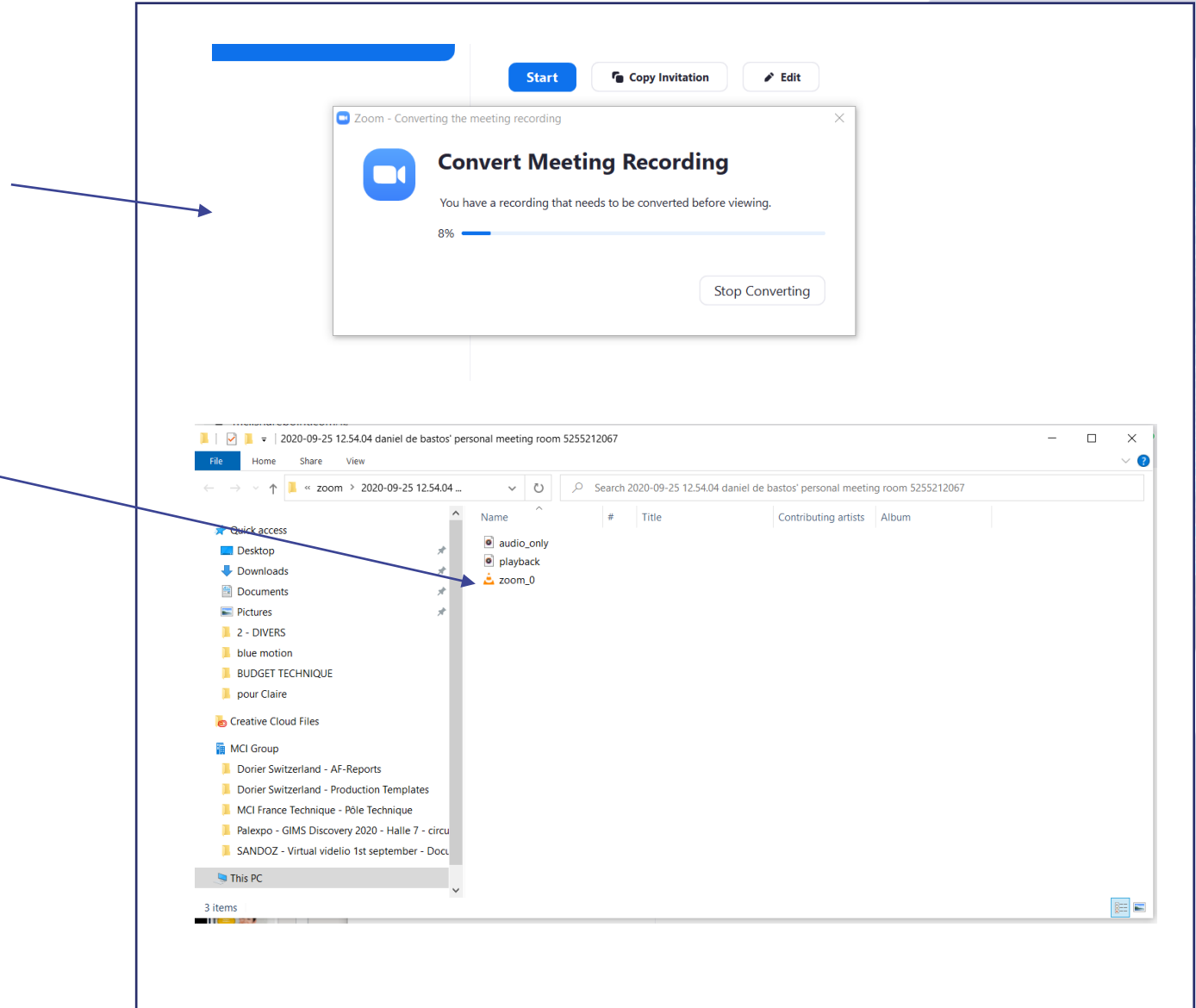
Next Step

Be sure to save your video presentation.

Upon opening of the event platform on June 15, we will send you instructions on how to log in and upload your video. **You will have until June 24 to upload your video.** We kindly ask you to be mindful of this deadline.

Thank you for your participation

We look forward to receiving your recording.

Contact

- **For questions relating to the video recording, please contact abstract.hfsp@mci-group.com**
- **For questions of a scientific nature please contact Rosalyn Huie at awm2021@hfsp.org**

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