Presentation Instructions

Live Oral Presenter Instructions

ICMCTF 2021 Virtual Conference Live Sessions will be held using Zoom Webinar. Live sessions will be presented over the conference dates **(April 26-30, 2021)** and will also be recorded and added to the On Demand sessions.

Three days prior to your live session, you will be receiving two e-mails:

1. **One From:** ATIV Software (**alerts@ativsoftware.com**) containing details how to test your computer setup and a button to confirm that you have tested your computer.
2. **The Second From: no-reply@zoom.us** with the subject line starting with "Panelist for…" and both of these emails will contain your personalized link to join the Webinar on the day of your live session as a presenter. Do not share this link with anyone else.

Be sure to add both email addresses to your address book to reduce the chances the emails end up in your junk folder. Once you receive the e-mails with your presentation date and time, you will need to review the following presentation guidelines checklist. **Questions?** Contact **events@avs.org**, 530-896-0477.

Remember the Time Zone: All live sessions will be held in Eastern Daylight Time (EDT). Time Zone Converter Tool

Live Oral Presentation Guidelines Checklist – Before Recording Date

Review the Copyright Form that you agreed upon during the Registration process. Note that it is your responsibility, as the submitting author, to get all approvals from other authors and organization(s) prior to presenting in the On Demand sessions.

Review Manuscript Submission Details.

Review the AVS Code of Conduct. Note that all sessions and social media posts will be moderated for disruptive behavior.

Create Presentation Slides Using PowerPoint Only: Create your presentation slides and check them for sensitive or confidential information. Your presentation will be available online through June 30, 2021, and should not include confidential information. Be sure your last slide lists the best way(s) for others to contact you for questions or collaborations.

Presentation Time Length:

- **Contributed Oral Presentations:** 15 minutes total, including 3 minutes for the question and answer time. (**Live Presentation Tips**)
- **Invited Oral and Sproul Award Presentations:** 30 minutes total, including 4 minutes for the question and answer time.
  (**Live Presentation Tips**)
- **Invited Plenary/Special Interest/Exhibition Keynote/Bunshah Award Presentations:** 45 minutes total, including 5 minutes for the question and answer time. (**Live Presentation Tips**)

Technical Requirements:

- **Select Presentation Device:** You must use your own laptop or desktop computer (no mobile devices). A webcam is optional, if you would like to be visible on screen while also showing your slides.
- **Setup Zoom Client:** You must install the latest version of **Zoom Client for Meetings** in advance of your presentation and test your sound and permissions prior to the day of your talk (see below). If you have attended a Zoom meeting recently, you likely already have the client installed.
- **Check Connectivity:** Make sure your connection speed is at least 2 Mbps upload, 4 Mbps download or better. You can test your Internet connection speed at **SpeedTest.net**. Using a wired Ethernet connection provides the best quality, but WiFi should be fine.
- **Sound:** We recommend that you present in a quiet area without background sound and use a headset if possible. All live presenters will receive a virtual background prior to the event. You can use **https://zoom.us/test** to test your Zoom audio in advance.
- **Test Run:** A test run of each Live Session will be scheduled prior to the event and more details will be provided on this later.
- **Technical Issues or Questions?** Contact **icmctfhelp@avs.org**

Live Oral Presentation Guidelines Checklist – Day of Your Presentation

Ten Minutes Before Your Live Oral Presentation

- To access your assigned Zoom session as a speaker, you will receive a special link via e-mail as described above. This link will not work until ten minutes before your session.
- Send a message in the chat window to tell the Session Chair and technical support staff (Zoom Host) that you have arrived.
- Test your sound by unmuting and speaking to your Session Chair. Turn mute back on when you have finished testing.
- Check that all other windows, notifications, and sounds not related to your talk are turned off.
- Remember that what you see on your screen will be seen by all attendees, so if you are viewing your slides in "presenter mode" your notes will be visible to all.

During Your Live Oral Presentation

Chat Window: Open the Chat Window so you can send a message to technical support in case of problems.

Giving Your Talk: Unmute your microphone and share your screen when the session chair introduces you. When your talk is over, mute your microphone and stop sharing your screen.

Timing: The e-mail from **alerts@ativsoftware.com** will provide a countdown timer link. Please have this open on your mobile device next to your computer.

Answering Questions: Your session chair will select and read attendee questions that are submitted in the Chat Window. You will answer using your microphone. Remember to mute when you are finished.

Technical Issues or Questions? Type in the Chat Window

After Your Live Oral Presentation

- Stop sharing your screen and mute your microphone.
- Enjoy the rest of the conference!

On Demand Oral or Poster Oral Presenter Instructions

ICMCTF 2021 Virtual Conference On Demand Sessions will be pre-recorded using Zoom. To participate presenters must:

1. Respond to this email indicating your willingness to participate in the On Demand Sessions **by March 1, 2021.**

2. **Register:** All On Demand Session presenters are required to register and pay as Technical & Poster session attendees. Discounts are available for presenters and students. Invited Speakers will receive a registration waiver and will be pre-registered automatically once you agree to present. During the registration process, you will be required to accept the **copyright agreement. All presenters must register by March 1, 2021. Click Here for the Registration Form**

After you complete Steps 1 & 2, you will receive a confirmation e-mail from **events@avs.org** with more presentations details. More details on the process are online at: **https://icmctf2021.avs.org/presentation-guidelines/**

3. Recording Method: Presenters will be required to prepare their PowerPoint presentation as they would for the in-person event and then record their presentations using Zoom and instructions are provided here prior to the event—see detailed Zoom instructions below. Your presentation will be recorded as an MP4 video file. If anyone has any difficulties utilizing Zoom or with their recording, they may contact **icmctfhelp@avs.org** to discuss other options.

4. Recording Length: Invited Oral Presenters should record a 30 minute presentation and Contributed Oral recordings should be 15 minutes in length. Contributed Poster presenters will have the option of submitting a Poster PDF or recording of a 15-minute Poster Oral.

5. Approximately 4 weeks prior to the Conference all participating presenters will receive an invitation and instructions to access our **Speaker Portal** where they will upload their recorded presentation or Poster PDF**. Please note that your file must be uploaded into the Speaker Portal by April 15, 2021. Please note that you must have completed Steps 1 & 2 in order to upload your recording.**

Questions? Contact **events@avs.org,** 530- 896-0477.

On Demand Oral or Poster Oral Presentation Guidelines Checklist – Before Recording Date

Review the **Copyright Form** that you agreed upon during the Registration process. Note that it is your responsibility, as the submitting author, to get all approvals from other authors and organization(s) prior to presenting in the On Demand sessions.

Review **Manuscript Submission Details**

Review the **AVS Code of Conduct**. Note that all sessions and social media posts will be moderated for disruptive behavior.

Create Presentation Slides Using PowerPoint Only: Create your presentation slides and check them for sensitive or confidential information. Your presentation will be available online through June 30, 2021, and should not include confidential information. Be sure your last slide lists the best way(s) for others to contact you for questions or collaborations. If you are a poster oral presenter, you should create a multi-slide presentation to explain you poster.

Presentation Time Length:

- **Contributed Oral Presentations:** 15 minutes total (**On Demand Presentation Tips**)
- **Contributed Poster Oral Presentations:** 15 minutes total (**On Demand Presentation Tips**)

- **Invited Oral Presentations:** 30 minutes total (**On Demand Presentation Tips**)

Technical Requirements:

- **Select Presentation Device:** You must use your own laptop or desktop computer (no mobile devices). A webcam is optional, if you would like to be visible on screen while also showing your slides.
- **Setup Zoom Client:** You must install the latest version of **Zoom Client for Meetings** in advance of your presentation and test your sound and permissions prior to the day of your talk (see below). If you have attended a Zoom meeting recently, you likely already have the client installed.
- **Check Connectivity:** Make sure your connection speed is at least 2 Mbps upload, 4 Mbps download or better. You can test your Internet connection speed at **SpeedTest.net**. Using a wired Ethernet connection provides the best quality, but WiFi should be fine.
- **Sound:** We recommend that you present in a quiet area without background sound and use a headset if possible. You can use **https://zoom.us/test** to test your Zoom audio in advance.

## On Demand Oral or Poster Oral Presentation Guidelines Checklist – Day of Recording
Ten Minutes Before Your On Demand Oral Presentation

- Check that all other windows, notifications, and sounds not related to your talk are turned off and you have a clock/timer in view.
- Follow the Guidelines below to create a free Zoom account and record your presentation
- Remember that what you see on your screen will be seen by all attendees, so if you are viewing your slides in "presenter mode" your notes will be visible to all.
- Once you are in your Zoom room, your presentation is in slideshow mode and you are ready to begin, follow the instructions below create a short recording first to test and check file size. The smallest file is achieved recording PowerPoint presentations with audio and a small presenter thumbnail video showing.
- When ready, hit the recording button and please treat this like a live talk. If you make a mistake, please keep going.
- When you are finished recording, please mute your microphone and Hit the recording button to stop recording.

Record with Zoom
Zoom recording is ideal for long videos due to its excellent video compression.
1. Create a free Zoom account at **https://zoom.us**
2. Install and open the Zoom application on your computer
3. Click on the **arrow** next to the text "New Meeting" to either record with or without the webcam
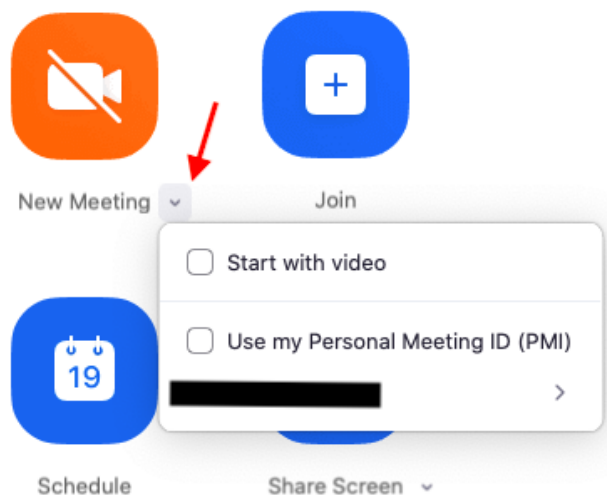
4. When prompted, click on **Join Audio Conference by Computer** so Zoom will record your PC's microphone

5. Click on the **Share Screen** button
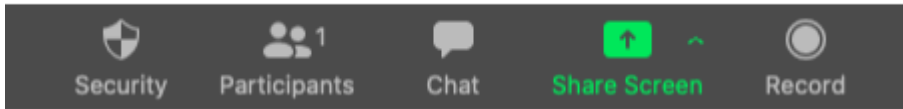
6. In the window that appears, select the **Desktop** option to capture your entire desktop or select specific applications
7. Once selected, click the **Screen Share** button and the chosen screen or application will have a green border surrounding it to verify that it is being shared
8. At the top of the screen, move your cursor to the green area where your meeting ID is listed and a menu will appear
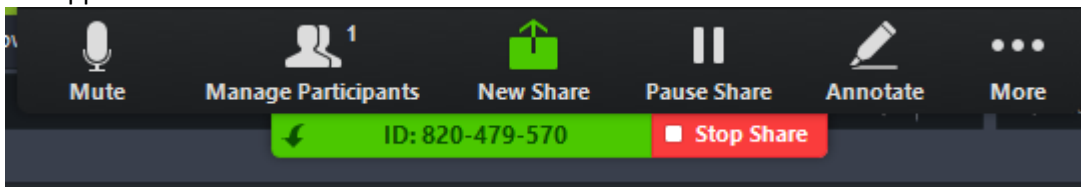
9. Click **More** > **Record**
10. When you're done recording, go back into your zoom toolbar and click on **More** > **Stop Recording**
11. At the top of your screen click **Stop Share**
12. At the bottom right of the Zoom application click **End**, then **End Meeting for All**
13. The Zoom app will begin compressing the screen recording and save it on your computer
    Tip: Create a short recording first to test and check file size. The smallest file is achieved recording PowerPoint presentations with audio and a small presenter thumbnail video showing.

On Demand Poster PDF Only Presenter Instructions

ICMCTF 2021 Virtual Conference On Demand Sessions will include posters. If you have not selected to record to an oral recording of your poster presentation (see above) then you may submit a PDF of your poster. To participate presenters must:

1. Respond to this email indicating your willingness to participate in the On Demand Sessions **by March 1, 2021.**

2. **Register:** All On Demand Session presenters are required to register and pay as Technical & Poster session attendees. Discounts are available for presenters and students. Invited Speakers will receive a registration waiver and will be pre-registered automatically once you agree to present. During the registration process you will be required to accept the **copyright agreement**. **All presenters must register by March 1, 2021.**

   Click Here for the Registration Form

Poster Confirmation: After you complete Steps 1 & 2, you will receive a confirmation e-mail from **events@avs.org** with the following poster guidelines. **Questions?** Contact **events@avs.org**, 530-896-0477.

Poster PDF Guidelines Checklist

Poster PDFs are due by **April 15, 2021.** Approximately 4 weeks prior to the Conference all participating presenters will receive an invitation and instructions to access our **Speaker Portal** where you will upload your Poster PDF **by April 15, 2021.**