

Presenter Instructions 2020 NCFR Virtual Conference

Welcome to 2020 NCFR Virtual Conference. We are committed to providing a high-quality virtual conference. We are excited that you are presenting and participating in the conference this year. An added benefit to the virtual conference this year is the ability to share your research to a larger audience.

The following are instructions to help you prepare for and conduct a successful virtual session. These instructions provide overall instructions for every presenter, instructions for specific presentation types, and additional resources to help perfect your presentation. Note that the instructions provided will allow your materials to be ADA compliant.

Things Every Presenter Needs to Know

1. All presenters, chairs, discussants, facilitators, and moderators. must be registered for the conference. Please [register](#), if you have not done so already. Everyone participating in sessions **must** register before **Oct. 23, 2020**.
2. Whether recording or presenting live, control your environment. You will want to have an environment free of noise and distractions. This includes anything that may interrupt your computer audio. We suggest closing out extra tabs, apps, and software programs not needed during the presentation as well as silencing notifications to avoid disruptions during your presentation.
3. Using a wired headset during your presentation can create a higher-quality presentation and overall conference experience by eliminating extra audio noises. High-quality microphones can also help create more professional presentations.
4. We recommend using an ethernet cable to connect to the internet rather than Wi-Fi to decrease internet difficulties during your presentation. Wi-Fi can be spotty at times. If you must use Wi-Fi, ensure you have a strong signal to ensure your connection remains stable.
5. Place lighting at the side or in front of the computer rather than from behind. You will want as much light as possible so that you may be visible without “washing out” your image. Avoid direct sunlight in your shot. It is oftentimes too bright and not controllable.
6. Adjust your camera so that you have the proper body positioning. The camera should be level with your eyes. Look at the camera during your presentation to create eye contact with the attendees.

7. Choose a neutral background and solid colors for clothing rather than plaids, stripes, or patterns. Keep the attire simple and professional.
8. Your presentation should be on full-screen mode. We recommend printing your notes prior to the presentation to allow for the full-screen mode.
9. Arrive to your session 15 minutes early to prepare for your presentation and check in with the facilitator.
10. You can access your session by logging into the conference platform and navigating to your session in the agenda.
11. **Practice, Practice, Practice** before you record or present live. Speak clearly and at a natural pace.
12. Start your presentation off by introducing yourself if you have not been previously introduced.
13. Refrain from reading your notes. This will increase audience engagement.
14. The conference software integrates with Zoom for conference sessions. Be familiar with Zoom features prior to your presentation. Check for more details below under your specific session type.
15. Presenters will be given access to share their own screen while presenting. Be prepared by knowing how to share your screen and how to stop screen sharing. Facilitators can introduce presenters during the transition from one presenter to the next.
16. After opening your presentation, start the slide show in presenter mode either by pressing F5 or via the Slide Show tab in the menu.
17. Most sessions have facilitators or moderators to facilitate questions during the question and answer portion of the session. However, presenters may choose to answer any questions in the chat area when they aren't presenting. We recommend that you discuss with your facilitator or moderator how this will be handled prior to the session beginning.

Instructions for Preparing Presentations In Advance

Remember that hearing is different from reading. A paper delivered orally is different in style from an article meant to be read in print. Use your printed paper as a source and prepare an outline from which you give your presentation. Attendees do not like to hear papers read. Talking off the top of your head, however, can also be annoying.

Get the beginning and end right. Critical to the success of your presentation are the first two minutes and the final minute. Start with an attention-getter (e.g., a story), and end with the *one* point you want your audience to remember about the talk.

Structure your presentation thoughtfully. The structure of a paper presentation requires thoughtful planning. State your objectives and how you will meet them. In the first few minutes, place your topic into historical or developmental context. Summarize *key points* at the

end of each segment of the presentation. Emphasize the *direction* your research has taken, and the *results and interpretation* rather than techniques. Try to present some *practical applications* of your work. The audience prefers to receive both practical applications and theoretical material at a session.

Practice to your time limit. Various session types have different time limits. See the session type descriptions to know your time limit. Sessions are on a tight schedule and there are others presenting in your session. You must adhere to the time limit specified by your session facilitator. As a rule of thumb, six pages of typed, double-spaced pages with one-inch margins equals 12 minutes of presentation time.

Practice your presentation in front of a small group of supportive colleagues to ensure an effective performance.

PowerPoint Instructions

- **Remember that you — not PowerPoint — are the presenter.** Use your slides to emphasize a point, keep yourself on track, and illustrate a point with a graphic or photo.
- **Font sizes** should be at least 24-point for the body, 28-point for headers, and 32-point for titles.
- **Text should be bold**, sans serif like Calibri, Helvetica, or Arial, and a combination of upper- and lower-case letters for easier reading. Type in all caps should be avoided.
- **Keep it simple, clean, and concise.** Use consistent wording. One item per line works best, so use key words rather than complete sentences. The optimum display on a slide is no more than 6 to 8 lines and 30 words per slide. Avoid having too many words on one slide or in one bullet. The text is meant to supplement your presentation. Emphasize key points.
- **Use only two levels of bullet points.**
- **Double space between each line of text** to allow for easier reading by all.
- **Present numbers selectively.** For processing ease and better recall of information, do not overload the screen with numerical information. A chart or graph showing differences between conditions, ages, etc. is easier for the audience to process than a table full of numbers indicating the same differences.
- **Keep graphs simple.** The most effective graphs are pie charts with 3 or 4 slices and column charts with 3 or 4 columns. Ensure your tables, graphs, etc. are large enough so that people can view them on their screens. Be sure to describe all tables, graphs, etc. so that the visuals are more easily understood by all.
- **Avoid statements like**, “as you can see....” or “do you hear what I’m saying” to ensure inclusivity.
- **Be aware of problematic idioms or expressions** with racist, sexist, or otherwise offensive origins (such as grandfathered, “man up”, or peanut gallery), and phrases that use cultural appropriation (such as guru, ninja, or spirit animal).

- **Keep the background simple.** Colors should be sharp and in strong contrast without being unsettling. Limit the number of colors used on one slide. Do not only use color to distinguish information. Varying font size is helpful too.
- **You are not required to use PowerPoint.** Use any presentation software with which you are comfortable (e.g., Prezi) and follow these same guidelines. Whichever software you use, you must have it downloaded on your own computer to use yourself.
- **When advancing slides,** pause for 10 seconds to let people read it before saying anything. Then read the text aloud ensure people who are unable to see the text know what is on the slide.
- **If you use animations,** set the speed of the animations to be slow so they can be described fully.
- **Send your material in advance,** if possible, in the event that NCFR staff needs to provide alternative text (tagged PDF or braille).

Recording Your Session

We encourage you to practice your session several times before recording, including practicing advancing your slides and using the technology relevant to your session. This will allow you to provide a relaxed and engaging presentation. The following are helpful hints to have a high-quality recording.

- **Submit** a high-quality video of your presentation to NCFR by **Oct. 23, 2020.** *Submission instructions coming soon.*
- **Recording your presentation:** There are multiple software you can use to record your presentation. It is your choice to decide which recording software to use. Here are a couple of examples.
 - Zoom (with group or solo) - [Tutorial](#) | [Enabling HD Video](#)
 - PowerPoint (solo) - [Tutorial](#)
 - Software of your choice
- **Recording requirements:** The following is a list of requirements to follow when recording your presentation.
 - The videos should be in a **MP4 format**
 - Ideally the video should be HD quality (1280 x 720 or other "720p" setting)
- **Lighting:** Ensure your lighting comes from in front of you or on your side.
 - 5 Tips for Better Looking Video Calls | Zoom Meetings, Skype! YouTube video: www.youtube.com/watch?v=5IGQMkXzs6U&feature=youtu.be
 - Lighting for Zoom Video Calls YouTube video: www.youtube.com/watch?v=CZGF6uQ4IIM&feature=youtu.be
- **Position your body** so that that your body is neither too close nor too far away. Your eyes should be directly in line with the camera.
 - Video Broadcasts and The Dollhouse Effect YouTube video: www.youtube.com/watch?v=JcG40Zf3Hyc&feature=youtu.be
 - Best practices for virtual presentations: <https://www.youtube.com/watch?v=0Boufmb8KKY>

- **Record both video and the audio.** Position your microphone and camera approximately 6-12 inches away for optimal recording.
- **Presentations are time limited.** See your specific session type below for how much time you have to present. Please stay within your time limit. You will be asked to re-record if the presentation is longer than the limit.

Recording With Co-Presenters

- **12 Zoom Meeting Tips Every Host Should Know:**
www.youtube.com/watch?v=eHLHlelduz8&feature=youtu.be
- **Record all recorded sessions as one session**, if possible. The facilitator of each recorded session will contact presenters to determine a date to record the presentations. Let NCFR staff know if the presentations are unable to be recorded together and staff will help to combine into one recorded session.
- **Practice with the entire group before recording**, including your introductions, transitions between presenters, the full presentations, discussion, answering questions, and use of technology.
- Decide whether the PowerPoints will be all in one file with someone advancing the screen or whether each person will share their screen.
- It will take time to transition between presenters and sharing screens. This is a great time to introduce the next presenter.
- **See additional instructions below under Session Facilitator, Moderator, and Chair Instructions.**

Resources For a Successful Virtual Presentation

- What NOT to Do as a Virtual Event Speaker: www.youtube.com/watch?v=Ztyld7fKeYQ
- Intrado Digital Media youtube videos: www.youtube.com/user/inxpo
- Best Practices for Virtual Event Speakers: www.youtube.com/watch?v=0Boufmb8KKY
- What I Learned From Doing 15 Virtual Keynotes in 21 Days:
www.linkedin.com/pulse/what-i-learned-from-doing-15-virtual-keynotes-21-days-rohit-bhargava/

Zoom Resources

- Screen Sharing a PowerPoint Presentation: https://support.zoom.us/hc/en-us/articles/203395347-Screen-sharing-a-PowerPoint-presentation#:~:text=want%20to%20present,-_Start%20or%20join%20a%20Zoom%20meeting.,Beginning%20or%20From%20Current%20Slide.
- Sharing a Screen: <https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen->

- Changing the Video Layout (Active Speaker View and Gallery View): <https://support.zoom.us/hc/en-us/articles/201362323-Changing-the-video-layout>
- Using In-meeting Chat: <https://support.zoom.us/hc/en-us/articles/203650445-Using-in-meeting-chat#:~:text=Overview,or%20to%20disable%20chat%20entirely.%20Using%20in-meeting%20chat>
- Audio, Video, and Sharing tutorials: <https://support.zoom.us/hc/en-us/categories/201137166>
- Zoomtopia: 10 Zoom Tips and Tricks You May Not Know: <https://blog.zoom.us/zoomtopia-10-zoom-tips-and-tricks/>
- Zoom YouTube Channel tutorials: www.youtube.com/channel/UC2SxmE4C-KAQuHaEfHVymgQ
- 12 Zoom Meeting Tips Every Host Should Know www.youtube.com/watch?v=eHLHlelduz8&feature=youtu.be
- Breakout Rooms: <https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms>
- Non-verbal Feedback: <https://support.zoom.us/hc/en-us/articles/115001286183-Nonverbal-Feedback-During->
- Virtual Backgrounds: <https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>
- Whiteboard: <https://support.zoom.us/hc/en-us/articles/205677665-Sharing-a-whiteboard>
- Annotation: <https://support.zoom.us/hc/en-us/articles/115005706806-Using-annotation-tools-on-a-shared-screenor-whiteboard>
- Transcription of meetings: <https://support.zoom.us/hc/en-us/articles/115004794983-Automatically-Transcribe->
- Using In-Meeting Chat: <https://support.zoom.us/hc/en-us/articles/203650445-In-Meeting-Chat>

TED Masterclass

- 5 Essential Preparation Steps for a Successful Presentation: <https://masterclass.ted.com/blog/visual-presentations-series-five-prep-steps>

Permissions

NCFR will be recording all presentations, including PowerPoints, handouts, and any other materials. NCFR will store all recordings, including those provided to NCFR for presentation, so that others may continue to view the materials. Full credit is provided to the presenters.

Session Facilitator, Moderator, Chair, and Instructions*

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If a session has a moderator or a chair rather than a facilitator, the following responsibilities will be performed by the moderator or chair.

Before the Conference

- **Read presenter biographical material** obtained from each presenter before you record your session. If you have not received the material from the presenters by Oct. 15, contact your section chair or **Cindy Winter** (cindywinter@ncfr.org) to obtain this information.
- **Plan ahead.** Prepare your introductions, expectations for the session, discussion questions, and materials you may need prior to the session so that all is ready when the session or recording starts.
- **Connect with the presenters** in the session before the conference. You may want to discuss expectations for the session.
- Optional: **Schedule a practice time** with the full group before recording or presenting live. This will help you practice and get comfortable with the technology.
- **Know where to find support** if any issues emerge during live sessions. There will be an NCFR representative in every session that can assist. Additional support channels will be available during the conference.
- **Be comfortable with Zoom.** See the list of Zoom resources above.
www.youtube.com/channel/UC2SxmE4C-KAQuHaEfHVymgQ
- **See additional instructions above under Recording Your Session.**

Recording Sessions

- Control your environment before recording. The environment should be free of noise and distractions. This includes anything that may interrupt your computer audio. We suggest closing out extra tabs, apps, and software programs not needed during the presentation as well as silencing notifications to avoid disruptions during your presentation.
- Put participants on mute who may not have done so themselves to avoid extraneous noises during the recording.

- Press record.
- Welcome everyone to the session with the session title, date, and session number
- Introduce yourself and your role.
- Provide the ground rules of the session:
 - Everyone should be on mute during the session, except the presenter during their presentation time. This is still necessary as the recorded may be played with a live audience.
 - Share how questions should be asked after the presentations, what to expect for the discussion, and how to communicate with one another. You are setting the standard for the session. Question and discussion functions depend on session type. Additional information is provided below under session types.
 - Provide instructions if any interactive tools will be used during the session.
 - When questions will be answered (after each presentation, at the end of the session)
 - Notify the participants that any the session handouts are located on the session page in the conference platform.
- Introduce the presenters. You may choose to provide more information about the presenter between presentations while screen sharing changes from one presenter to another. Introductions should be no more than three minutes total.
- Monitor time and provide presenters with time limits. You can notify presenters privately through chat when they have 5 minutes and 1 minute left of their presentation. If the presentations are too long, you may have to interrupt the presenter. Time limits are noted under each session type below.
- All panelists/presenters must be given an opportunity to present before the discussion.
- Mute yourself when not contributing.
- If your internet connection gets glitchy, disable video.
- End recording and submit to NCFR.

During the conference: Pre-recorded Sessions

- Pre-recorded sessions will be conducted via Zoom at their scheduled time. Rather than presenting live, the pre-recorded video will be played and the Zoom features (i.e. chat, Q&A) will be available for live interaction.
- You are expected to attend the session at its scheduled time (check the program schedule for the scheduled time of this session). You can access your session by logging into the conference platform and navigating to your session in the agenda.
- Play the video during recorded sessions.
- Monitor the waiting room for attendees who arrive late and allow them into the session.
- Be an active listener. This will help you facilitate the questions.
- Write down additional questions during the presentations to use during the discussion time, if necessary.

- Facilitate questions. **See additional information below under Facilitating Live Q&A below.**
- Mute yourself when not contributing.
- If your internet connection gets glitchy, disable video.
- Thank everyone for attending at the end of the session.
- Please read the next section: During the Conference: Live Sessions for additional relevant material.

During the Conference: Live Sessions

- Your session will be started by a Zoom support person (i.e., NCFR Staff) 20 minutes prior to the start of your session. Presenters will enter a waiting room. The Zoom support staff will elevate the presenters to a presenter role. All attendees will be allowed into the session approximately one minute before the start of the session by the Zoom support person.
- **Arrive 15 minutes early to your Zoom session** to check in with the presenters and Zoom support staff. This will help you work through any technical difficulties before the session begins, coordinate last-minute details, and build rapport with each of the presenters to create a comfortable environment.
- You can access your session by logging into the conference platform and navigating to your session in the agenda.
- The session will be recorded automatically for use on demand.
- Put participants on mute who may not have done so themselves to avoid extraneous noises.
- Welcome everyone to the session at the beginning of the session with the session title, date, and session number.
- Introduce yourself and your role.
- Provide the ground rules of the session:
 - Everyone should be on mute during the session, except the presenter during their presentation time. This is still necessary as the recorded may be played with a live audience.
 - Share how questions should be asked after the presentations, what to expect for the discussion, and how to communicate with one another. You are setting the standard for the session. Question and discussion functions depend on session type. Additional information is provided below under session types.
 - When questions will be answered (after each presentation, at the end of the session)
 - Notify the participants that any the session handouts are located on the session page in the conference platform.
- Introduce the presenters. You may choose to provide more information about the presenter between presentations while screen sharing changes from one presenter to another. Introductions should be no more than three minutes total.

- Monitor time and provide presenters with time limits. You can notify presenters privately through chat when they have 5 minutes and 1 minute left of their presentation. If the presentations are too long, you may have to interrupt the presenter. Time limits are noted under each session type below.
- All panelists/presenters must be given an opportunity to present before the discussion.
- Be an active listener. This will help you facilitate the questions.
- Write down additional questions during the presentations to use during the discussion time, if necessary.
- Facilitate questions. **See additional information below under Facilitating Live Q&A below.**
- Mute yourself when not contributing.
- If your internet connection gets glitchy, disable video.
- Thank everyone for attending at the end of the session.

Facilitating Live Q&A

- All presenters, facilitators, moderators, chairs should have their cameras on during the live discussion period. Participants in interactive sessions may choose to have their camera on as well. Additional details can be found below in session types.
- Review the questions before asking. If there are several questions of the same topic, paraphrase to ask them all.
- Presenters may choose to answer in the chat questions that arise during the session. Be careful not to ask those questions again.
- Facilitate live questions after the presentations. Questions will be asked through chat, a questions box, or live when an attendee raises their hand. How questions are asked depends on the session type. See additional information below under session types.
- Verbally ask all written questions so that everyone can hear them.
- **Invite all attendees to participate.** Remind them how to ask questions. If a discussion does not begin, ask one of your preplanned questions.
- Give everyone time who wishes to talk or ask questions. Each question or comment should be around one minute each. Tactfully intervene if a person takes too much time.
- Keep the discussion on topic and progressing.
- Maintain professionalism and objectivity.
- Be flexible. Ensure everyone gets a chance to ask questions equally from the various methods of asking questions.
- Allow a bit of silence after a question so people can think, respond, and to use the technology. Remember that sometimes people need a moment to collect their thoughts. Silence may be okay. However, if there aren't any questions, ask your previously prepared questions to facilitate the discussion.
- Help clarify questions as needed.
- Be enthusiastic.
- Be calm and have a sense of humor, especially if technical difficulties arise.

General Descriptions for Facilitators, Moderators, Chairs, and Discussants 2020 NCFR Virtual Conference

Facilitators

Specific instruction for facilitators can be found above. Facilitators are responsible for running the session as well as facilitating the discussion. Facilitators should prepare in advance 1 to 2 questions that can initiate a discussion between the presenters and the audience. Facilitators should receive all papers in advance in order to prep for the session. The facilitator also is a “time-keeper” to ensure that the session moves in a timely manner and that all presenters are given equal time to present their material.

Moderators

Moderator will follow the same instructions as facilitators noted above. They will run the session and facilitate the discussion. Moderators are often used during panel presentations and are responsible for asking panelists pre-established questions. Facilitators are not included in sessions with moderators.

Chairs

In some sessions, session chairs will be responsible for running the session and facilitating the discussion, particularly with symposiums. Chairs will be responsible for when facilitators or moderators are not scheduled in the session. If a facilitator is scheduled for the session, the chair will introduce the session and presenters and ask the questions.

Discussant

The discussant gives a 5-minute "take-home" message after the presentations integrating information presented and pushing the message forward. For example, describe how the papers are connected, issues for elaboration and discussion, implications for research, practice, or policy.