

Presenter Instructions 2021 NCFR Virtual Conference

Welcome to 2021 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. **Register by Oct. 11, 2021.** All presenters, chairs, discussants, facilitators, presiders and moderators must be registered for the conference. Please [register](#), if you have not done so already. You will receive a unique link to Whova that will allow you to update your profile and **upload optional handouts and materials between Oct. 11 and Oct. 23.** We encourage you to upload these additional materials as attendees find it very useful. All documents should be **final**.
2. **Whova**, the conference platform, will officially open **Oct. 25.** Take the time to log in and become familiar with Whova before the conference begins. Go to https://whova.com/portal/webapp/annua7_202104/
3. **Be engaging while presenting.** Use interactive tools to increase engagement (e.g., the various tools offered through Zoom). See this video on [effective virtual presentations](#) by NCFR member, I. Joyce Chang, Ph.D..
4. **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.
5. **Use a wired headset** during your presentation to create a higher-quality presentation and overall conference experience by eliminating extra audio noises. High-quality microphones can also help create more professional presentations.
6. **Use high-speed internet and an ethernet cable.** We recommend using an ethernet cable to connect to high-speed 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.

7. **Adjust your lighting.** 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.
8. **Adjust your camera** so that you have the proper body positioning; your body is neither too close nor too far away. The camera should be level with your eyes. Look at the camera during your presentation to create eye contact with the attendees.
9. **Choose a neutral background and solid colors for clothing** rather than plaids, stripes, or patterns. Keep the attire simple and professional.
10. **Use full-screen mode during your presentation.** We recommend printing your notes prior to the presentation to allow for the full-screen mode. Presenter mode is also helpful.
11. **Access and navigate to your session by logging into Whova.** Go to https://whova.com/portal/webapp/annua7_202104/
12. **Arrive to your session 15 minutes early** to prepare for your presentation, check in with the facilitator, and conduct a technology check. You will also be able to greet attendees as they arrive.
13. **Zoom.** The conference software integrates with Zoom for conference sessions. All presentations will run through Zoom with Zoom links being provided by NCFR. You will not be able to share Zoom links. Be familiar with Zoom features prior to your presentation, including screen sharing. Presenters will be able to share their presentations during their session.
14. **Practice, Practice, Practice** before you present live. Speak clearly and at a natural pace. We encourage you to have a “dress rehearsal” with the other presenters of your session. We encourage you to discuss the introductions, transitions between presenters, the full presentations, discussion, answering questions, and use of technology.
15. **One or multiple slides decks?** For non-poster sessions, decide whether the PowerPoints will be all in one file with someone advancing the screen or whether each person will share their screen. Poster sessions should have one slide deck.
16. **Presentations are time limited.** Please stay within your time limit. See your specific session type instructions for how much time you have to present.
17. **Introduce yourself** at the beginning of your presentation if you have not been previously introduced.
18. **Refrain from reading your notes.** This will increase audience engagement.
19. **Determine when to respond to audience questions.** Sessions will have facilitators or moderators to facilitate questions during the Q&A 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.
20. **What is your backup plan?** We recommend you consider what to do if your electricity or internet does not work. Please plan accordingly.

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. 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.
- **Use upper- and lower-case type** throughout the poster. Avoid all upper-case type.
- **Serif fonts** (such as Times New Roman) are generally easier to read in the body of the text. Sans serif fonts (such as Arial or Calibri) are best used in titles, headings, and captions for emphasis.
- **Use bold and bullets for emphasis.**
- **Keep it simple, clean, and concise.** Use consistent wording. One topic per line works best, so use key words rather than complete sentences. A good rule to follow is: 5 lines per slide, 5 words per line, and no more than 5 text-heavy slides in a row. 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, Google slides) 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 a moment 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 NCFR staff needs to provide alternative text (tagged PDF or braille).

Resources For a Successful Virtual Presentation

- Lighting:
 - 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
 - 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>
- What NOT to Do as a Virtual Event Speaker: www.youtube.com/watch?v=Ztyld7fKeYQ
- 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

- 12 Zoom Meeting Tips Every Host Should Know:
www.youtube.com/watch?v=eHLHlelduz8&feature=youtu.be
- 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
- Polling: <https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-Meetings>
- 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>

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