

PRESENTER GUIDELINES – PRE-RECORDED PRESENTATIONS

(Established Therapy Sessions, Special Topic Sessions, M&M Conferences and Satellite Symposia)

Upload deadline: Monday, May 31 (23:59 CEST)

The following guidelines will provide you with valuable information about the preparation, pre-recording and upload of your presentation file.

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GENERAL INFORMATION

Presentations not complying with these guidelines cannot be processed properly by the technicians and may not be suitable for the online event platform, so please be sure to read them carefully. In particular, please **pay attention to the** sections regarding the **timing** of your lecture and the appropriate number of slides for your presentation.

Speaking time: max. 10 minutes

Please ensure that your presentation is uploaded by the respective deadline indicated above.

PREPARING YOUR PRESENTATION MATERIAL

Formal and technical requirements

1. **Language:** As the official congress language is English, all presentations have to be given in **English**. If English is not your native language, we recommend that you have your presentation proof-read by a native speaker if possible.
2. **Advertising:** Advertising of products is **prohibited**. Please make sure that your presentation provides objective information based on scientific methods generally accepted in the medical community, and is free of commercial bias.
3. **Patient anonymity:** Please make sure that no patient names or any other information allowing the identification of a patient appear in your presentation material. **Patient anonymity must be ensured** at all times.
4. **Conflicts of interest:** According to the CIRSE disclosure policy, all **presenters must disclose potential conflicts of interest** on the cover slide of their presentation.
5. Presenters must be sensitive to diversity and ensure that their presentations are **free from any content** (whether oral or visual) **that may be perceived as discriminatory or derogatory**. CIRSE reserves the right to exclude non-compliant speakers from presenting at future meetings.
6. **Copyright reserved material:** It is the author's responsibility to ensure that each part of the slide show (figures, tables, images, etc.) is free of any third party right and/or cited correctly.
7. **Timing and number of slides:** When preparing your presentation, please take note of the time allocated to your presentation. In general, when trying to assess how many slides you will require for a time slot, **2-2.5 slides per minute** is a reliable rule. A higher number of slides will invariably result in your lecture running over the allocated time.

Slide design

1. **Aspect ratio:** The aspect ratio of your presentation should be **16:9**.
2. **Font size:** The minimum recommended text size for easy viewing is 20 points.
3. **Text:** Your guiding principle should be **"As much as necessary, as little as possible"**. The text should be concise and to the point; key facts should be highlighted. No more than seven text lines should be used on one page.
4. **Colours:** Use colours sparingly and choose combinations that make your text easy to read (avoid red and green). Avoid black as background colour.
5. **Layout:** Keep data on the slides simple. Ensure a logical order of the content. A clear and well-structured arrangement is the most attractive and the easiest to read on the screen.
6. **Slide transitions:** Make sure that the PowerPoint slides have no transitions.
7. **Images and movies:** It is recommended that you collect your illustration material well in advance. Do not select too many images and/or movies. Concentrate on those which emphasise your key points and conclusions optimally.

RECORDING YOUR VIDEO FILE

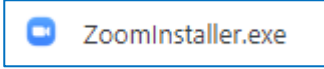
We recommend to **pre-record your presentation via Zoom**. For information how to do this, please see the following instructions and checklist.

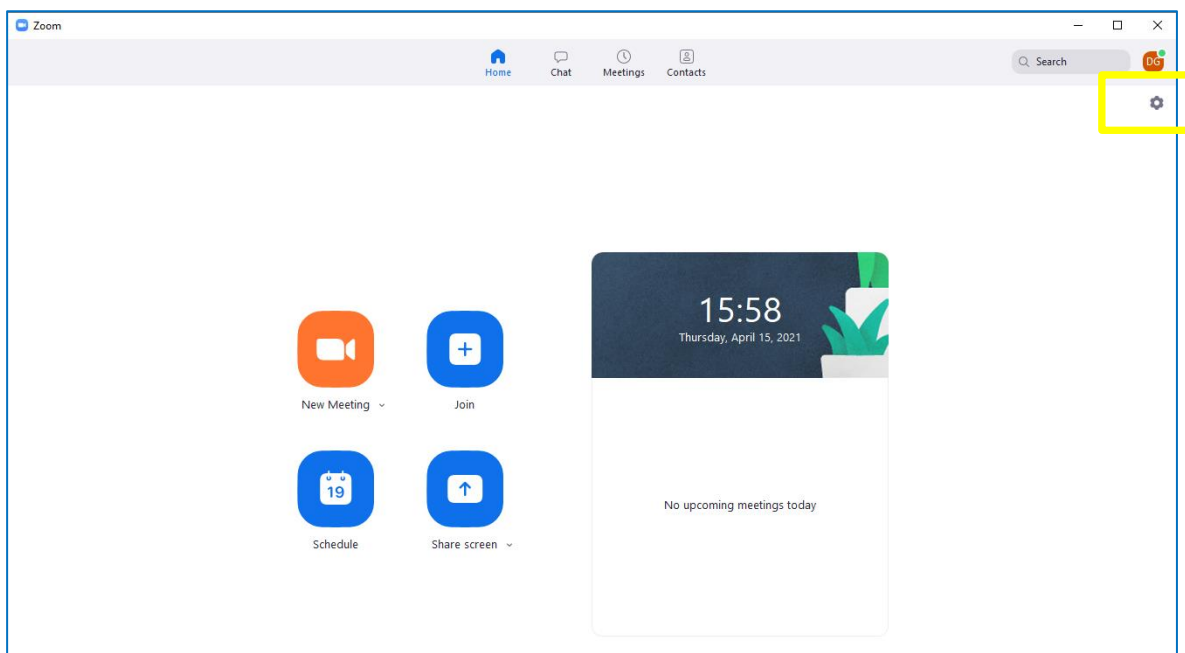
If you are more familiar with another recording tool, please feel free to use this. In any case, you need to prepare your presentation as **one ready-to upload .mp4 video file** including the PowerPoint slides, the audio track and the speaker video.

Technical prerequisites

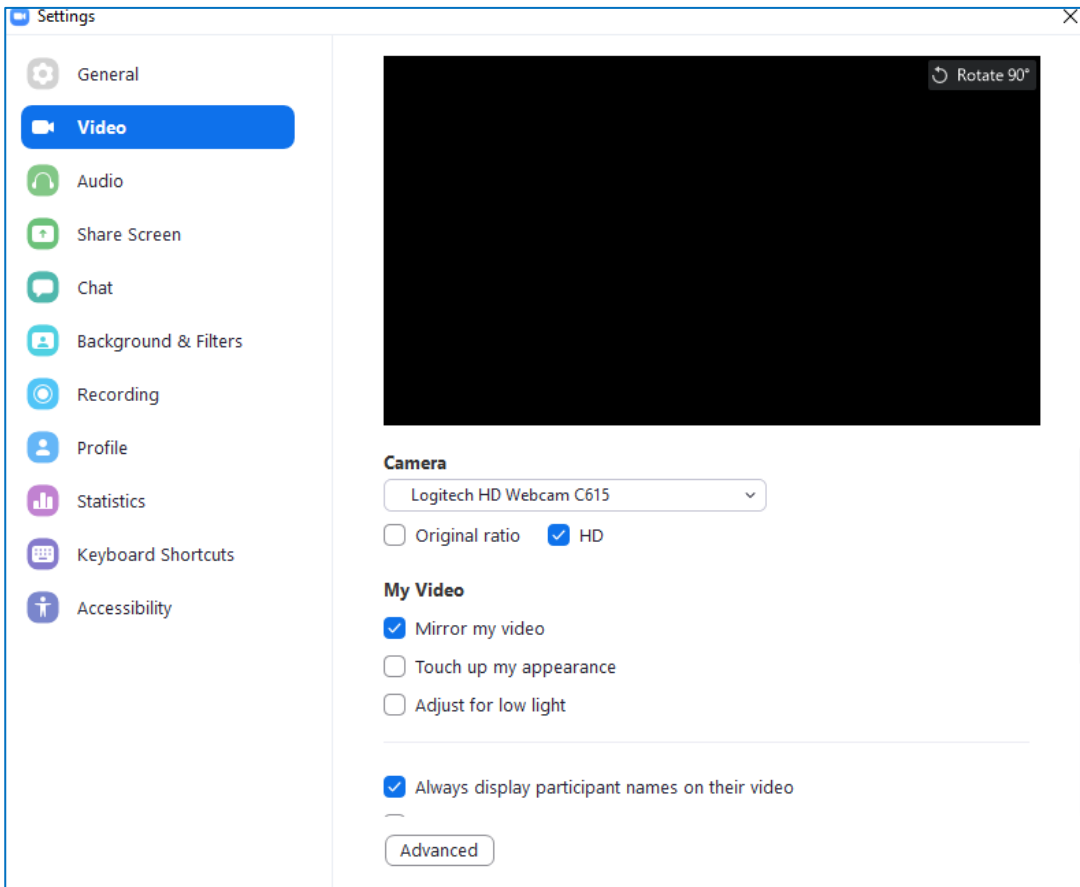
- Laptop or desktop computer with Windows or MacOS
- Headphones and/or external microphone
- Webcam
- Zoom desktop client

ZOOM desktop client

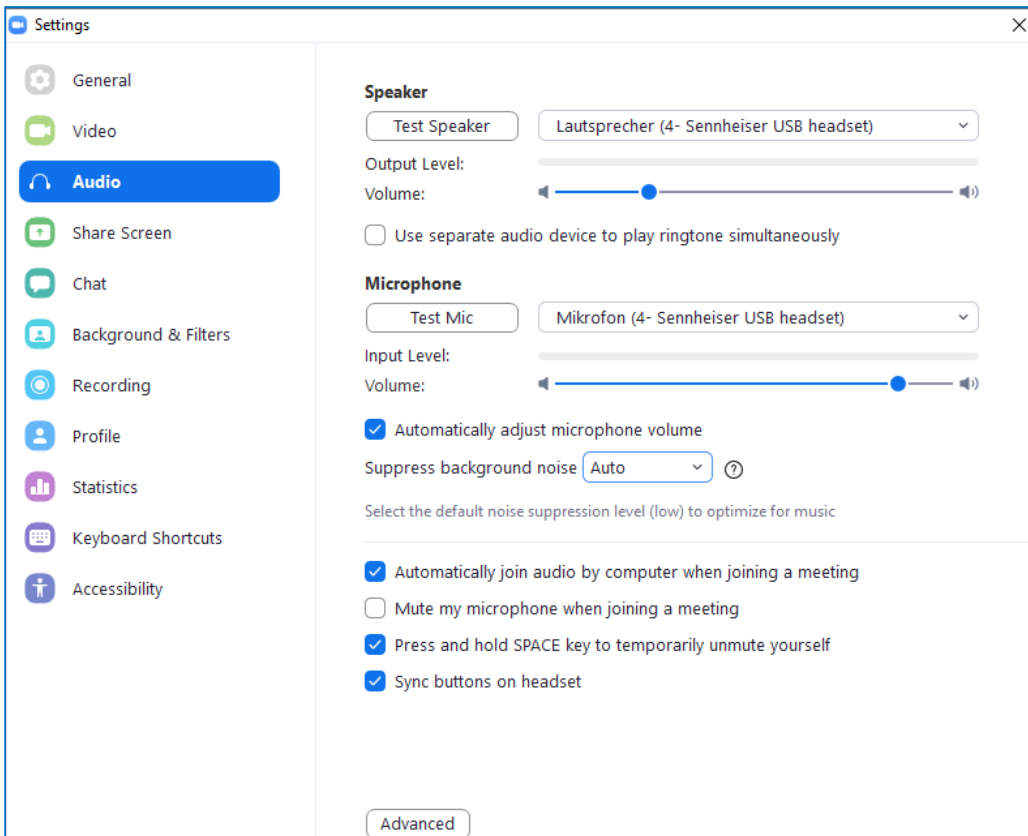
- Download and install the **Zoom Client for Meetings** Software here:
<https://zoom.us/support/download>
- Click on **ZoomInstaller.exe** to launch the application 
- Click **Sign In** and enter your email address and password **or** if you don't have an account yet, click **Sign Up Free**.
- Once you have created an account access Zoom via the **App**.
- After signing in, you will see the **Home tab**. Click on the **gear icon** in the top right-hand corner to open the settings:



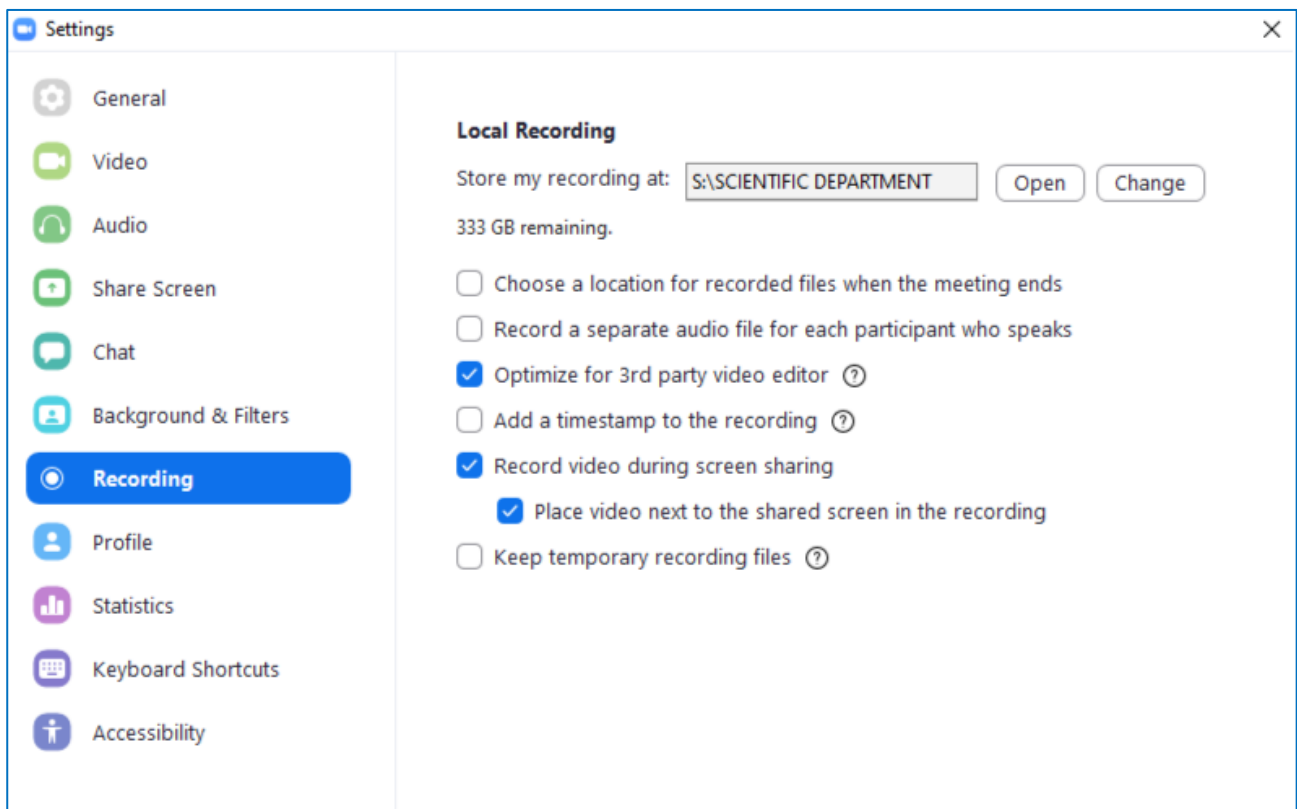
- Adjust the **Video settings** as shown in the screenshot below:



- Adjust the **Audio settings** as shown in the screenshot below and test your microphone:



- Adjust the **Recording settings** as shown in the screenshot below and select the location for saving your recordings:



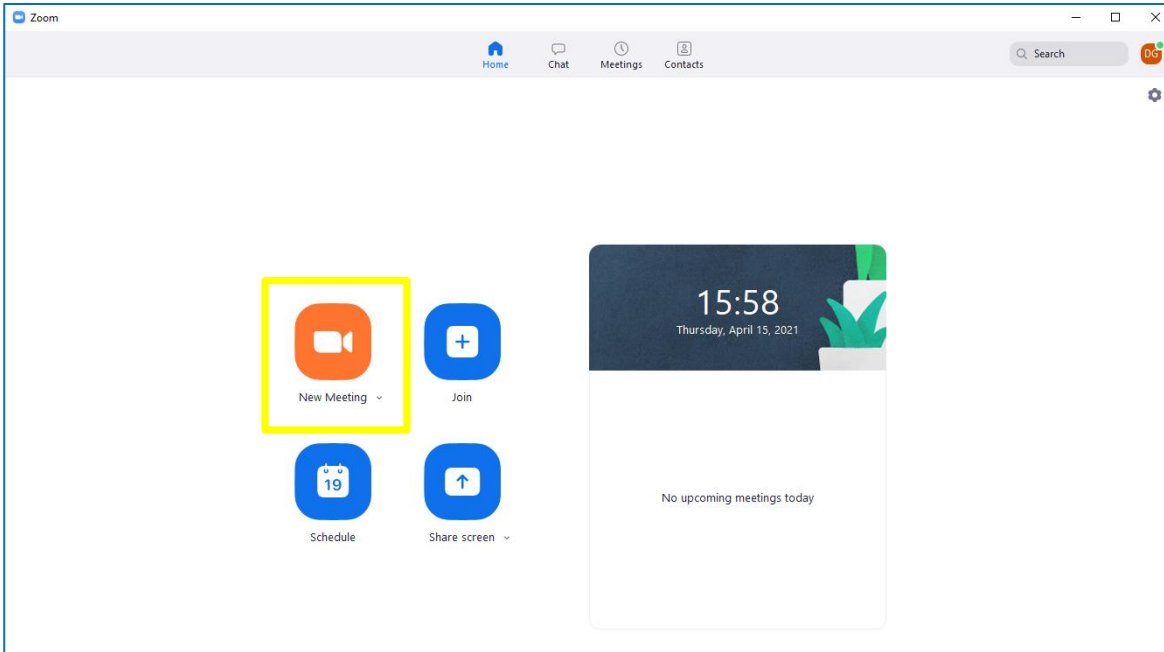
- Close the settings

Recording checklist

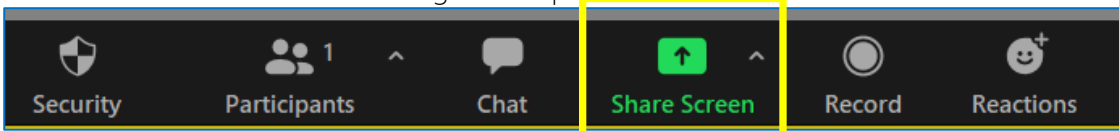
- Make sure that your laptop is plugged into the power supply and does not automatically go to stand-by.
- Ensure that all applications that are not in use during the recording are closed.
- Mute your smartphone (incl. turning off vibration) and remove it from the table in order to avoid messages causing noise.
- Choose a neutral background (please do not use a virtual background).
- Make sure that there are no background noises and that nobody will enter the room while recording, e.g. put a sign on the door leading to the room.
- If possible, lighting should only come from above or in front of you (it is not advisable to sit with one's back to a window).
- Choose a comfortable sitting position.
- Make sure that your head and shoulders are clearly visible in the camera frame.
- Make sure your microphone is not touching your clothes or hair.

Prepare and start the recording

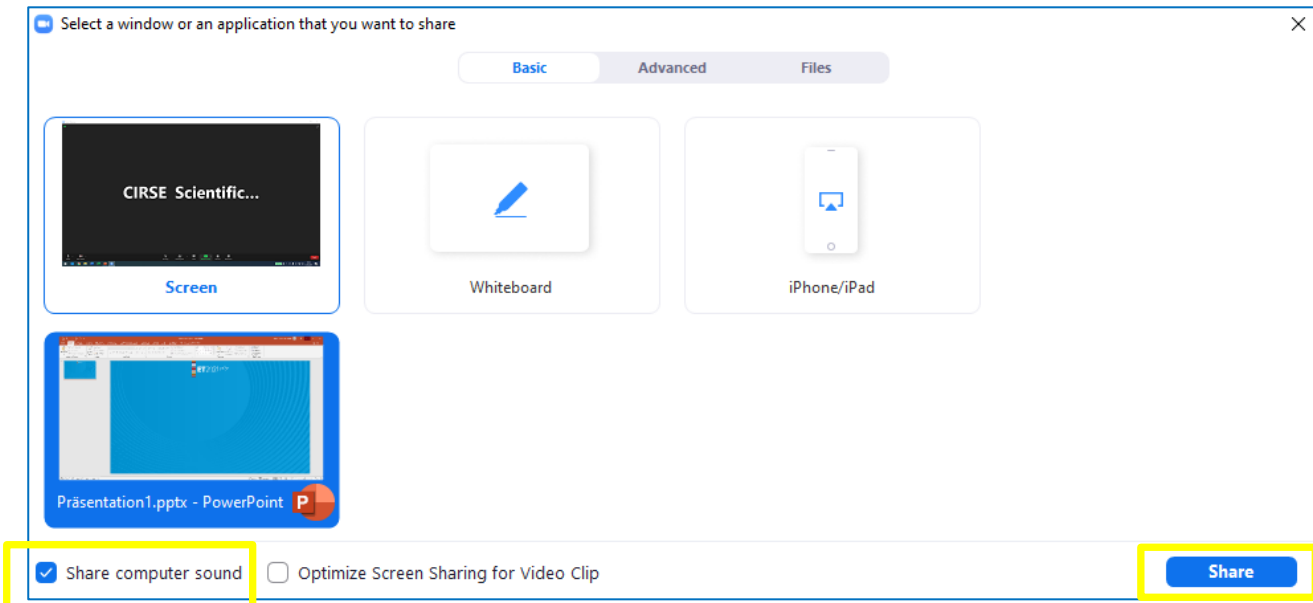
- Close all applications except Zoom and your presentation application (e.g. PowerPoint...)
- Start a new meeting from the Home tab in the Zoom Client



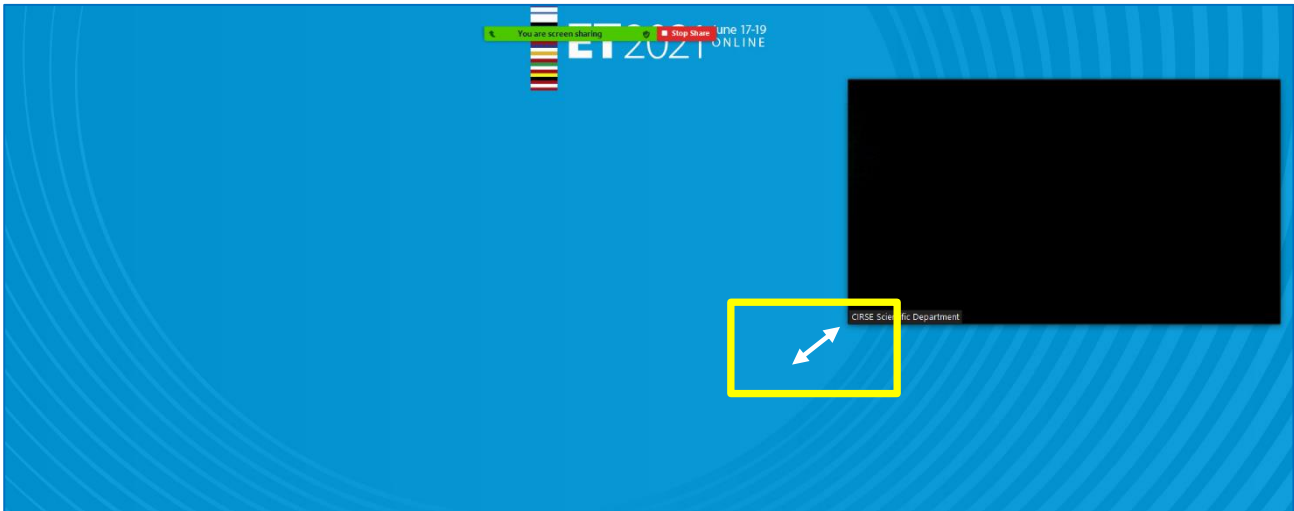
- Click **Share Screen** in the meeting control panel:



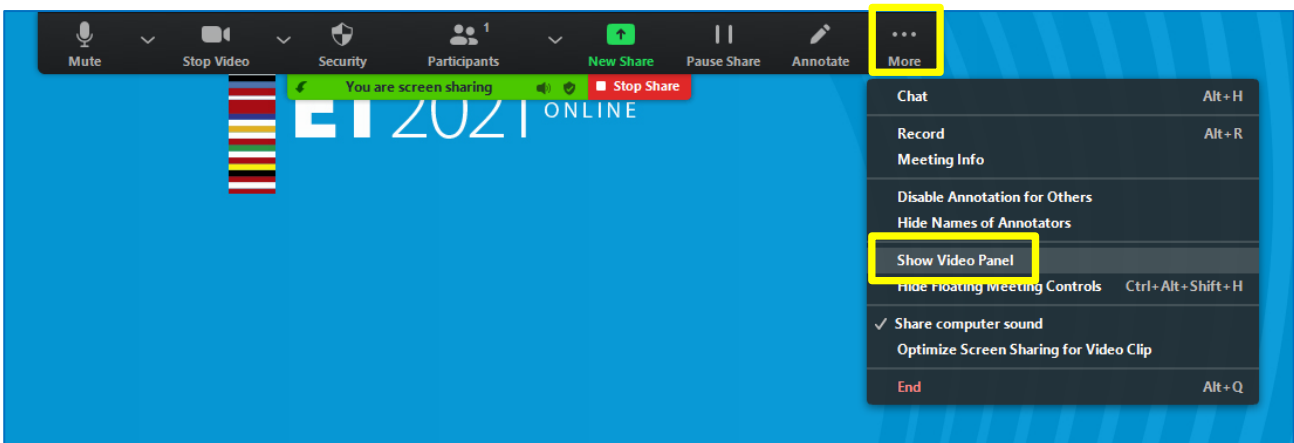
- Select the window with your presentation file, tick **Share computer sound** and click the **Share** button on the right



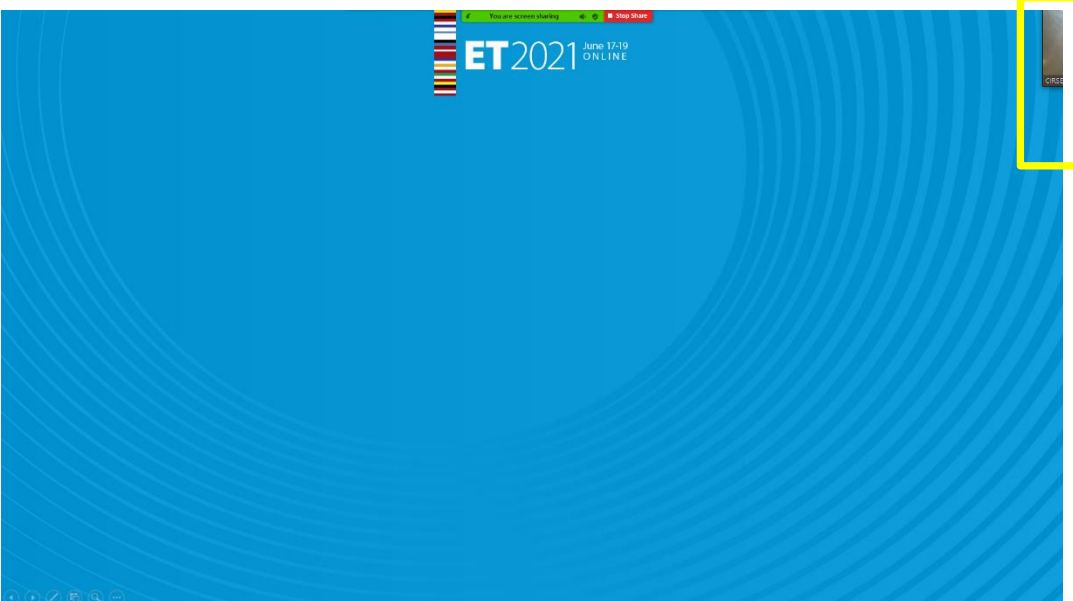
- Maximise the window with the speaker video as shown below:



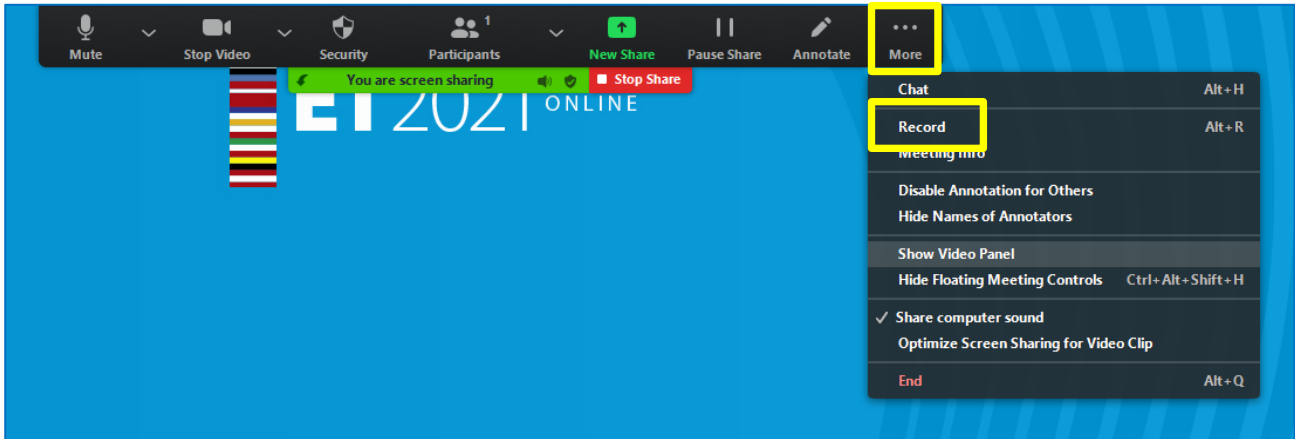
- In case you do not see the speaker video, click **More** and then **Show Video Panel**:



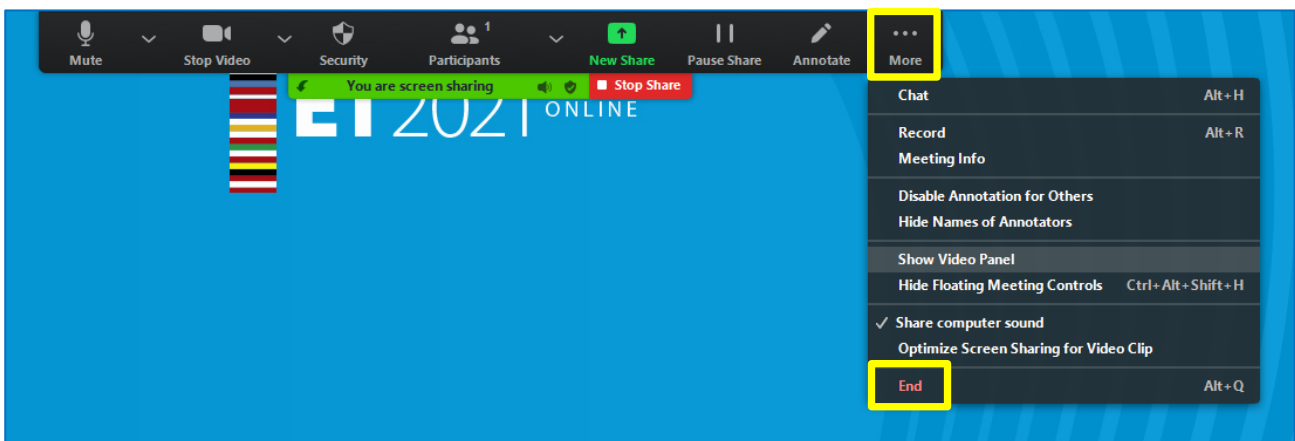
- Move the speaker video out of the screen at the top right, to make sure that you can see your slides properly while recording. The video will be recorded even if it is not shown on your screen.



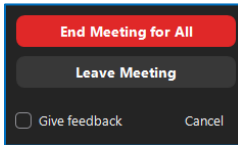
- Switch the presentation application (e.g. PowerPoint) to **presentation mode**.
- When you are all set up and ready (please also refer to the checklist on page 9), start the **recording** by clicking **More** and then **Record** in the meeting control panel:



- Give your lecture
- While recording:
 - Try to move as little as possible to avoid noise being picked up by the microphone
 - Be sure to speak into the microphone
 - Avoid touching the microphone
 - Speak clearly and more slowly than normal
 - Please avoid English slang, colloquialisms or overly complicated expressions, as most audience members are not native English speakers
- When you have **finished** your lecture click **More** and then **End** in the meeting control panel:



- Then click **End Meeting for All**.



- Zoom will automatically convert the recording file. If you have troubles **finding the file** on your computer, please return to the **Zoom Home tab** and select **Meetings** in the top navigation.
- Open the .mp4 file (e.g. zoom_0.mp4) to **check the quality** of the presentation:
Is the sound quality alright?
Is the PowerPoint in presentation mode?
Are both, the speaker and presentation visible without overlapping each other (see screenshot)?



- The trailing and leading parts of the video will be trimmed before presentation, so there is no need for you to edit.
- If you are fine with the recording, please **save the mp4 file** under a new name (including **presenter's name and presentation number** (max. 50 characters). To avoid any compatibility problems, please do not use special characters (e.g. «, Ö, Ø, ñ, ε, ®, ý, }, {...}). **Do not** use any **passwords or encryption** for your files.

We recommend recording a short test video to check if all settings are correct and see if any adjustments are needed before recording the full presentation.

UPLOADING PRESENTATION FILES

Your recorded presentation (mp4 file) must be uploaded to the [presentation system](#) by **May 31, 2021**.

Should you require any assistance, please contact scientific@cirse.org.

Thank you for your kind co-operation!
Your ET Scientific Department