

IAEG-ARC13 2021 VIRTUAL

Presenter Guide

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KEY DATES

- **Submit Your Presentation Files to ARC13 Submission Portal (Opens 20 Oct 2021)**
- **Pre-Scheduled Practice Sessions For**
Session Chairs: 11 Nov 2021 Presenter: 12 Nov 2021

GET READY!

All presenters will require a PC or Laptop with

- Camera & Microphone
- Webcam Specifications: Minimum 0.5 Megapixel
- Compatible Browsers

Make sure that your browsers are updated to their latest versions

- Internet Explorer
- Edge
- Firefox
- Chrome
- Safari



Lighting/Camera

Diffused light in front of you will usually work best to avoid shadows. Try to position your camera so that it is just above your eye level.

Presentation/Clothing

Darker colour shirts/blouses appear better on camera. Try to avoid busy plaid or patterned outfits.

Audio/Sound

Avoid or minimize sounds in your background. Ensure that your voice can be heard loud and clear.

ARC13 Policy on Presentation

Each accepted abstract to IAEG-ARC13 2021 must be presented by the registered author/co-author during the online conference. By default, the registrant is deemed to be the presenter.

Accepted Abstract Presentations

The virtual presenter event will be conducted via Zoom Meetings and requires a paid registration to attend. Presenter functions (via ZOOM) are auto-enabled in ARC13 submission portal (see "Author Options") to paid registrants only as and when it becomes available.

Presentation Format

Participants can choose to either present **live** or upload their **pre-recorded** individual presentations. Participants who choose to upload their pre-recorded presentations will still be required to attend a 5 mins Q&A conducted **live** during their scheduled session time. Please note that all presentations will be recorded and made available for viewing after the conference. Please feel free to contact Secretariat if you would like your presentation to be removed from the post-conference recordings.

If Oral

- 15-min live presentation and Q&A for attendees to meet virtually with presenters and ask questions or give feedback
- OR**
- 10-min pre-recorded video of the presentation and a 5-min live Q&A for attendees to meet virtually with presenters and ask questions or give feedback

If Poster

- Poster Presenters will be required to upload their digital posters by Fri-**12 Nov 2021**
- The digital posters will be on public display from Tues-16 Nov to Thurs-18 Nov, 2021
- Each poster presentation will be scheduled a 5-min live Q&A for attendees to meet virtually with presenters and ask questions or give feedback

Rehearse Your Presentation

Purpose is for Presenters and Session Chairs to familiarize themselves with the virtual platform and its features. The IAEG-ARC13 2021 Virtual Meeting team will schedule practice sessions with presenters on 12 Nov 2021. All Presenters will be invited to participate.

Let's test your connections well in advance and check pre-recordings for:

- ✓ Quality sound & video
- ✓ Quality connectivity
- ✓ Quality presentation

Testing Your Presentation in Advance

During the conference, if you have questions or wish to test your presentation on Zoom, you can visit the Help Desk any time even if your presentation is on a later day.

Singapore Standard Time Help Desk Hours:	Tue-16 Nov to Thu-18 Nov
	10am - 3pm (GMT+8)

ORAL PRESENTATIONS

• If Presenting LIVE

Preparing Your Presentation

- Length of presentation material should be in accordance with your time allotted.
- Total duration including Q&A and speaker changeover is 15 minutes for each talk.
 - 10-minutes of the presentation
 - 5-minutes live Q&A for attendees to meet virtually with presenters and ask questions or give feedback
- Please refer to the Final Program for actual presentation schedules.
- You are kindly requested to be at the presentation room at least 15 minutes before the session starts.

Deliver Your Presentation

Please connect to your session room in Zoom at least 15 minutes before the start of your session.

- You will be required to screen-share your presentation.
- Please be familiar with the functions on ZOOM and ensure that your desktop is clear from your personal files when screen-sharing.
- If unfamiliar, please do attend the presenter rehearsal on Fri, 12 Nov 2021.

- Prepare your presentation file and open the file in advance before your presentation schedule. This will minimize transition time between each presenters when you screen share your presentation
- Be considerate to the other speakers and audience by staying within your allocated time.
- The allocated time for your presentation includes a discussion and changeover to the next speaker.
- Session Chairs will hold you to the allotted time. This is essential to ensure adequate time for questions and discussion as well as adherence to the schedule.
- Please discuss the same material as reported in your abstract submission.
- Questions from the audience can be asked through the **Zoom Chat** alternatively audience can also use the 'raise hand' function to ask questions verbally.

• **If presenting via a Pre-Recorded Presentation Video**

Preparing Your Pre-Recorded Presentation Video

- Speakers can choose to submit a 10-min pre-recording of their presentation.
- The acceptable file format is MPEG-4 video (*.mp4), and the file size must not exceed 800mb.
- See also "[How to](#)" [Guide for Pre-Recording a Video](#)
- The deadline for submitting the pre-recording is **Fri, 12 Nov 2021**.
- Once submitted, the uploaded contents may not be changed or replaced.

Submit Your Pre-Recording to ARC13 Submission Portal (Opens 20 Oct 2021)

1. Log-in with your email & password: <https://arc13.meetmatt-svr.net/>
2. On the left menu click on "Upload Presentation" to upload your file for your abstract. This function is auto-enabled for individuals delivering oral presentations.

Deliver Your Presentation

Please connect to your session room in Zoom at least 15 minutes before the start of your session.

- The session host will play your **10-minute pre-recording** at the scheduled time.
- Be considerate to the other speakers and audience by staying within your allocated time.
- The allocated time for your presentation includes a discussion and changeover to the next speaker.
- Session Chairs will hold you to the allotted time. This is essential to ensure adequate time for questions and discussion as well as adherence to the schedule.
 - First bell rung indicates **10-minute mark**
 - Second bell rung indicates **15-minute mark**
- The speaker is required to participate in the live **5-minute Q&A session** to be held immediately after the presentation.
- Questions from the audience will be asked through the **Zoom Chat** alternatively audience can also use the 'raise hand' function to ask questions verbally.

POSTER PRESENTATIONS

Upload Your Poster

- Presenters must upload a PNG poster of their presentation
- Poster size is A0 in landscape format and the file size must not exceed 100mb
- See also "[How to](#)" [Guide for Preparing Your Poster](#)
- The deadline for submitting the digital poster is **12 Nov 2021**.
- Once submitted, the uploaded contents may not be changed or replaced.

Public Display

All Posters will be posted publicly for viewing from Tue-16 Nov to Thu-18 Nov 2021.

During the Live Chat – See Final Program for Your Timeslot

- Presenter delivers a walkthrough of their poster presentation followed by Q&A.
Total Duration is 5-min for walkthrough and Q&A
- Questions from the audience will be asked through the **Zoom Chat**

Submit Poster to ARC13 Submission Portal (Opens 20 Oct 2021)

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2. On the left menu click on “Upload Presentation” to upload your file for your abstract.
This function is auto-enabled for individuals delivering poster presentations.