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## Guidelines for Moderators and Speakers ISDS WEBINARS 2021/2022

### Timing of Presentations

Moderators and Speakers are requested to respect the assigned time for their presentation. The sessions do **not allow for additional minutes!**

### Preparing your Presentation

- Use screen resolution **16:9** for your PowerPoint Presentation though also 4:3 format can be processed.
- Show your **Disclosure information** any conflict of interest must be clearly declared or in case of no conflict confirmed.
- It is recommended to **use the template** available at: <https://www.cicd-isds.org/faculty>
- Use **easy-to-read fonts** (Arial and Times New Roman)
- Use a **font size of 20** or bigger.
- Keep text to a minimum (6-8 lines per slide, no more than 30 words per slide)
- Write in sentence fragments using keywords.
- Avoid embedded videos in your PowerPoint presentation.
- Remember to **proofread** the slides, and to **rehearse** your slide presentations.
- Presenter **contact information** should be included on the last slide.
- Refer to the sample video at: <https://www.cicd-isds.org/faculty>

### Zoom Background

- We recommend that you choose the Webinar background available at: <https://www.cicd-isds.org/faculty>
- Use a background. To change your background, you will need to:
  - Log into Zoom
  - Click on the Up Arrow next to the camera in the bottom left corner
  - Select Virtual Background
  - Add/Choose background
  - Refer to the sample video at: <https://www.cicd-isds.org/faculty>

**Note:** Your background may show mirrored when recording, however, the recording will show it in the correct orientation.



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## 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. If you are on camera –check the visible background – the use of a background may be helpful. Click on “Start Video” or “Stop Video” to turn your camera on or off.

## Sound/Audio

- We recommend using a headset and/or microphone to lead to better sound quality than using your computer audio. Turn off all sound notifications on all your devices and turn off your mobile phone.

## Internet/Bandwidth

- It is recommended to use hardwired internet, using an ethernet cable to connect. This helps reducing the variability of WIFI strength. If you have to use WIFI, ensure no other device is online and needs bandwidth.

## Other applications / Sharing Screen

- For live presentations, close other applications on your computer so that notifications do not appear during your presentation, and have ready any files you wish to share. You are recommended to share the specific PowerPoint file and not your desktop.

## Presentation/Clothing

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

## Pre-Recording your Session

Presenters are required to pre-record their entire presentation at once.

- Use a calm background to avoid distraction of audience. Avoid windows, mirrors, or movement in the background.
- Avoid a very bright (white) background and direct or flashing light in the background.
- **Avoid any distracting noises** when recording.
- All presentations are to be in English. **Speak slowly** and clearly as the majority of the audience might be non-native English speaking.
- **Do avoid fast movements** while presenting.



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### Step 1 – Sharing your presentation

- Open Zoom
- Check that your audio and video are both on and working
- Have your presentations ready to be shared
- Select “share screen”
- A new window will open
- In the pop-up window, select your PowerPoint presentation and click, “Share”
- You are now sharing your screen

### Step 2 – Recording your presentation

- Once you share your screen, click on “More” at the top of your screen and select “Record on this Computer”.
- When you finished your presentation, you can select “Stop Record”.
- Note: If you end the Zoom meeting without stopping the recording, the system will stop it for you and begin converting your video to your local system into three files: .m4a, .m3u and .mp4files. Be aware that this step might take quite a long time.

### Step 3 – Uploading your presentation

- Use WeTransfer (<https://wetransfer.com/> ) to upload your presentation and send it to [surgery@iss-sic.com](mailto:surgery@iss-sic.com) (see the instruction video at: <https://www.cicd-isds.org/faculty>).
- Name your presentation “YourName\_PresentationName\_SessionName”.

## Disclaimer

The recordings and presentations will be protected against unauthorized download. However, copying by screen recorder or filming by mobile phone cannot be fully prevented. Neither the organizers nor any third party can be made liable for such illegal threat.