

## Presentation Guidelines



Thank you for agreeing to participate in NEWEA's virtual 2021 conference. As you are aware, we are asking presenters to pre-record their presentation that will be played during the presentations in conjunction with a live Q&A.

### Your Presentation

- **Less is more!** YOU are the focus of the presentation and the story you have to share is important. If your PowerPoint slides can tell the story without you, then you need to re-do them.
- Create your presentation content slides as you would normally in PowerPoint.
- Stick to photographs and images running edge to edge. **Use as little text as possible.**
- When using words, try using **font size 42 points or larger in a common sans serif font.** Examples include Helvetica or Verdana.
- **Aim for 6 words per slide.** The audience will be viewing presentations on smaller screens and possibly on their phones, so keep text big and simple.
- When using a graph or table, only show the relevant portion- not the entire thing.
- Consider adding a poll, quiz or ask questions through chat to keep engagement.
- **Be Connected** - Imagine your audience even though you can't see them. Look straight into your camera, not the screen.

### Your Slides

- **Remember to include a title Slide.**
- **Please use your company logos on the first and last slides only.** You are welcome to add an occasional company logo slides containing Intellectual Property. Slides should not contain so much text that you need to put your logo on every slide. Remember, the slides are an enhancement to you.
- **Add your contact information to the last slide.** If you would like attendees to contact you with questions or comments after the event and throughout the year provide your information on the final slide.

- **A NEWEA slide template is available** on <https://annualconference.newea.org/presenter-information-virtual/> however it's not required that you use it.

## Your Video

- Presentations must be pre-recorded unless otherwise instructed.
- Presentations must be no more than 20 minutes long.
- It is recommended that you record yourself presenting your slides.
- **Your Attire** - Wear clothing that is neutral in color (no plaids or stripes).

## Audio Tips:

- Use a microphone and test audio before recording. Wired headsets will generally produce the best quality audio and pickup less ambient noise.
- Record presentation from a quiet location.
- Recording Suggestions:
  - Practice your presentation and recording beforehand.
  - Be mindful of lighting.
  - When you are ready to record, open your slides in full screen mode.
  - Begin your presentation on your content slides. A brief pause in between slide transitions may be needed with some recording applications below.
  - Final file format must be an MP4 file.
- **You may utilize any recording platform you feel comfortable with.** NOTE: We cannot answer any questions or give you step by step instructions for other platforms, but if you feel more comfortable in another format, please use it.
  - PowerPoint (Windows, Mac): [Instructions](#)
  - Zoom - (Windows, Mac): [Instructions](#)
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## Technical Specs:

- A hardline internet connection is recommended when recording, but if unavailable, use a strong Wi-Fi connection.
- Aspect ratio: 16:9
- Resolution: 1280x720
- Frame Rate: @30fps or @60fps
- ALL files must be in MP4 Format
- Do not save your presentation as an SD format

## Save and Review:

- Make sure your presentation video is saved as a MP4 file.
- Playback MP4 file prior to submitting.
- Save your file with your first initial and last name
- Upload Your Video to the your speaker portal or send via FTP to Janice Moran, Program Director at [jmoran@newea.org](mailto:jmoran@newea.org)

## Dates & Deadlines

- Submit speaker agreement: Friday, January 15, 2021
- Update your profile in the speaker portal: Friday, January 15, 2021
- Register yourself as a speaker and pay any speaker fees
- Record your presentation and upload to the speaker portal by:
  - Sessions 1-4: Friday, January 15
  - Session 5-8: Friday, January 15
  - Session 9-12: Friday, January 22
  - Session 13-16: Friday, January 22
- Post final presentation slides (PDF) for your session: Due the Friday prior to your session
- Develop two (2) questions about your presentation and upload to your speaker portal. Questions must include answers and either be multiple choice or T/F: Due the Friday prior to your session

## Speaker Portal

You will receive a separate email containing a sign-in link to your speaker portal. This speaker portal will allow you to update your online profile with a headshot and bio along with upload your presentation requirements listed above.

If you do not receive this email, please contact [mail@newea.org](mailto:mail@newea.org) immediately

## Session Information

Technical sessions will be held semi-live. The introduction and Q&A will be live while the presentations will be pre-recorded. All sessions will take place in zoom and be recorded. Attendees will view the sessions through the virtual platform - Pheedloop. You will also receive a link to access this platform for before or after your session.

You are strongly encouraged to participate in a session training prior to the conference.

## Day of

- Reboot your computer
- Make sure you are the only one streaming/using internet in your house if possible
- Dress appropriately
- Make sure your background is free of clutter
- Have a light source in front of you rather than behind
- Plan on attending the entire session

## During Your Session

- Join Zoom 15 minutes prior to your session using the zoom panelist link provided
- Be prepared to do the live q&a after your recorded session has played, if applicable.
- If you lose internet connection and are unable to get back online, please call into zoom and mute yourself until instructed otherwise.

- If your presentation is unable to be played, please be prepared to give your presentation live.

## **Questions**