



## 22<sup>nd</sup> Asia-Pacific League of Associations for Rheumatology Virtual Congress

24 - 29 October 2020



# LIVE PROGRAM ORAL SPEAKER GUIDELINES

## PRESENTATION DETAILS

**Deadline:** You are required to submit your completed files by **Monday 14 September 2020**.

At APLAR 2020, live program oral presenters are asked to prepare 2 presentation components:

- PDF of presentation slide deck
  - The purpose of this is for delegates to download as an educational resource. If there are privacy concerns, please advise us via return email.
- Pre-recorded presentation – slide deck and audio only
  - This is what will be presented at the congress

Live program oral presentations are 5 minutes in length with an additional 3 minutes for Q&A.

**IMPORTANT NOTE:** all pre-recorded presentations must adhere to the 5-minute presentation length. If your presentation goes over time at all, it will be sent back to you to correct and re-upload.

## PRESENTATION DESIGN

It is required that all presentations are prepared using the [APLAR presentation template](#).

Below are some helpful tips to assist with your presentation preparation.

### **APLAR 2020 is a live event, not a webinar!**

Your presentation is not for a webinar. The calibre and professionalism of your presentation is the same as you would be presenting on stage with a microphone and lectern. Your video with you present will appear to everyone in the audience.

### **You are on a 'virtual stage' and you will be visible to the audience!**

This event is a virtual version of a traditional in-person event. The delivery of the Congress is produced like broadcast TV, and you will be 'on-air'.

### **Presentation content**

Some hints for your presentation:

- People will watch on a range of devices; less information is often more!
- Use text sparingly, highlighting key points of information
- Use graphics where possible, a picture paints a thousand words... and is much easier to engage with
- If you need to present a text-dense slide, split it over multiple slides, or simplify the language where possible
- Don't use any copyrighted materials you don't have permission to use
- If you are presenting medical information, double check you have hidden all personal information and faces!

## PRESENTATION SUBMISSION

As outlined above, live oral presentations are required to upload and submit 2 files. Included below is critical information in how to name and upload your files. **Please ensure that you read this information carefully and follow the instructions.**



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### Live program oral presentation – PDF format

Once your presentation is finalised and converted to PDF, please ensure that you save your file with the following name: *last name\_paper number\_live oral*. For example: Kingston\_313\_live oral

### Live program pre-recorded presentation – slide deck and audio

Once your presentation has been recorded, please ensure that you save your file with the following name: *last name\_paper number\_live oral*. For example: Kingston\_313\_ live oral

Your paper number can be found in your acceptance email.

To submit your files; please use the following [oral upload link](#).

## RECORDING INSTRUCTIONS

Included below are instructions to assist you with recording your presentation for submission. These steps take place once you have finalised your PowerPoint content.

### STEP ONE

Ensure you have prepared your presentation in the latest version of Microsoft PowerPoint or Office 365 and watch the Microsoft PowerPoint [tutorial video](#) which provides step by step instructions on how to record your presentation.

### STEP TWO

When recording your presentation be sure to use a headset with a built-in microphone to record the audio, not the internal microphone on your computer. An example of a suitable pair of headphones is outlined below:



### STEP THREE

Before commencing your recording, make sure that you are in a quiet space.

**TIP:** Ensure you start your recording by reading your presentation title and name to set the scene

### STEP FOUR

After completing your recording, playback your presentation to make sure you are happy with it.

If you struggle to hear your recording playback, this means you will need to record it again and ensure that your microphone is closer to your mouth or you speak louder.



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### STEP FIVE: APPLE MAC USERS



If you are using an Apple Mac to prepare your presentation, please use the naming format outlined above for your file ensuring that you save it as a PPTX file format.

However, you will also need to export your presentation as a video to your desktop using the same file naming format.

- Go to file,
- Select the export option
- Select file format as .MP4
- Change the presentation quality to internet quality (1,280 x 720)
- Leave the timing box checked
- Leave the seconds spent on each slide without a set timing to 5
- Click export

### STEP FIVE: MICROSOFT WINDOWS USERS



If you are using a Microsoft Windows computer to prepare your presentation, please use the naming format outlined above for file.

However, you will also need to export your presentation as a video to your desktop using the same file naming format.

- Go to file
- Select the export option
- Select the create a video option
- Change the presentation quality from Full HD (1080p) to HD (720p)
- Leave the rest of the settings untouched
- Click create video and name your file using the same naming format outlined above

### STEP SIX

After you have completed your recordings, please ensure to submit them using the instructions included above.

You do not need to have a Dropbox licence or subscription; all you need to do is click on the link above and follow the instructions.

Your presentation will then be uploaded to a secure and private location only accessible to the Congress Organisers where it will be quality checked before the Congress.



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**IMPORTANT NOTE**

If you need to make updates to your presentation before the deadline, you will need to repeat the same process above and re-submit the new version using the original Dropbox link above.

Please ensure you keep your presentation file name **exactly the same**. Dropbox will automatically note the correct latest version.

**ENQUIRIES AND CORRESPONDENCE**

Please contact the APLAR 2020 Program Manager: [info@aplar2020.com](mailto:info@aplar2020.com)

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