



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

24 - 29 October 2020



## INVITED SPEAKER GUIDELINES

### PRESENTATION DETAILS

**Deadline:** You are required to submit your completed files by **Wednesday 30 September 2020**.

At APLAR 2020, invited oral speakers 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 with video/audio included
  - This is what will be presented at the congress

Your presentation length is outlined in your latest invited speaker communication along with the format of your session.

**IMPORTANT NOTE:** all pre-recorded presentations must adhere to your assigned 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 invited speaker presentation template](#). This template has been prepared to allow for your video during the presentation.

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 your presentation 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!

#### **Presenters – things to do!**

- Wear smart casual clothing (not sweatshirts, hoodies or at home lounge wear)
- Pull back or place any hair away from the face and remove hats or other obstructions so that the audience can see you



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- Record your presentation in front of a plain, blank wall if possible
  - If a plain, blank wall is not possible; make sure you are located somewhere where things like a bed / kitchen / bathroom are not visible
- Ensure that there is not any movement behind you
- Have your camera at face height so attendees are not looking up your nose or down at your forehead
- Be alone in your space; away from loud noises

### Presenters – things to avoid!

- Any animals or people in the background – they are a distraction!
- Being in a public place or open plan office
- Background noises

## PRESENTATION SUBMISSION

As outlined above, invited speaker 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.**

### Invited speaker 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\_invited*. For example: Kingston\_313\_invited

**TIP:** Before you PDF your presentation, please be sure to remove the camera instructional text box from the slide master.

### Invited speaker presentation – slide deck with video/audio

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

Your paper number can be found in your latest invited speaker information letter.

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.



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### 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 and that **your camera/video is turned on**.

**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.

### STEP FIVE

If you are happy with your presentation, please use the naming format outlined above for your file ensuring that you save it as a PPTX file format.

### 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.

### 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 (Judy Kingston) at [info@aplar2020.com](mailto:info@aplar2020.com)