ORAL PRESENTER GUIDELINES

Please reach out should you have any queries or require any clarifications.

Tech Support - Name: Ms. Esmie Yap / Ms. Teddy Wong
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(Please type out the email address if it does not work by direct access.)

PREPARATION NOTES FOR YOUR SLIDE DECK

- Please prepare your slide deck using MS PowerPoint.

- Ensure your talk is limited to 15 minutes.

- Please note talks exceeding 15 minutes will be stopped at the 15 minute mark during the session.

PREPARATION NOTES FOR YOUR SLIDE DECK

Contrary to the original announcements there is NOT a requirement to pre-record your presentation. It is expected that all presenters will give their talk live using their own version of the material for their presentation.

However, presenters do have the option to pre-record their presentation. This pre-recorded presentation will be used in case of technical problems during their talk.

For pre-recordings the following is advised:

- The presenter can prepare the pre-recording using software or tools that they are most comfortable with.
- For those who have little or no experience recording videos, some information is provided in these guidelines.

# PREPARING YOUR PRE-RECORDED PRESENTATION

- Presentations are preferably recorded using Microsoft PowerPoint.

- Recent versions of PowerPoint enable presenters to embed a recording of their presentation. The most recent versions of PowerPoint also have the ability to use a webcam to record video footage of the presenter as they are speaking, which adds an extra dimension of familiarity to the presentation.

- CIE has a guidance video to guide the presenters in the recording of their presentation using PowerPoint.

- When recording using PowerPoint with the webcam option, be aware that the webcam image will normally be in the bottom right, so this space should be left free on each slide.

- For tips on lighting and audio requirements for your recording see pages on "Presenting on Zoom", in this document.

- More tips are on the next page …

PREPARING YOUR PRE-RECORDED PRESENTATION

- Please save your PowerPoint slide deck with the embedded recording as a new file.
- Export your PowerPoint slide deck with embedded recording to an mp4 file.
  - **Make sure to save in "Internet Quality"** to reduce the file size.
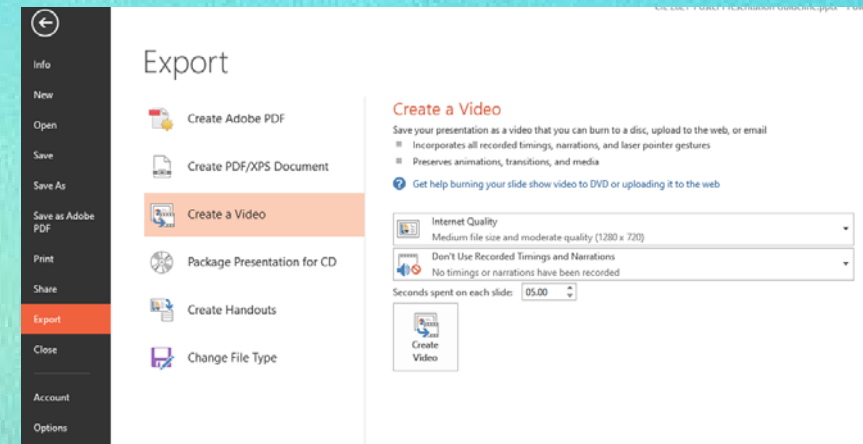
- **If recording in PowerPoint is not possible**, then please contact CIE CB to discuss an alternative such as a live Zoom recording. For example, if you have your own Zoom account (including the free version), you can simply start a Zoom meeting and record your presentation to your local hard drive.
 Tips on this can be found at https://www.youtube.com/watch?v=fXBQjgv7jAE

Kindly send us:

- a copy of the slide deck (PPT(X) file), without the embedded recording;
- your pre-recorded video as MP4, if you have prepared one,

by **August 21, 2021**

How and where to send this?

- Create a WeTransfer.com link;
- Send this link by email to: tech@pico.com.my.
  In the email also include the following information:
  - Paper ID number
  - Title of presentation
  - Name of presenter
  - Session title, day and time

E-Mail

IN YOUR SESSION

Speaker's Portal Zoom
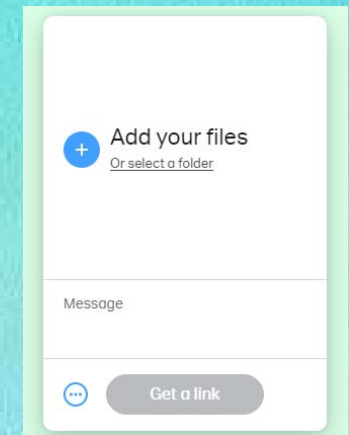
This is the platform where you will interact with the session moderator / session host and fellow speakers / presenters and attendees.

PREPARATION NOTES FOR PRESENTING ON ZOOM

Technical:

- Ensure you have an Internet connection of at least **5 Mbps** *(*you can test this at www.speedtest.net).

- Preferred for speakers to use a hard-wired internet connection (LAN/ethernet cable), but a stable Wi-Fi connection is also supported.

- Recommended browser : **Google Chrome**.

- Ensure your computer or laptop has no scheduled updates to install.

- Turn off any electrical devices that may sound off during the session and disconnect any distractions.

- Conserve bandwidth by closing all nonessential browser tabs and applications.

- Device : You will use your own device for your presentation. If you are using a Mac, try sharing your screen at https://zoom.us/test to grant Zoom the appropriate permissions prior to the session to ensure you do not encounter any problems (i.e. requiring to restart the application) during your session.

- Zoom : Kindly download or update the Zoom Client for Meetings in advance of your presentation and test your sound and permissions prior to the day of your presentation. To access your assigned Zoom session as a speaker, you will receive a special link via email from Zoom. This link will not work until right before your session.

PREPARATION NOTES FOR PRESENTING ON ZOOM

Appearance:

- Avoid solid black or white clothing. High contrast between colours can make it difficult for the webcam to get the right tone.

- Avoid small / tight or busy / coloured patterned clothing (e.g. polka dots, plaid, etc.).

- Avoid dangling earrings / shiny jewellery, as these accessories can create glare.

- Wear a complimentary colour to your background. Blue and other cool colour tones enhance presenters on camera.

- If you have pre-recorded your session, please wear the **same outfit** and use the **same background** as your pre-recorded video.

Background and Lighting:

- Avoid sitting in front of a window with bright sunlight shining directly into the camera.

- A solid dark background works best. Otherwise, a wall with a clean background such as whiteboards, bust artwork or bookcases can be used as well.

- A well-lit room will provide better video quality. Additional table lamps can also be used to highlight the speaker's face.

PREPARATION NOTES FOR PRESENTING ON ZOOM

Framing:

- Position the camera right in front of you and at eye level. This may require raising your laptop up on a stand or stack of books.
- Consider connecting an external webcam for improved video quality.
- Maintain position of your video frame.
- Look into the camera to connect with the audience.

Sound:

- We recommend that you present in a quiet area without background sound.
- A room / location with carpet and curtains to deaden room noise and improve overall audio quality is preferred.
- We encourage a wired headset as this will produce the best quality audio and pick-up less ambient noise.
- Should you be using a wireless headset / earbud, we recommend to switch off any other Bluetooth enabled devices to avoid any disconnection issues during the session.
- Consider connecting an external microphone to your laptop for better sound quality.
- Conduct microphone check for audio levels (test your Zoom audio in advance: https://zoom.us/test).

TO AVOID

Messy Background

Overexposed

Plain white virtual background
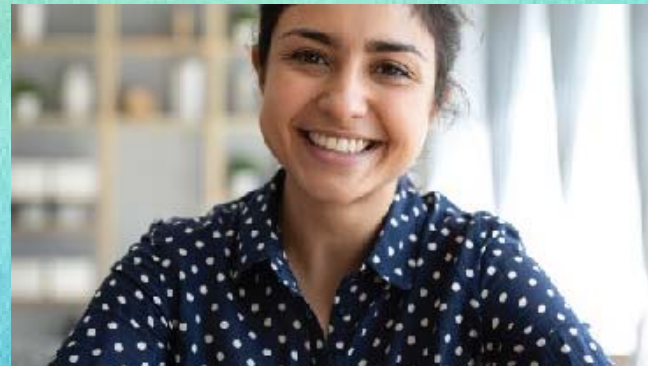
No gap from top of frame to head

CIE 2021 HOSTED ONLINE by MyCIE
KUALA LUMPUR MALAYSIA
MIDTERM MEETING & CONFERENCE

ON THE DAY OF YOUR PRESENTATION

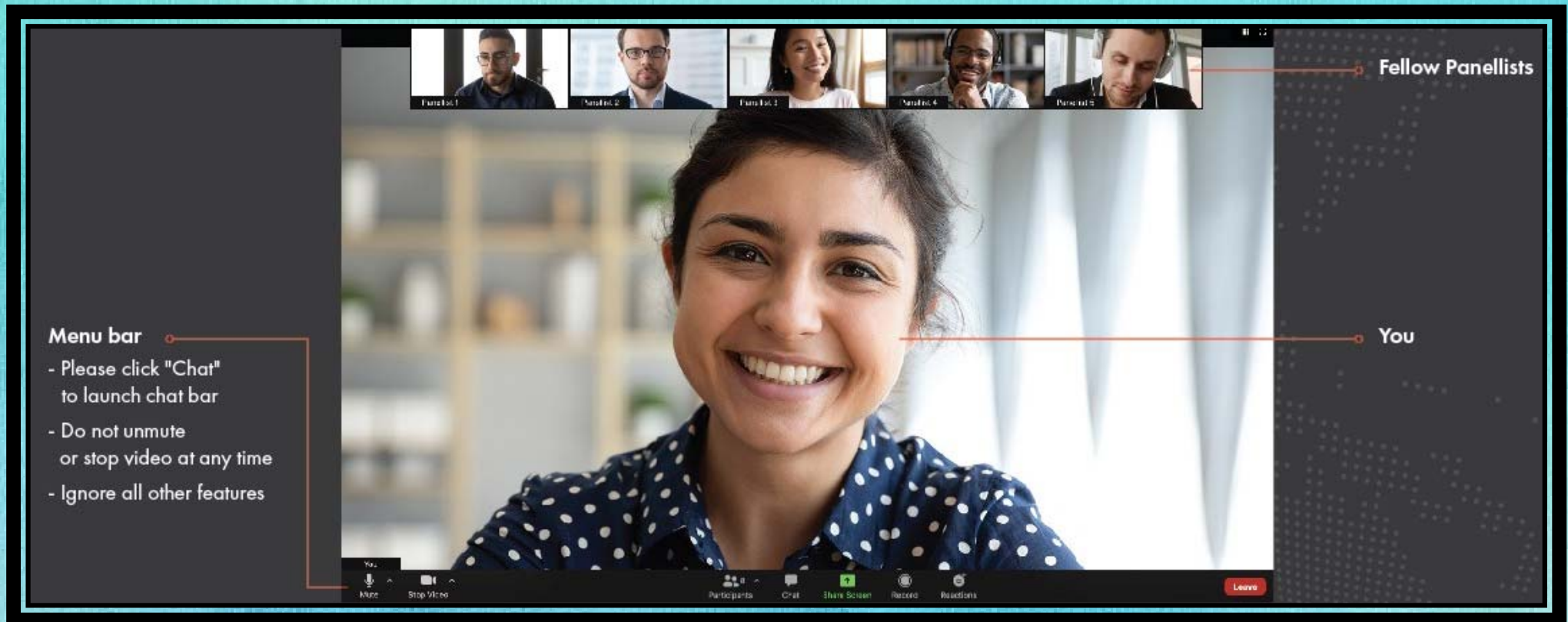## SPEAKER'S PORTAL: ZOOM

LOGIN INSTRUCTIONS:

1. You will receive a Zoom link via email. A sample link will be like this: https://zoom.us/
2. Simply click on the Zoom link and login at the stipulated timeslot.
3. Login with your First Name and Last Name.
4. Click on "Join with Computer Audio".
5. Ensure your video is switched on and that your final presentation deck is ready (if any). Begin sharing your screen when the session chair introduces you.
6. Open the chat window so you can send a message to technical support (host) in case of problems.

SPEAKER'S PORTAL

Once you're in, you can meet and greet with the moderator / session host and fellow panelists.

SPEAKER'S PORTAL

You can adjust your audio and video settings here.
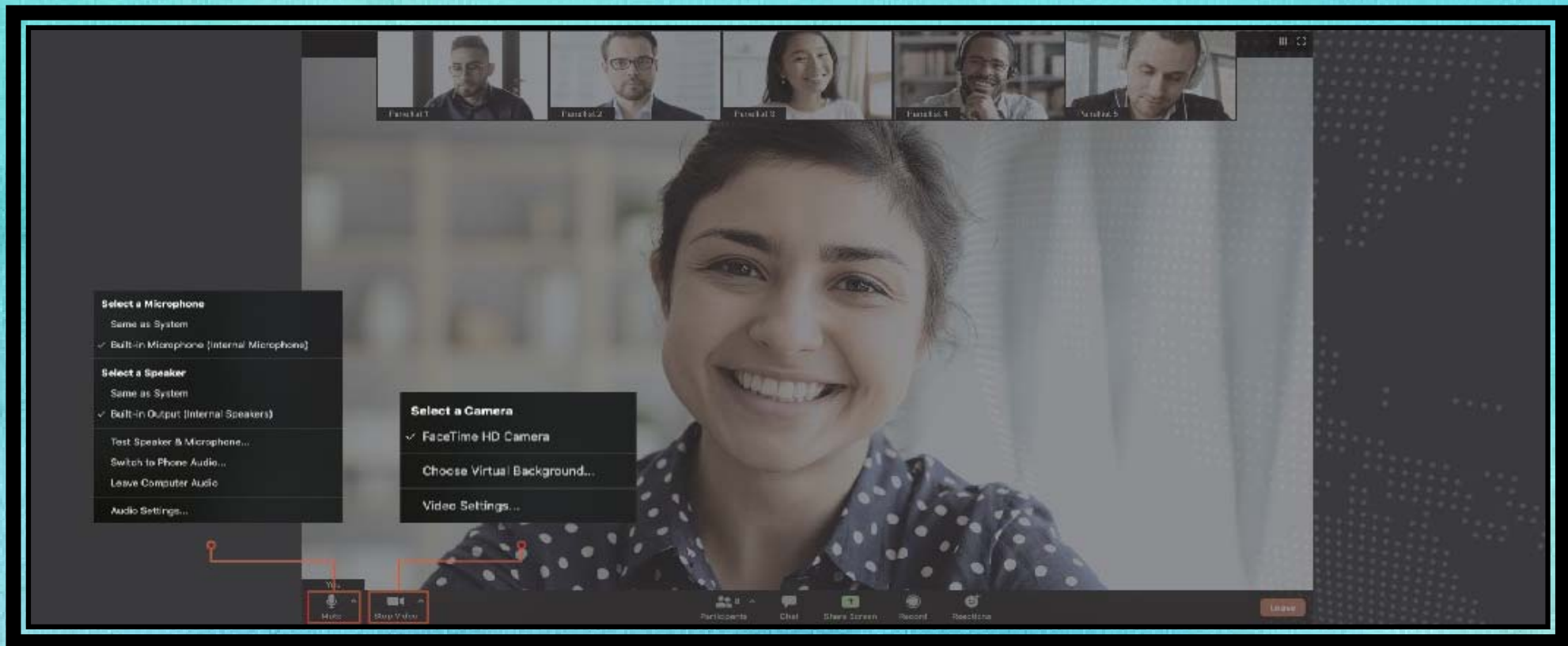
SPEAKER'S PORTAL

Select here to toggle between gallery and speaker view. We recommend "speaker view".
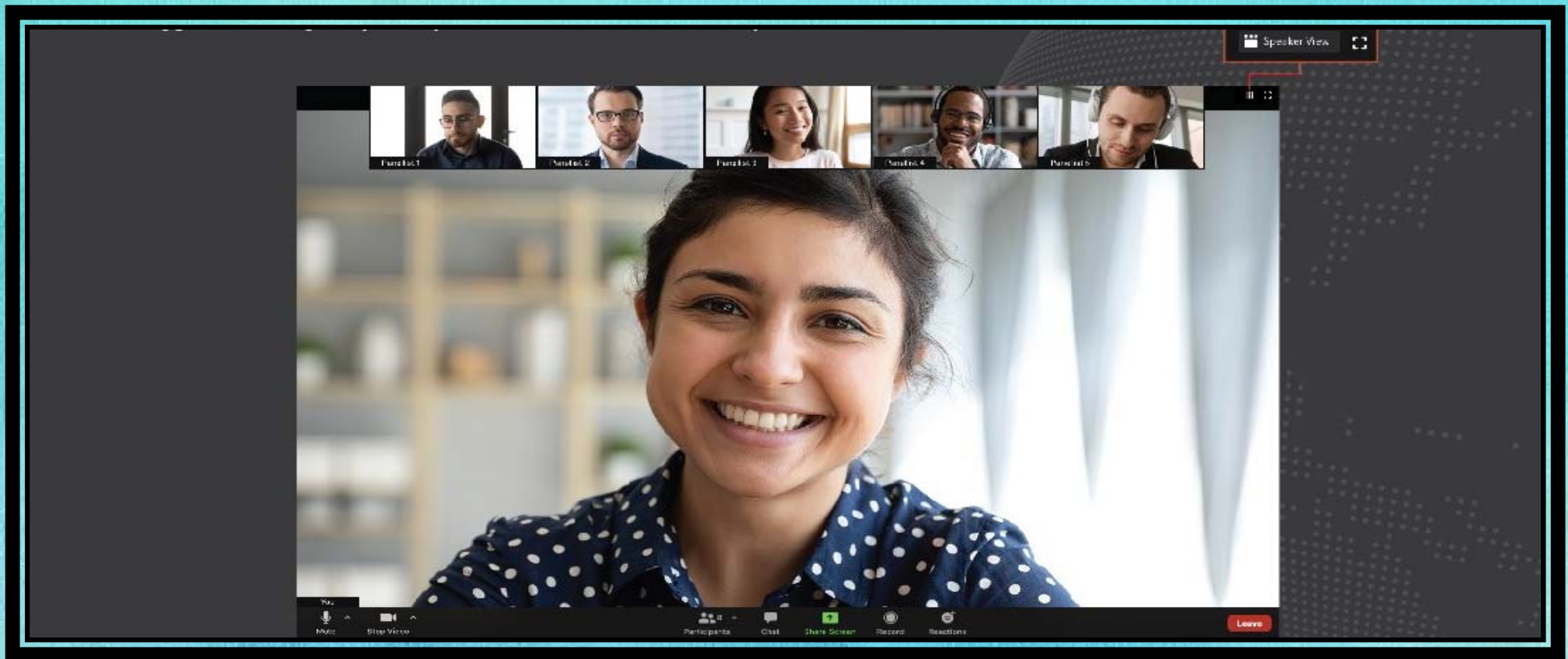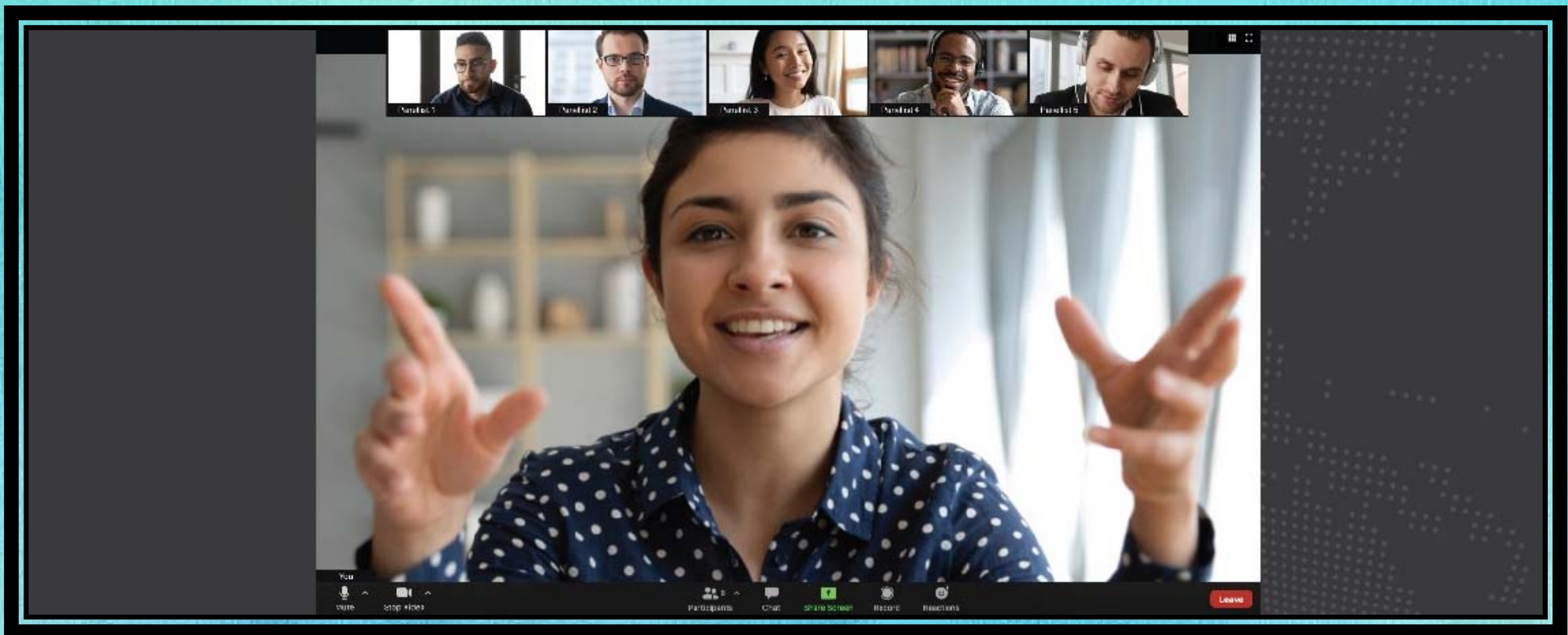
SPEAKER'S PORTAL

A few minutes before your session goes live, you will get instructions from the moderator / session host to ask if you are ready. Kindly give a thumbs up if you are.
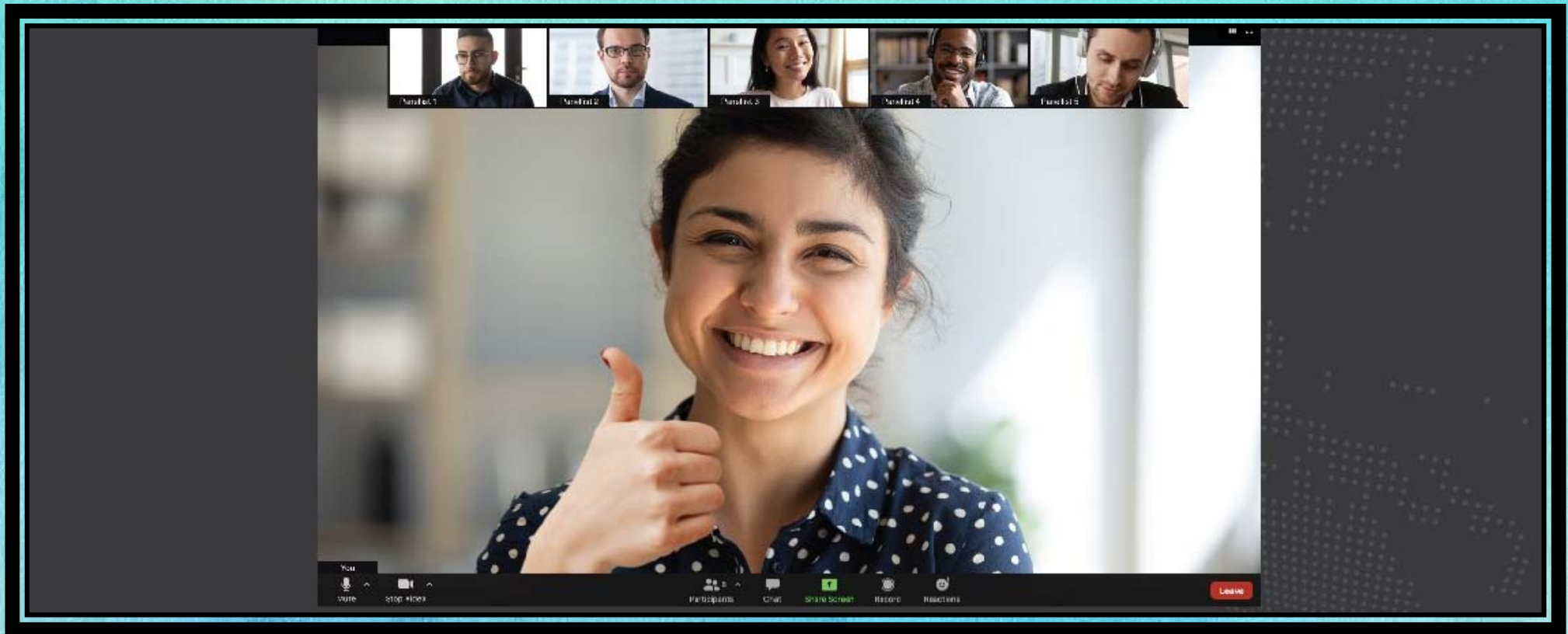
SPEAKER'S PORTAL

The stream operator will prepare for you to go live. You are now LIVE!
Unmute your microphone and share your screen when the moderator / session host introduces you.

SPEAKER'S PORTAL

Once your live session ends, you will be muted by the host and may wait for your turn to speak in the Q&A session. The moderator / session host will select and read attendee question(s) that are submitted in the Q&A window. You will answer using your microphone.

SPEAKER'S PORTAL

Attendees can ask questions and speaker / panelists can answer live via their microphone or reply in the answer box

SPEAKER'S PORTAL

Speaker / panelists can create polls for attendees to answer before the live session starts.

REMINDER

1. Please login **30 minutes** prior to the live session.

2. During this time, you will be placed in a practice room for final technical checks and a brief warm up chat with your moderator / session host or other panelists.

3. Shortly before going live, your moderator / session host will give you a cue for final preparation before the stream goes LIVE. We kindly request all speakers and panelists to take cue from your moderator / session host as this will help facilitate a smooth show flow.

4. Remember that what you view on your screen will be seen by attendees as well, thus, if you are viewing your slides in "presenter mode" your notes will be visible to all.

THANK YOU

Please reach out should you have any queries or require any clarifications.

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