

## Virtual Oral Speaker Guide

This guide is an overview for oral speakers presenting at ADC 2020. Although you may be an experienced speaker, presenting at a virtual event is quite different, and we have a range of tools and features that you can use to leverage your presentation or session.

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Please read through this document for tips on how to present to a virtual audience, how to join into your presentation on the day, and how to set up and manage all the technical aspects.

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### Pre-Recorded Presentations

The time allowed for each oral presentation will be 12 minutes. Your presentation will be pre-recorded and will be played back to back with a live Q&A panel at the end. All presenters must be present during the session and for the live Q&A panel. All recorded presentations will need to be sent in by **Monday 19 October 2020**.

#### **IMPORTANT: How to name and send your recordings**

Please name your recording in the following format:

FullName\_PresentationDate\_PresentationTime

Example: SimoneBouton\_11112020\_1100am

Once saved with the correct name please upload to this link:

<https://www.dropbox.com/request/OJKm74HTjaZBaS4gzMEH>

Please ensure you have your full name and presentation name on your title slide

#### **How to record your presentation**

We recommend using Zoom to record your presentation. Please click on the below link and watch the video demonstration on how to record your presentation.

<https://app.getguru.com/card/Tgdxyeac/PreRecording-Content-For-Submission>

Tip: Please wear the same clothes as what you have done in your pre-recording for the live Q&A panel.

If you are having any issues pre-recording your presentation, please don't hesitate to get in touch with us.

## Information & Tips

### **The event is a live event, not a webinar**

This event and your presentation is not 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 presenting will appear to everyone in the audience.

### **You are on 'virtual stage'. You will be visible to the audience**

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

Some general advice for attire:

- Wear smart casual clothing (not sweatshirts, 'hoodies' or at-home lounge-wear unless appropriate to the Session)
- A neat and tidy appearance is always appreciated
- Pull back or place any hair away from the face and remove hats or other obstructions so the audience can see you

### **Don't keep your audience waiting. Be early and on time.**

Viewers will be watching the Session from the moment it starts, just like an in-person event. The event schedule is precise, and everyone needs to play their part to ensure things are on time. Please connect to the back of house meeting approximately 20 minutes before your Q&A is to start.

Once you join the 'meeting' via zoom, you will be placed in a waiting room until a few minutes before the scheduled start time of your Q&A. While you are in the waiting room please ensure your microphone and speakers are working. The audio-visual team will join you to the meeting with the Chairperson and technical support team and ensure you are ready to present.

### **The audience can see behind you and hear what's happening in your room!**

Attendees will be watching you on camera as well as any content you share. The audience will see what's behind you, so make sure it's a good-looking background! Don't forget that the audience will hear anything that's happening around you

Things to do:

- Have a plain, blank wall if possible
- If a plain, blank wall isn't available, make sure you are located somewhere where things like a bed, kitchen, bathroom etc. are not visible
- Ensure there isn't any movement happening behind you. People or animals walking around are a distraction
- Be alone in the space, away from loud noises
- Have your camera at face height if possible so the Attendees aren't looking up your nose or down at your forehead
- Check your microphone and speakers before starting your recording
- Make sure there aren't any offensive items in your background (posters/images with vulgarity etc.)

Things to avoid:

- Have any animals or people in the background
- Be in a public location or open plan office
- Have any background noises in your surroundings
- Present in a conference room where the audio or video quality is not suitable. Presenting on your own device is a much better result

## **Speaking to the Audience**

Presenting at a virtual event can be a new experience for people, without an audience or interaction it can feel very different to presenting in-person.

Some helpful hints for speaking to a virtual audience:

- Speak clearly and loudly
- Keep a good pace
- Make sure your energy and delivery are at the same level or higher as when presenting in person
- Look into the camera when possible rather than at the screen – The camera is the audience
- Stick a piece of paper with an arrow pointing to your camera saying Look Here

## **Sharing Content**

If you are wanting to share content with the audience, make sure you have a 'clean' computer workspace. Remember that whatever you share is seen by the Audience, and we do mean everything! If something is shared, it's been shared, there is no way to 'undo' something that has been broadcast to an audience.

Some things to remember/check for:

- Only share what you absolutely need to. For PowerPoint/Keynote, share your entire Desktop to ensure the audience can see your content
- Make sure to "Share Computer Audio" if you have video clips or other multimedia content with audio the audience needs to hear
- If you are sharing your entire desktop, hide any desktop icons or other clutter
- If sharing a web browser, share a NEW window without any extra tabs
- Double check you don't have any private or confidential information that could accidentally be shared, this includes images, content, applications etc. that may have sensitive materials. This is absolutely critical!
- Don't share anything unless you absolutely want it to be public knowledge. Once the information is broadcast, everyone watching the presentation will have seen it!

## **Presentation Content**

If you are presenting a PowerPoint or Keynote presentation, you will be required to share your screen as a Full screen PowerPoint and click through the slide as you give your presentation.

Some hints for your presentation:

- People will be watching on a range of devices, they might be watching it on a desktop monitor, laptop, or even a mobile device. 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 are needing to present a text-dense slide, split it over multiple slides, or simplify the language where possible
- Use high contrast colours, make it easy for Attendees to read
- 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!

## Joining your Session on Event Day

To better facilitate presenters providing their live Q&A remotely, we have integrated the Delegate Connect conference management platform with a range of video conferencing tools to easily present your content. Your pre-recorded content is broadcast to the audience to watch in real time. This guide explains using Zoom for video conferencing, will provide you a basic understanding of Zoom and how to use this for your live Q&A.

### Basic Requirements

- Computer (Mac or PC)
- Google Chrome browser (for installation free meetings)
- Headset with microphone or good quality computer speakers/mic
- Telephone with headset (where computer audio is not satisfactory or as a backup)
- High speed internet connection (capable of at least 2mbps up and down). Most internet connections support this.

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Please ensure you are in a quiet, well-lit space to present your live Q&A remotely.

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### Remote Teleconferencing Process

1. Meeting is scheduled and you are sent a URL to the meeting
2. Close to the scheduled time, follow the below steps to connect to a meeting
3. Once you connect, the Iconic Live team receives a notification you have joined the meeting and we will connect and greet you. Please note this may take some time depending on the event schedule
4. A Delegate Connect team member will greet you, assist getting your presentation started, and ensure your presentation runs smoothly
5. Once you have presented, we will wrap up and end the meeting with you
6. If you have any questions during the event, click the “Need Help?” button in the bottom right hand side of your screen. Our team are happy to assist you!

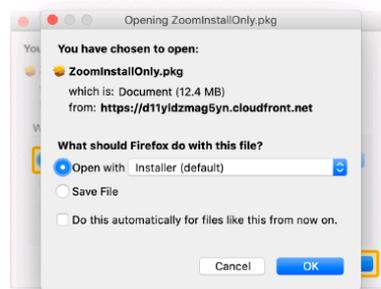
### Connecting to a Meeting

1. You will have received an email containing a Zoom URL, forwarded to you by Think Business Events (i.e. <https://zoom.us/j/424399853?pwd=Ry9Gdk1KVUNySnpTcG9keXhWQ09BUT09>)
2. When you are ready to connect, click on the link to launch your browser
3. The Zoom launch window will load

### Connect Using the Zoom App (Recommended)

1. When the Zoom launch window loads, it will prompt you to download an installer.
2. Download and run the Zoom package and follow the prompts to complete the setup.

When prompted, select Open with and then OK.



A download should start automatically in a few seconds. If not, [download here](#).

If you cannot download or run the application, [join from your browser](#).

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3. Once you have followed the prompts, the Zoom app will automatically load
4. The first time you join a meeting, you will be prompted to enter your name and email address. Click save when completed
5. When prompted, choose "Use Internet Audio" to use your computer mic and speakers to connect to the meeting
6. You have now joined the meeting

### Connect Using the Google Chrome Browser (Not Recommended)

1. If you are unable to join using the Zoom application, open the Zoom URL from your invitation email in Google Chrome
2. When the zoom launch window loads, click "Join from your browser" at the bottom of the page

Launching...

Please click Open zoom.us if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

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3. Enter your name on the web page and click Join. You will enter the meeting



Please enter your meeting password and name to join the meeting

You can find the meeting password in the email invitation

Meeting Password

Your Name

Join

4. Click the “Join Audio by Computer” button to connect your audio to the meeting
5. You have now joined the meeting

### Troubleshooting Connecting

1. Ensure your computer is connected to the internet and has a functioning mic and speakers
2. Check the Zoom application has loaded correctly. If in doubt, click on the Zoom URL from your invitation email again to restart the connection process
3. If the Zoom application won't load, or if there are security issues with connecting (i.e. at work) try connecting with Google Chrome
4. Ensure you accept ALL prompts during the connection process
5. Look at the Zoom help article located at [https://support.zoom.us/hc/en-us/articles/201362193-Joining-a Meeting](https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting)
6. If you can't hear the other party, or are otherwise having issues, click the “Need Help?” button in the bottom right hand side of your screen.

### Sharing Your Screen

Once you have joined the meeting, a Delegate Connect team member will join and greet you. Please be aware this may take some time if you have dialled in early or the Session is running late.

1. To share your screen, click Share Screen in the Zoom app or Chrome browser.
2. If prompted, accept any permissions or prompts that may appear
3. An Iconic Live team member will confirm your screen is visible
4. Prepare your computer to present
5. We will confirm readiness for your presentation to commence

If you have any issues or concerns about presenting and the above information please don't hesitate to contact the Conference Office.

**Conference Office**



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