TWS presenter tips and guidelines

In early-September all presenters will get an email with instructions on how to record your presentation or upload an MP4 video file. Poster presenters will also be able to upload a PDF file. **Files must be uploaded two weeks in advance of the conference, by October 18, 2021.** In the meantime, as you prepare your presentation, it's important to remember that effective presentation strategies may vary between in-person and virtual settings. Here are some tips and guidelines for creating a compelling virtual presentation. In addition, the TWS Inclusion, Diversity, Equity and Awareness Working Group has prepared suggestions for making accessible presentations. [Click here](#) to learn how you can make your presentation accessible to diverse and differently abled colleagues.

General Tips

Duration
1. **Poster presenters will have up to 3 minutes to describe your research and the visual elements of your poster.** More details are provided in the "For Poster Presentation" section of this email.
2. **All other presenters will have up to 15 minutes**. Audiences begin to lose attention quicker in a virtual setting. It's also easy for them to get distracted in front of a computer, with email, Facebook and other interruptions just a click away. Presentations will be reviewed for length, and presentations longer than 15 minutes may be asked to be re-recorded.

Audio
1. **Record in as quiet an area as possible.** Avoid recording outside or in areas where ambient noises cannot be controlled (i.e. wind, traffic, pets, etc.)
2. **Avoid areas that may echo**. Use smaller rooms with sound dampening features such as carpeting, furniture and/or curtains.
3. **Test your computer's built in microphone audio for quality.** If audio quality is low, consider using a headset with a microphone close to the mouth but away from the direct line of the mouth to reduce "pops."

   Optimal audio quality and no background noises are essential for closed captioning transcription.

Visual
1. **Consider your background**. Open doors, moving people or objects can distract from the content of your presentation. Clutter can also distract the people from paying attention to you.
2. **Alternative text for accessibility**. Alt text ensures images are still accessible to those with visual or cognitive disabilities and provides an alternative if the image cannot be displayed properly. Images require alt text if they convey important information and do

not already have a caption. Refer to the IDEA Working Group's [accessibility guidelines](#) for more information.

3. **Make eye contact.** Try to place your camera at eye level and look into the camera, not at your screen, slides, or your second monitor.

Lighting

1. **Make sure you are well-lit.** It is essential that people can see you well. Make sure you have good lighting on the front and sides of your face. If your light source is behind you (backlighting), it will create shadows on your face. Never have your back to a window, even if the shades are closed. While natural light is often the best choice, if your home office doesn't have natural light consider adding supplemental lighting to the side or in front of you to enhance your image. If you're using natural light through windows to supplement your lighting, test your camera in advance at the time of day you'll be recording or presenting.

2. **Be sure to check for glare.** Glares from windows, computer screens, shiny objects and even the lenses of presenters' glasses can distract the viewer.

Internet

1. **Use a hardline internet connection.** Though most presentations are not live, you will still need internet as you record and save your video within the virtual platform. If you are unable to use a hardline internet connection as you record, a strong Wi-Fi connection is recommended.

For Poster Presentations

1. **Include description of visual elements.** Consider including a description of the visual elements as part of your three-minute audio narration of the poster. Help to guide people through your work.

2. **Specifications**
   a. One-page landscape orientation.
   b. PDF, PDFX or JPG format
   c. 842 x 595 pixels
   d. 11 x 8.5 inches (28 x 22 centimeters)
   e. File names should not have any special characters
   f. If you are creating your poster in Microsoft PowerPoint, set the slide size to 11" x 8.5" and save your poster as a PDF file when it is complete

Practice & Upload

1. **Practice and test your presentation.** You'll receive instructions and your access to record your presentation on our virtual conference website. We're going to make this simple for you to do and will have contacts accessible if you have questions. Prepare for recording by walking through your presentation until you are comfortable with your delivery. Then, after you have access to the virtual conference website, do a test recording. Watch the video and adjust your material or delivery as needed, then re-record as many times as you like until you get it just right. One, or several, practice

recordings will familiarize you with the technology and help you come across more naturally.

2. Your final presentation must be recorded or uploaded no later than OCTOBER 18, 2021.

Register
1. **Remember, all presenters must be registered for the conference. [Click here to register](#)** if you haven't already taken care of that important step!

Other resources for creating compelling and engaging virtual presentations
1. [Nail Your Virtual Presentation with these Tips](#)
2. [Best Practices For Virtual Presentations: 15 Expert Tips That Work For Everyone](#)
3. [10 Tips for Giving Effective Virtual Presentations](#)
4. [Presenting Virtually? Don't Make These 5 Tragic Virtual Presentation Mistakes](#)