



PRESENTATION GUIDELINES

As the ASMIRT-NZIMRT 2021 conference will now be fully virtual, all accepted presentations will be pre-recorded with presenters to be available for a Live Q&A session at the end of their respective session. We have prepared for you some helpful, instructional, and informative resources for you to pre-record your presentation in preparation for the conference.

Upon review of the below information, should you feel you require further assistance with pre-recording your presentation, we are able to provide a one-on-one appointment with our conference partners to assist you.

Please contact the ASMIRT Events Team immediately at conferences@asmirt.org if you require this service.

Presentation Requirements

All accepted presenters are required to provide the below:

- All pre-recorded presentation videos must contain video of yourself presenting (talking head) and should be submitted by **Wednesday 12 May 2021**.
- Oral Presenters: A **12 minute** pre-recorded oral presentation.
- Pecha Kucha Presenters: **20 slides in 20 seconds for a maximum of a 7 minute** pre-recorded presentation. For more information on what is expected of a Pecha Kucha presentation, please click [here](#).
- A **URL link** to your recorded presentation, saved to Vimeo or YouTube. Please ensure you set your visibility status to 'Unlisted'. Please name your recording to match your accepted Paper Number and Title [**Paper Number**] - [**Title**].
- Be virtually present for a **15 minute Live Q&A panel session** at your allocated time. This will be moderated by your session chair.
- Sign and return a [Presenters Waiver](#) for each accepted presentation. This is to be uploaded when you upload your recording link.

All presenters will be provided training on the new virtual conference platform. Training session times and details will be sent closer to the conference along with a full program, including Live Q&A session timings.

Virtual Presentation Etiquette

We have prepared a short video presentation on helpful tips and instructions to guide you to successfully record your virtual presentation. This includes tips on how to present clearly and confidently, and engage and captivate your virtual audience to ensure your topic and message is communicated to your best ability.

[Video: Virtual Presentation Etiquette Tips and Tricks](#)

[PDF: Virtual Presentation Etiquette Tips and Tricks](#)

How To Pre-Record Your Presentation

There are several platforms and systems available to pre-record your presentation. Please see below for recommendations and instructions on how to record your presentation.

- [Zoom](#)
- [Microsoft Teams](#)
- [Vimeo](#)
- [Microsoft PowerPoint](#)

Do you still need help with pre-recording? We are able to provide a one-on-one appointment with our conference partners (Event Frog) to assist you with pre-recording your presentation. Please email conferences@asmirt.org to advise if you require this service. We will then be in contact shortly with appointment times to pre-record your session with one of the team. Please put in your request for assistance by **Friday 30 April 2021** to ensure your place for an appointment with the team.

How To Upload Your Presentation

To upload your final pre-recorded presentation, please follow the below instructions:

1. [Click here](#) to login to your Presentation Upload portal and use your email address and password originally used when uploading your abstract. Should you need assistance accessing the portal, please contact the team at conferences@asmirt.org.
2. Select "Presentation Upload" on the tool bar and you will find your accepted abstract(s).
3. Beside your accepted abstract you will find these options:
 - a link to View your abstract – *you will be able to view but not edit your abstract*
 - a link to Upload your presentation video URL link – *ensure it is a YouTube or Vimeo link and you have enabled access in the privacy settings*
 - a link to upload your signed Presenters Waiver – Download the form [here](#) - *you will need one form for each presentation*
4. Once your link has been uploaded successfully, a tick will be displayed beside the item. Once all items are uploaded you may then sign-out.