

Presentation Guidelines for VIRTUAL Speakers (On-Demand/ Pre-Recorded)

The following guidelines have been developed to assist VIRTUAL speakers with preparing their Pre-Recorded presentations or as part of the On-Demand program.

Please note that due to the VIRTUAL component in this year's conference, there are strict time limits to all presentations.

- Any PRE-RECORDED presentations that exceed the allocated time limit will be withdrawn.

For Pre-recorded Invited Speaker / Keynote Presenters

- Create a presentation video of you presenting your slides. This must not be longer than your allocated presentation time.
- Presentation slides (16:9 ratio) must also be provided to the conference organisers by the due date, **Wednesday 4 August 2021** so that they can be uploaded to the virtual platform for delegates to download / view.

For Accepted On-Demand Oral Presenters:

- Create a presentation video of you presenting your slides. This must not be longer than your allocated presentation time of 12-minutes.
- Presentation slides (16:9 ratio) must also be provided to the conference organisers by the due date, **Wednesday 4 August 2021**, so that they can be uploaded to the virtual platform for delegates to download / view.

For Accepted PRE-RECORDED Oral Presenters (+ LIVE Q&A):

- Create a presentation video of you presenting your slides. This must not be longer than your allocated presentation time. Refer to your acceptance email for your allocated time.
- Presentation slides (16:9 ratio) must also be provided to the conference organisers by the due date, **Wednesday 4 August 2021**, so that they can be uploaded to the virtual platform for delegates to download / view. A 30-minute Live facilitated Q&A session has been scheduled at the end of the pre-recorded oral presentations. We ask all speakers be available to participate.
- All LIVE speakers will be required to attend a 30-minute virtual portal familiarisation session in the two weeks prior to the conference. ***Please note, it is a different system to the 2020 conference.***
- Times and dates for portal familiarisation sessions will be supplied closer to the time.
- More information about our virtual portal will also be provided in due course.
- In the portal familiarisation sessions you will learn how to join your session and the process for sharing slides for presenting / being part of a panel discussion or Q&A.
- You will need the following equipment:
 - Computer / laptop with webcam and microphone

- It would be ideal to have access to two monitors / devices so that you can view both your presentation slides, and the virtual event portal.
- Internet connection (hard-line/cable if possible)
- Internet browser (ideally Google Chrome)
- On the day of your presentation, you will be required to log into the virtual event portal session half an hour before the start time of the session so that our support team can confirm your setup and check that your mic and camera area all working.

Supplying Your Files:

- Refer to our guide on [How to record your presentation](#) for more information on making your video.
- Refer to our guide on [How to name and supply your files](#) to upload your presentation PDF and presentation video correctly.

Program Content

To assist you with developing session content please remember to:

- Plan to the allotted time.
- Acknowledge community in your presentations.
- Allocate most of your presentation to cover the lessons learnt and the challenges experienced.

Requirement 1: GIPA acknowledgement for the HIV&AIDS research community

If your research is about HIV and involves gathering data, lived experiences, biological samples or other aspects from the bodies or lives of people living with HIV and our participation as people living with HIV has influenced your work, we encourage you to consider and build upon the sample text provided as an acknowledgement of the role that people living with HIV have played in the response to HIV at the beginning of any presentation of your work.

Example 1: “I want to begin my presentation by thanking the people living with HIV who have participated in this research. Our fight against HIV and AIDS is indebted to people living with HIV both past and present.”

Example 2. “I want to begin by acknowledging and thanking the people living with HIV who have generously participated in this research.”

Requirement 2: When developing your presentation, we request that presenters outline how your work has had/ can have a positive impact on the community including key population groups (e.g. People Living with HIV, Aboriginal & Torres Strait Islander peoples, People who Inject Drugs, CALD) and what steps are being taken to take the research into practice.

Disclosure of interest

Presenters are asked to include a disclosure of interest slide in their presentation.

The conference organising committee recognises the considerable contribution that industry partners make to professional and research activities and we value these greatly.

We are also looking at ways to increase opportunities of transparency for disclosing conflicts of interest and to make this as transparent as possible for presenters. One common way of doing this is to acknowledge these relationships in publications and presentations. Disclosures should relate to the substance of the research being presented, declaring any relationships and potential conflicts as part of each presentation you make.

Presentation Consent

The Conference organisers are making every effort to distribute information presented at the Conference.

By accepting your presentation you consent to your presentation being available and downloadable via the virtual conference portal.