

## PRECI 2022 Speaker Guidelines

### Logging into the PRECI2022 virtual meeting presentation

To log on and participate in the PRECI 2022 virtual meeting you will need:

- If you will be looking at notes or sharing content we strongly recommend using a desktop computer with two screens and a webcam. If this is unavailable, a large screened desktop would be sufficient.
- A reliable internet connection.

*Note: The virtual platform is accessed via an internet browser. Google Chrome is the preferred browser; however, Firefox and Microsoft Edge are also supported.*

- A wired headset and microphone.
- Your PRECI 2022 virtual portal access details. These will be sent to you via email ahead of the meeting.

*Note: A reminder, if you are on a corporate network and your firewall is too restrictive, you may experience connection issues within the portal. If you experience this, try to connect outside of a VPN or Remote Desktop, or contact your IT support team to assist you. This should have been tested during your rehearsal session.*

*Note: When logging into the PRECI 2022 virtual portal for the first time a profile page pop up will appear automatically. (These settings are also accessible by clicking on your photo/initials in the top right hand corner and selecting settings.) The first time you log in, please do so a few minutes early to give you time to customise this information.*

### Speaker Reminder

- Please ensure you use the same background and have the same outfit/hair style as in your pre-recorded presentation. Having a consistent view for attendees will give your session a nice flow.

### Room Definitions

- Green Room
  - Back of stage.
  - Speakers in the Green Room cannot be seen or heard by the audience
- Preview
  - Side of stage.
  - Speakers in Preview can be heard but not seen
- Main Stage
  - On stage!
  - Speakers on the Main Stage can be seen and heard

## Session Timeline

### **40 minutes prior to session start time:**

- Please ensure that all your equipment (camera, computer, sound etc) is turned on, logged in and ready/standing by mode
- Please ensure that your computer is connected to the internet (hardline/cable if possible)
- Double check your position in front of the camera, your lighting and ensure that everything is positioned correctly
- Double check the background of the shot. Try to have the screen level with your face so you are not looking up or down.

### **30 minutes prior to the session time:**

- Click on the PRECI 2022 virtual portal link provided for your session: *will be provided closer to the meeting, via email*
- Follow any prompts to ensure that the PRECI 2022 virtual portal is able to work on your computer and test audio and video settings as the computer enters the virtual session.
- If you are already logged into the PRECI 2022 virtual portal please navigate to your session in the timeline and select your session.
- Once inside your session, please click on the Join Green Room button (green button, bottom left) to access the virtual Green Room. The Producer will greet you and perform some sound and audio checks along with the AV tech team.

### **5 minutes prior to session start time:**

- Once all sound and audio has been checked and approved, please stand-by and leave the virtual session running. The Producer will let you know once the live cross is about to start.

### **2 minutes (approx.) prior to session start time:**

- The Producer will give a 2 min, 1 min and then a 10-sec warning to session start.

### **Session start:**

- Live broadcast will start strictly on time with the technical team/system providing a countdown.
- When the chair is introducing you, you will be moved to the Main Stage, ensure your video and sound are on.
- Please always assume that you are live and that your audio and video is live – to avoid mishaps.

### **During Q&A:**

- Please take your cue from the Chair, make note of where your mute button is and when it is on/off.
- The Chair has been instructed to strictly stick to time and may wrap up your Q&A session to do so.

### **Session end:**

- The session will automatically end so the Chair will use the last 1-2 minutes to wrap up the session, thank the speakers and direct attendees back to the main menu.
- The Chair and all speakers will be automatically moved back to the Green Room, where there will be time for a brief wrap up of your session.

## Virtual Presenter Tips

Presenting in a virtual conference can feel like a daunting task. We are here to help you prepare for your upcoming presentation.

### Your Environment

- **Good lighting:** Is your room too dark or light? Do you have a shadow across your face? Is their light reflecting off your glasses?
- **Good sound:** The most important factor! Test your microphone *before* recording or going live. A tinny or echoing microphone will have your audience quickly tuning out.
- **Privacy:** Kids at home or hungry? Barking dogs? Ensure you feed and distract them before the session starts - to ensure no surprise visits during your presentation.
- **Stick to time:** There are a million distractions for people watching a virtual presentation – start on time and stick to time to keep people engaged.

### Your Presentation

- **Your voice:**
  - Mix it up! Continually change the levels of your voice: Make it exciting, ensure it rises and falls. Whispering keeps people’s attention more than shouting does.
  - Bring energy: Keep delegates attention by being excited by your own presentation.
- **Your body:**
  - Eyes: Look at the camera, not at your screen – a post it note next to your camera reminding you to “Look Here!” is a simple way to remind yourself to do this. This helps delegates connect with you and stay focussed.
  - Check your angle: Especially, if you’re using a laptop. Make sure your camera is not too high or low. Cameras should be at face height.
  - Stand up: Consider moving your computer to a bookcase so you can stand up while presenting, it helps bring energy. Just do a test first, to make sure your camera doesn’t move when you do.
- **Your slides:**
  - **More!** Use more slides! When presenting face-to-face it is easier to keep delegates attention. When presenting virtually, using more slides will keep your audience focussed.
  - **Keep it simple:** Keep your slides short and simple, this ensures your audience need to listen to you to understand your message.
  - **Practice makes perfect:** Consider rehearsing your presentation a few times to ensure you’re not relying heavily on your notes when presenting.

### Your Technology

- **Camera:** Try to use a computer with a high-quality camera. Laptops, generally speaking, will produce a lower quality image.
- **Stable internet connection:** Use a hard-wired internet connection. Don’t rely on Wi-Fi.