



## Virtual Presentation Guide

### 16th SGA Biennial Meeting 2022

Thank you for presenting at SGA 2022. Below are the guidelines for preparing your presentation.

We are asking all presenters to pre-record their presentations. The recorded presentations will be played out during the live session and will be followed by a live Q&A session that you will join to answer any questions about your presentation. We will have rehearsal sessions before the live event to ensure that you are familiar with how to use the virtual conference platform.

Presentation recordings must be uploaded by **14 March 2022**.

#### Oral Presentations

- Oral presentation recordings must be kept to **12 minutes**. Keynote presentations must be kept to 25 minutes. Additional time is built into the programme for transitions and Q&A.
- Presentations should include a Title/introductory slide and a Closing/conclusions slide.
  - The Title/Introductory slide must include paper title, author names and affiliations.
  - The Closing slide, in addition to the conclusions, could include acknowledgements, the authors contact details, and links to resources.
- The file name must include the presenter's name and session name, e.g. Michael\_Smith\_Ore\_forming\_processes.mp4. (For sessions with long titles, please use up to a maximum of the first five words of the session title).
- **Please ensure you convert the file to .mp4 before submitting your recording.**
- [CLICK HERE](#) to upload your presentation.

#### Before you record

Here are some things to keep in mind when preparing your slides:

1. Design your presentation with a 16:9 widescreen format.
2. Dark text on light background with a sans-serif font is best.
3. Use consistent slide format, align left or right (not centre), keep words to a minimum and average no more than 1 slide per minute.

#### Preparing to record

- You need a quiet space with lighting from in front of you and a plain background (no virtual backdrop unless you have a green screen).
- Position your camera at eye level with your face straight on and your body positioned in the middle of the screen (not too far forward or too far back). Tip: position your laptop on a box to raise it to eye level.
- Wired headphones and microphones give the best sound quality.
- Test your internet speed if using an online platform such as Zoom to record. Ensure a steady connection so that your video is smooth and not distorted.
- Turnoff and disable any apps that may interrupt, or cause pop ups or notification sounds during your recording.
- Your video/camera feed will appear in the top right of your presentation and therefore your PowerPoint slides must not have information in this area.



16<sup>TH</sup> BIENNIAL MEETING  
**SGA 2022**



**VIRTUAL EVENT • 28 – 31 March 2022 • [www.sga2022.org](http://www.sga2022.org)**  
HOSTED BY ROTORUA, NEW ZEALAND

### Recording your presentation

- Oral presentations must be kept to **12 minutes** (keynote presentations have 25 minutes).
- Using a video conferencing tool (e.g., Zoom / Teams) or PowerPoint are easy ways to record yourself, your screen, and audio at the same time. Having a view of you while making the presentation enables better engagement with your audience.
- However, you are welcome to simply narrate your slides if you are uncomfortable being videoed while presenting and prefer not to be seen during your presentation. It is not a requirement to include your video/camera feed during the recording. If we can see your slides and hear your presentation, then you are good to go.
- Position yourself centrally in the video with a simple background. Sit up straight and remember your audience (avoid watching yourself).
- Make sure there is a clear, energetic introduction and conclusion.
- Ensure there is time for digesting any data shown and verbally cue the audience for what they are looking for on the slides.
- Do a test recording!

### Suggested recording methods

- Record your presentation using PowerPoint. [Click here for instructions](#). Visit YouTube for additional tutorials (e.g., <https://www.youtube.com/watch?v=2m60HT3OMOI>).
- Or:
- Record your presentation with Zoom. [Click here for instructions](#). Visit YouTube for additional tutorials (e.g., <https://www.youtube.com/watch?v=nYNOB38ejVI>).

### Submitting your recording

- Submit your presentation by **14 March 2022**.
- Please ensure your presentation recording is saved in .mp4 format.
- The file name must include the presenter's name and session name, e.g. Michael\_Smith\_Ore\_forming\_processes.mp4. (For sessions with long titles, please use up to a maximum of the first five words of the session title).
- [CLICK HERE](#) to upload your presentation.

### What happens with my presentation?

Your poster and presentation recording are uploaded to Dropbox and only accessible to the conference organisers. They are then uploaded to the virtual conference platform, which is only accessible to those registered to attend SGA 2022. In addition to the period of the conference, your presentation will be available for viewing by conference participants during the week before the conference and for four weeks following the conference.

**Any questions?** Please contact Conferences and Events Ltd

Drew Matheson  
Conferences & Events Ltd  
Email: [sga2022@confer.co.nz](mailto:sga2022@confer.co.nz)