



Guidelines for Onsite Speakers

Welcome!

We look forward to welcoming you to the **World Congress on Genetics Applied to Livestock Production (WCGALP)**! As a Speaker, your participation is key to the success of the Congress and we want you to feel ready for it. To help you, we have put together this guide. We kindly ask you to carefully read it ahead of the event.

WCGALP will be hosted in-person in Rotterdam, The Netherlands, as well as on an event platform called OnAIR. In this online platform, participants can access the online programme and view a list, per day, of all the online sessions taking place, connect with other participants and much more.

Congress Dates

WCGALP takes place from Sunday, 3 July to Friday, 8 July 2022.

Congress Programme

The full programme can be found [here](#).

How to get to the Venue

The venue for WCGALP is the [De Doelen](#).

Venue Address:

De Doelen
Schouwburgplein 50
3012 CL Rotterdam

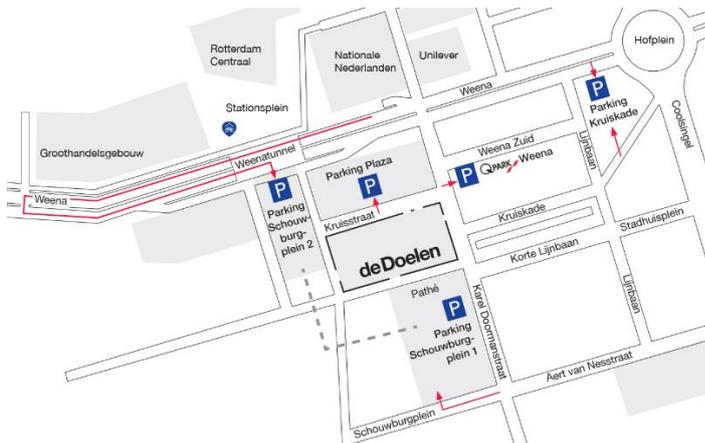
By Public Transport

De Doelen is located in the very heart of Rotterdam, a short walk (400 meters) from Rotterdam Central Station, tram, metro and bus stops. For a detailed traveling description we invite you to go to [9292.nl](https://www.rotterdam.nl).

By Car

De Doelen is well situated and reachable by car. Since it is in the centre, please consider coming by public transport. Intensive road works are taking place in various places in Rotterdam, such as Schiedamsedijk which is limited in traffic accessibility. Check before departure the current situation and closures on: www.rotterdamonderweg.nl. Take extra travel time by car into account.

There are several parking facilities around de Doelen. If you do wish to come by car, you can purchase parking permits via <https://www.rotterdam.nl/wonen-leven/parkeren/> beforehand.



Presentation Requirements

Your presentation should follow the below guidelines:

- Prepare your presentation in PowerPoint, in **16:9 ratio (widescreen)**. Include the title of your presentation, as it appears in the final program, on your first slide.
Pitch presenters are asked to prepare **one PowerPoint slide** for their pitch, without animations, that will be shown during their pitch.
Please include your contact information on your slide so people can contact you for more information afterwards.
- **Upload your presentation** via the upload link sent to you before July 1st, 2022. If you haven't received the upload link, please contact us at wccgalp@congressbydesign.com.
- **Rehearse** your presentation before arriving to the venue, be sure it's the **proper length in time**.
 - Plenary Session - 40 minute presentation followed by 20 minutes Q&A
 - 30 minute Presentation – 25 minute presentation followed by 5 minutes Q&A
 - 15 minute Presentation – 12 minute presentation followed by 3 minutes Q&A
 - Pitch – 90 seconds pitch followed by Q&A time permittingPlease respect these time limits.

Preparing yourself to Present at the Venue

- **Arrive** to the Venue at least **1 hour** before your agreed presentation time.
- Upon arrival at the venue, please collect your name badge at the registration desk.
- All speakers are required to visit the **Speaker Service Centre** to check their (uploaded) slides prior to their session.
For those who have uploaded their slides in advance, please visit the Speaker Service Centre at least 1 hour before the start of your session to confirm your slides.
For those who did not upload their slides, please visit the Speaker Service Centre at least 2 hours before the start of your session. Laptops will be provided on which you can update and/or check your presentation.

Opening hours of the Speaker Service Centre:

Sunday 3 July:	15:00 – 21:00 hrs
Monday 4 July:	07:30 – 18:30 hrs
Tuesday 5 July:	07:30 – 18:30 hrs
Wednesday 6 July:	07:30 – 14:00 hrs
Thursday 7 July:	07:30 – 18:30 hrs
Friday 8 July:	07:30 – 16:00 hrs

- Please come to the room where your session is scheduled to take place **at least 20 minutes before session start** to get instructions from the AV team and session chairs.
- Please sit close to the stage for easy access to the stage during your session. Please go on stage once you are announced by the Chairs.
Pitch presenters are kindly asked to align in speaking order next to the stage so that you can quickly walk on stage, give your pitch and leave the stage.
- Once the session starts, you will be introduced by the Session Chair. Please walk to the stage, take position behind the lectern and begin your presentation. The AV team will place your presentation on screen.

On the lectern, you will find a “clicker” to move your slides forward and backwards (not applicable for pitch presenters who have only one slide).

- Your presentation will be displayed in the comfort monitor right below the lectern. Please rely on this comfort monitor instead of looking at the slides shown on the stage screen.
- **Important:** Please be aware that you are being filmed, as the sessions are also being streamed into the online platform for the online audience. Make sure to look at the live audience as well as to the camera when presenting.
Please note that session recordings will be made available to participants.
- Timekeeping is key. Please follow the instructions of the Session Chair.

Tips:

- Turn mobile phones and other devices on silent.
- From time to time, look directly into the camera so that the online audience have the feeling you are speaking also to them.
- Engage the online audience. If you invite the onsite audience to do something, do the same with the online audience. Invite them to submit questions via the Live Q&A box in the online platform.
- Wear clothes without prints or patterns, as the session will be live streamed. Opt for solids over patterns and prints. Prints can be distracting, and patterns don't always show up well on camera. Try not to wear plain white or black and avoid shiny jewelry that may catch or reflect light or that will make noise as you move.

Q&A

During the Q&A section of the session, please remember that your presentation is being broadcasted to the online audience, and that they have the possibility to submit questions. Please leave room for the participants to ask their questions. The questions asked by the online participants will be displayed on a tablet from which the session chair will read these questions for the whole audience to hear and for you to reply to.

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Pre-Session Tips: Prepare!

- **Prepare** your presentation in PowerPoint, in 16:9 ratio (widescreen) and upload it via the upload link provided before July 1st, 2022.
- **Rehearse** your presentation before arriving to the venue, be sure it's the proper length in time.
- **Visit** the Speaker Service Centre at least 1 hour before your session start to confirm your slides.
- Please come to the room where your session is scheduled to take place **at least 20 minutes before session start** to receive instructions from the AV team and session chairs.
- **Wear** clothes without prints or patterns, as the session will be live streamed. Opt for solids over patterns and prints. Prints can be distracting, and patterns don't always show up well on camera. Try not to wear plain white or black and avoid shiny jewelry that may catch or reflect light or that will make noise as you move.

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Start Session Tips: You are on!

- **Welcome the participants** (live and online), address the online participants as well by asking them to submit questions via the platform Live Q&A box.
- **Be aware** of both audiences: live and online. Make sure to look at the live audience as well as to the camera when presenting.