



Dear online speaker,

We look forward to welcoming you to the World Congress on Genetics Applied to Livestock Production as an **online** speaker! To help you pre-record your presentation, we have put together this guide. We kindly ask you to carefully read it before recording your presentation.

IMPORTANT: All online speakers are kindly asked to upload a recording of their presentation. For the **15 and 30 minute presentations** as backup; please upload also your PowerPoint presentation. On the day of your session, you will present live via Zoom and the recording will only be used if there are connectivity problems. Further instructions for online speakers can be found [here](#).

Pre-recorded **itches** will be played by the AV team during the sessions. Pitch presenters will be able to answer questions via the online platform. Please read the [guidelines for online pitch presenters](#).

Allotted Time

Please view the [programme](#) of the congress to check your presentation time(s). We kindly ask you to adhere to your timing. The presentation recordings should have the following lengths:

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 via the online platform. Please carefully read the [WCGALP guidelines for pitches](#) before you submit your pitch.

Please take these time limits seriously, as the chairs will be under strict instructions to keep time.

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 programme, on your first slide.
Pitch Presenters are asked to prepare one PowerPoint slide for their pitch, without animations. Please include your contact information on your slide so people can contact you for more information afterwards.
- **Record your presentation in Zoom**, here's a short instruction video to help you pre-record your presentation: <https://youtu.be/QclB7EGM5fQ>. Alternatively, you can also pre-record your presentation in PowerPoint. Instructions on how to record in PowerPoint can be found [here](#). Please ensure you save your PowerPoint recording in .mp4 format before you upload it via the upload link.
- **Upload your recording** in mp4 format via the upload link sent to you before July 1st, 2022. If you haven't received the upload link, please contact us at wcalp@congressbydesign.com.

Tips for pre-recording your presentation:

- Make sure your laptop is fully charged or connected to electricity.
- Make sure you have Internet connection – ideally cable connection, if you record your presentation in Zoom.
- Make sure to test your system and ensure your computer and browser have the latest updates.
- Sit in a quiet space where you won't be distracted.
- Make sure there is no background noise (music or people talking in the background).
- Preferably use a good HD camera and microphone (modern laptops usually have them).
- Close all unnecessary windows to avoid confusion. Closing all unnecessary windows and apps open and running in the background will also improve your internet connection.
- Make sure you have the most recent desktop version of Zoom on your computer. You can download it [here](#) (please download the 'Zoom Client for Meetings').
- Turn your mobile phone and other devices on silent.

Adjusting your image and sound:

- Place your computer's camera at eye level (use a stack of books, for example) so you don't look down at the audience.
- Have a simple background, a busy background can be distracting for the audience.
- Do not sit in front of a light source such as a window or bright lamp, but make sure that the light source comes from behind your screen, so that your face is lit.
- Make sure you don't wear clothes with busy prints and noisy jewelry.