Guidelines for speakers and presentation submission

1. Technical programme

The technical programme is organised into a series of sessions linked to the conference themes. Larger themes are split over several sessions. The sessions are designed to provide an opportunity for each speaker to present a pre-recorded summary of their paper's research and/or practice contribution, while also providing time for an interactive discussion, chaired by a nominated chairperson. As with any other recognised international conference, there is power beyond learning in meeting peers face to face. Take advantage of all the opportunities the conference presents. In order that the technical sessions run smoothly, it is important that all speakers and chairpersons adhere to the following guidelines. A copy of the programme is available to download from the conference website:

http://cabaret.buildresilience.org/2020_Symposium/programme.html

2. Conference registration

There is no delegate fee to attend the conference. Accordingly, attendance at the conference **will strictly be based on prior registration**. All paper authors need to register. Once you register, you will receive the details on how to access the sessions of the symposium during the symposium dates.

Symposium registration can be done here:
http://cabaret.buildresilience.org/2020_Symposium/registration.html

3. Delivery modality

Due to the current restrictions associated with holding physical events, this international symposium will be held as an online event. In order to minimise the chance of any disruption and ensure the programme runs smoothly, as a speaker you are required to **prepare a video of your presentation** and share it with the symposium technical team to **mhew20202@gmail.com** by 5th of December 2020. In your session, the technical team will play the video for you. However, in order to play the video, you must also be present in the session and be available for the Q&A session after your presentation. Presenting authors are required to login to their session 15 minutes ahead of the session start to confirm their availability. If you are not available, your presentation will be removed from the session. Please have a look at the video preparation guideline section for further details in preparing and submitting your presentation to the symposium technical team.

4. Virtual background

Please find the virtual background for the symposium at
http://cabaret.buildresilience.org/2020_Symposium/Sessions_media/TemplateMHEWDRR.zip. We encourage to use this virtual background via the zoom platform at the time of your presence.

5. Talk details

Talks are presented in English and we do not have translation facilities. Your video duration will be 10 minutes, followed by approximately 5 minutes for 'live' questions/discussion. However, this might vary depending on the number of presentations on the day. Accordingly, your Chairperson will confirm the timing at the beginning of the session.

6. Online Video presentation is a great opportunity to,

- Present your research via online video presentation to the conference audience
- Watch the presentation or webinar
- Discuss with peer presenters, the session chair and evaluation panel members and get live feedback
- Be evaluated by an international evaluation panel and win an award as the best presenter
- Be eligible for publication opportunities

7. Requirements

- Laptop with headset/ Desktop with Webcam and Microphone/headset
- Updated zoom desktop client (recommended)
- Virus protection should be paused/disabled before the start to prevent it blocking the webcam
- Bright and calm environment with a professional background

8. Test-run your presentation before the conference

Once you have registered for the conference, you should prepare a video of your presentation according to the video presentation guideline (attached to this document). This will give you technical information on how to prepare the video of your presentation. Next, you will share the presentation with the technical team of the symposium via email mhew2020@gmail.com. The deadline for submitting videos is 5th of December 2020. Failure to submit your video by this date may result in your paper being removed from the session.

9. How to make the screen your stage: 5 tips for virtual presenters[1]

Welcome to the age of the virtual presenter. You still have a key audience to influence, inform or entertain – they're just on the other end of an internet connection. So, how do you transcend the screen and make it your stage? You need to make some adjustments to your presentations to suit your medium. Here are five top tips to boost your presence and confidence when presenting the audience online.

1. **Master your language -** Work with the advantages you have on a virtual platform – your tone and your body language. We don't want any misunderstandings – make sure you speak clearly, enunciating your words. Make it as easy as possible for your audience to get to grips with all of your key messages.

2. **Get personal -**You might not be able to see your whole audience, but there will be lot of people tuning into your presentation. Webinar fatigue is very real for most audiences – since the pivot to virtual, your audience has likely sat through loads of virtual meetings, conferences and more. Make their time count.

    a. When you are on camera, make sure you look at the camera, as that is where your audiences' eyes would be. Eye contact can be achieved through the screen too.

3. **Make use of supporting tools**

    a. In your virtual presentation you'll benefit from the use of on-screen slides, pre-recorded content and co-presenters for support. These tools can make a good presentation great when used right.

    b. Create short, snappy slides to support your points, with limited text to take in.

    c. Take advantage of visuals, using pre-recorded video or animation, and supporting images. Use these slides to create pace and complement your rhythm.

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[1] https://www.icf.com/next/insights/engagement/virtual-presenter-infographic

4. **Set your stage -** Using your preparatory time to your advantage is essential in delivering any presentation. Don't move around, keep a stable position in view of the camera. Watch out for glare - from jewellery or even your glasses. Both can create distracting reflections.

5. **Maximise your time -** Contact time is limited for everyone at the moment. Use engagement tools, such as chat function to create a two-way conversation and an interactive experience. Audience views are valuable, use them. Make sure you've planned your key points out or created a full script of your presentation. Presentation is the key to getting your points across without any awkward silences.

10.   Video preparation guide

- Duration of video presentation: 10 minutes
- Audio and Video Quality: Please double check the quality and the duration of your video files before submitting, i.e., audio should be clear, free of background noise and audible.
- Please make sure the content on your slides are visible. You may use the presentation template provided for the MHEW 2020 to put your content into.
- Presentation template: We encourage you to use the official presentation template of the symposium. Please find it at http://cabaret.buildresilience.org/2020_Symposium/Sessions_media/TemplateMHEWDRR.zip

Video files and recording/editing tools

- Easiest way will be to do audio narration over PowerPoint . some guidance on this process is available here: https://telsupport.brookes.ac.uk/articles/how-do-i-record-voice-over-in-powerpoint/
- Another option is that you prepare your videos using a screen recorder that does not add a watermark or any other kind of symbol/text on the final video. The following resolutions are acceptable:
  1. 768 by 1366 (HD 720)
  2. 1080 x 1920 (HD 1080)
- Recommended video format is the following: H.264/MPEG-4 AVC video compression with AAC or MP3 audio coding with the extension .mp4
- Frame rate: 30 frames per second

Name of the file: paperid.mp4, e.g., A.1.1.mp4.

- The most convenient way for you to record your presentation would be to do audio narration over PowerPoint. Please refer https://telsupport.brookes.ac.uk/articles/how-do-i-record-voice-over-in-powerpoint/ for instructions and export as an mp4 file format.
- Alternatively, to carry out the screen recording, "OBS studio" (free), or an alternative can be used. If the video is recorded using "Record game clips, screenshots, and broadcast using Game Bar" in Windows, or if the file size for the video is large (e.g., more than 100 MB), compression may be required. The video transcoder "Handbreak" (free) can be used to compress the large files in to smaller files.
- Or else, you can use Zoom to record your presentation

Submission: Please email your .mp4 file to mhew2020@gmail.com. Mention subject of the email as "paperid.mp4". Please use the same id to rename your presentation video (paperid.mp4).
Note: Please contact symposium technical support at mhew2020@gmail.com for technical clarifications.