GUIDELINES FOR FREE PAPER PRESENTERS

The GESA AGW Scientific Program Committee welcomes your contribution as a Free paper presenter for the GESA AGW 2021 Virtual. Free paper presentations will be viewed via a platform named OnAIR. The OnAIR platform is the base platform software for all AGW 2021 conference activity.

PREPARATION

Your presentation is pre-recorded, but we plan to have you appear live to interact with the virtual delegates in Q&A. Please read the following guidelines in full.

Presenting Virtually
To help ensure a smooth and engaging virtual experience for both you and our delegates we seek the following:

• That your talk is pre-recorded before AGW and,
• You appear in real time for live Q&A’s at the end of your scheduled talk day and time at AGW.

For the exact details of your presentation time, please check

• Correspondence from the AGW team,

REHEARSAL & PRE-RECORDING

Please schedule a time to pre-record your presentation with our AV company, One Vision, via this calendar booking link. Please note the calendar is open to all speakers, so it is advantageous to book your preferred time slot as soon as possible.

Pre-recording occurs during the following dates and times:

Wednesday 28 July 2021 – Friday 20 August 2021; 6.30am – 7.30pm

Or email One Vision at info@onevision.com.au to negotiate your pre-record outside these days and times.

Please note your recording will need to be done in one take (no editing). Please rehearse your presentation with your slides to ensure it fits within the allocated presentation time. One Vision will be strict about timekeeping.

At your recording you will be asked to share your screen for your PowerPoint (PPT) slides to be visible to attendees. Your PPT must be in 16:9 format.

INTERNET TIPS

You will need the best possible internet connection to ensure your presentation is uninterrupted/professional and not prone to problems:

• Ensure you have a good internet connection to your computer/device (full bars)
• If recording from home, please ensure no one else is using your internet connection at the same time as your scheduled pre-recording
• If you cannot secure a good internet connection, visit a facility whose internet you can use and trust such as your nearest university or hospital perform your pre-recording there
CHECKLIST FOR THE DAY OF PRE-RECORDING AND GOING LIVE FOR Q&A

**Lighting** is the most important aspect of your virtual visuals, make sure you are in a well-lit area:
- Natural light is best, so facing a window is ideal (but ensure the daylight is not too direct and washes you out)
- Never sit with your back to a window as this turns you into a dark silhouette
- If daylight is not an option, ensure the lights in the room are on and test if there is a lamp you can position behind the camera that enhances the lighting with your webcam on

Use a **high-quality webcam** if you have one available.
- Put your camera at face level (use a stand, or stack of books if you are using a laptop camera)
- Set your camera relatively close to you, try to have your head and shoulders in the frame, this will help to eliminate empty space around you
- Look directly at your camera lens, attendees will feel much more included in the conversation

Your **background** is important:
- Office/lounge/kitchen backdrops work well
- Ensure your background is not too busy:
  - No moving objects like other colleagues, children or traffic through a window, hallway, or doorway
  - Plain walls (with one or two art pieces) or bookshelves are good
  - Plants in the corner of your background are great for some greenery
- Explore Zoom setup options. Select ‘Settings’ and consider using a virtual background, or ‘Touch up my appearance’ under ‘Video’

Consider wearing **headphones** – this is ideal as it eliminates the following potential problems:
- Echoes
- Feedback (high pitch sounds)
- Notification sounds from your computer getting picked up by your microphone

Having your **microphone** attached/built into your headphones and properly connected with your computer is the best practice:
- Ensure you have a decent internet connection to get the best quality audio experience - select ‘use my computer’ for audio
- Ensure you are not on mute when it is time for you to present!

Put your phone in **flight mode and turn off all computer notifications!**
- Ensures no unwanted interruptions
- Eliminates distraction

Make sure you are wearing the **same clothes** for both the **recording** and when you join on the day for **live Q&A**.

**During Your Recording & Live Q&A**
- Look directly at your camera lens, attendees will feel much more included in the conversation
- Position the ‘active speaker’ window on your screen directly under the camera so it is natural for your eyes to be looking towards the camera
- Ensure you have a decent internet connection; you will get the best quality audio experience by selecting ‘use my computer’ for audio

**LIVE – On AIR PLATFORM**

Access instructions for OnAIR Virtual platform will be sent to you before the event including a login link, username, and password.
A short video on how to use the **OnAIR virtual platform** will be sent with your login.

When you appear live to interact with the virtual participants in Q&A, there will be a chair live alongside you to moderate questions for you to answer.

We will rehearse with you closer to the conference for your **live Q&A** to ensure you feel comfortable with using the platform and are ready for a smooth presentation on the day.

### CONTACT INFORMATION

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<th>One Vision (AV technicians):</th>
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