

PRESENTER GUIDELINES – PRE-RECORDED ORAL PRESENTATIONS

Upload Deadline: Wednesday, August 19

The following guidelines will provide you with valuable information about the preparation and upload of your presentation file. As CIRSE 2020 will be held as an online only event, you are asked to **pre-record your presentation** before the event. On the next pages you will find detailed instructions how to do this, so please read them carefully.

CONTENT

GENERAL INFORMATION	1
PREPARING YOUR PRESENTATION MATERIAL	2
Formal and technical requirements	2
Slide design	2
RECORDING YOUR VIDEO FILE	3
UPLOADING YOUR PRESENTATION FILES	8

GENERAL INFORMATION

Presentations not complying with these guidelines may not play properly on the online event platform. In particular, please pay attention to the sections regarding the timing of your lecture and the appropriate number of slides for your presentation.

Please ensure that your presentation is uploaded by **Wednesday, August 19**.

PREPARING YOUR PRESENTATION MATERIAL

Formal and technical requirements

1. **Language:** As the official congress language is English, all presentations have to be given in **English**. If English is not your native language, we recommend that you have your presentation proof-read by a native speaker if possible.
2. **Advertising:** Advertising of products is **prohibited**. Please make sure that your presentation provides objective information based on scientific methods generally accepted in the medical community, and is free of commercial bias.
3. **Patient anonymity:** Please make sure that no patient names or any other information allowing the identification of a patient appear in your presentation material. **Patient anonymity must be ensured** at all times.
4. **Conflicts of interest:** According to the CIRSE disclosure policy, all **presenters must disclose potential conflicts of interest** on the cover slide of their presentation.
5. Presenters at CIRSE meetings must be sensitive to diversity and ensure that their presentations are **free from any content** (whether oral or visual) **that may be perceived as discriminatory or derogatory**. CIRSE reserves the right to exclude non-compliant speakers from presenting at future meetings.
6. **Copyright reserved material:** It is the author's responsibility to ensure that each part of the slide show (figures, tables, images, etc.) is free of any third party right and/or cited correctly.
7. **Timing and number of slides:** When preparing your presentation, please take note of the time allocated to your presentation. In general, when trying to assess how many slides you will require for a time slot, **2-2.5 slides per minute** is a reliable rule. A higher number of slides than this will invariably result in your lecture running over the allocated time.

Slide design

1. **Aspect ratio:** The aspect ratio of your presentation should be **16:9**.
2. **Font size:** The minimum recommended text size for easy viewing is 20 points.
3. **Text:** Your guiding principle should be **"As much as necessary, as little as possible"**. The text should be concise and to the point; key facts should be highlighted. No more than seven text lines should be used on one page.
4. **Colours:** Colours should be used sparingly. Choose colour combinations that make your text easy to read (preferably dark background – light fonts; avoid red and green).
5. **Layout:** Keep data on the slides simple. Ensure a logical order of the content. A clear and well-structured arrangement is the most attractive and the easiest to read on the screen.
6. **Images and movies:** It is recommended that you collect your illustration material well in advance. Do not select too many images and/or movies. Concentrate on those which emphasise your key points and conclusions optimally.

RECORDING YOUR VIDEO FILE

We recommend to pre-record your presentation via Zoom. For information how to do this, please see the following instructions and checklist.

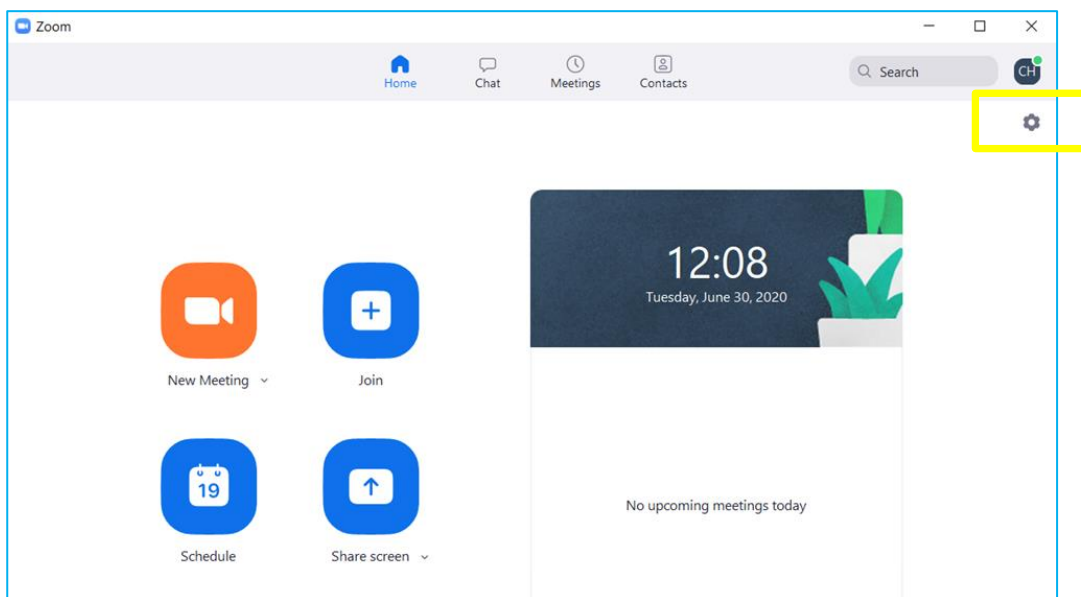
If you are more familiar with another recording tool, please feel free to use this. In any case you need to prepare your presentation as **one ready-to upload .mp4 video file** including the PowerPoint slides, the audio track and the speaker video.

Technical prerequisites

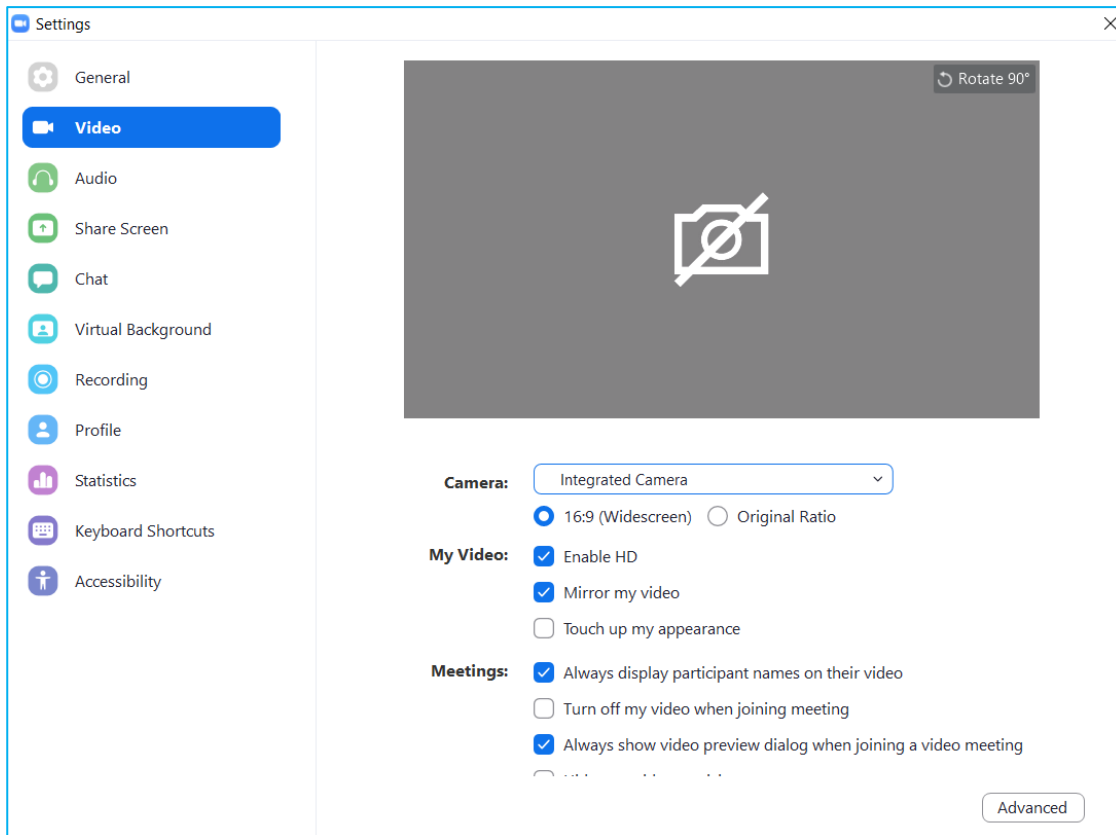
- Laptop or desktop computer with Windows or MacOS
- Headphones and/or external microphone
- Webcam
- "Zoom" desktop client

ZOOM desktop client

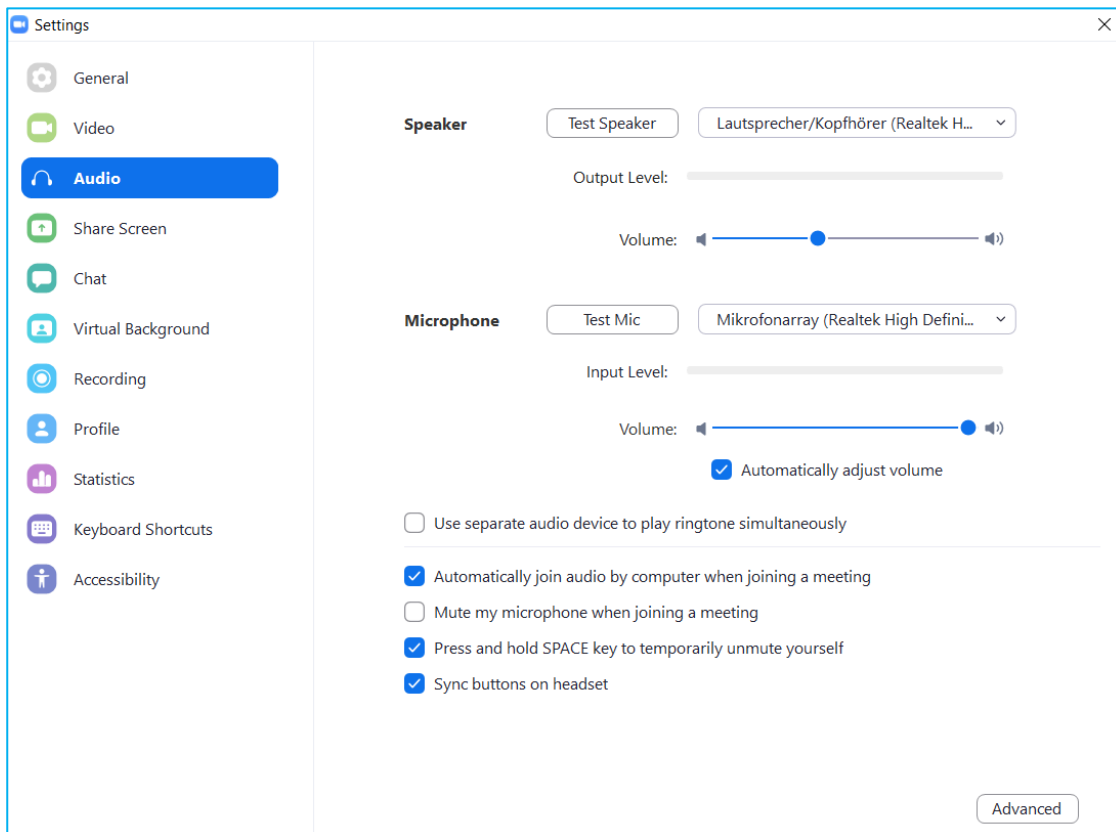
- Download and install the **Zoom Client for Meetings** Software here:
<https://zoom.us/support/download>
- Click on **ZoomInstaller.exe** to launch the application
- Click **Sign In** and enter your email address and password **or** if you don't have set up an account yet, click **Sign Up Free** and sign in after account creation to the application.
- After signing in, you will see the **Home tab**. Click on the **gear icon** in the top-right corner to open the settings:



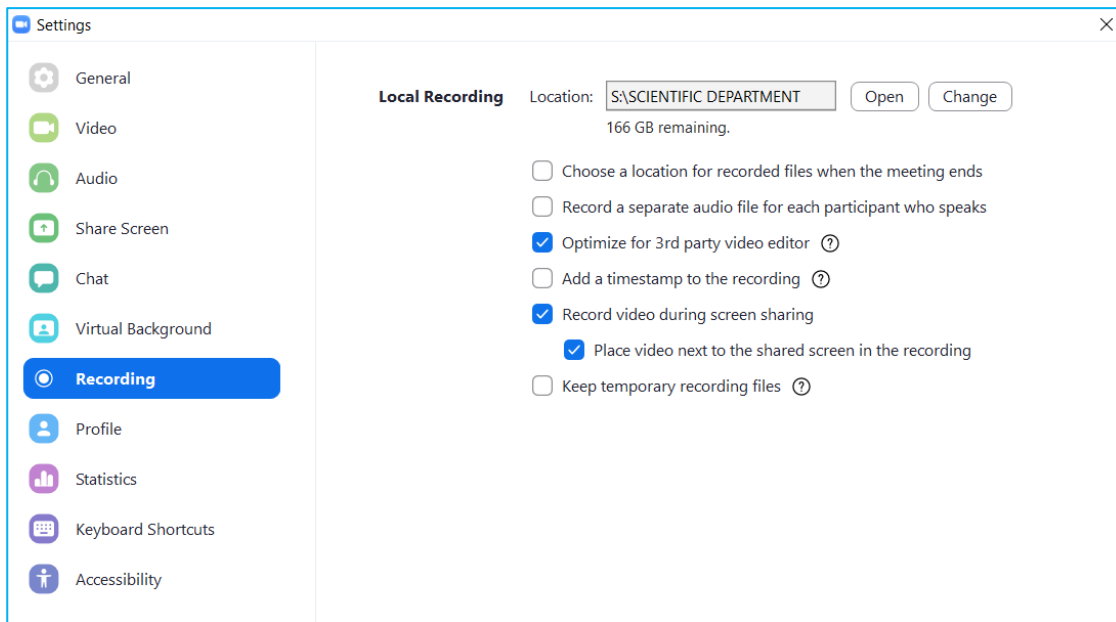
- adjust the **Video settings** as shown in the screenshot below:



- Adjust the **Audio settings** as shown in the screenshot below and test your microphone:



- Adjust the **Recording settings** as shown in the screenshot below and select the location for saving your recordings:



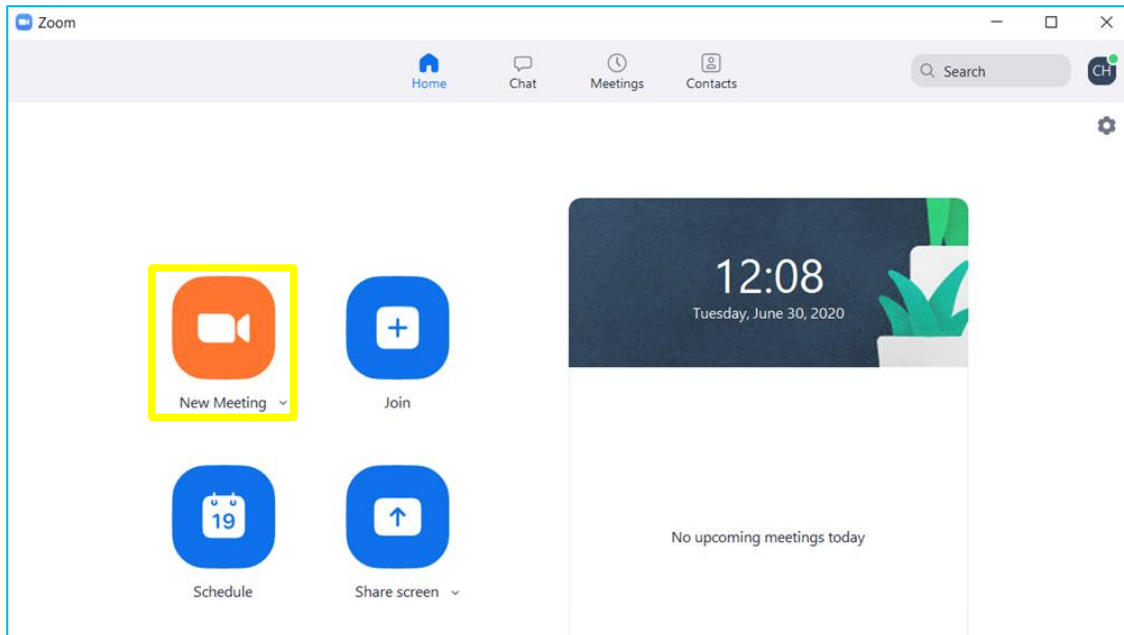
- Close the settings

Recording checklist

- Make sure that your laptop is plugged into the power supply and does not automatically go to stand-by
- Ensure that all applications that are not in use during the recording are closed.
- Mute your smartphone (incl. turning off vibration) and remove it from the table in order to avoid messages causing noise
- Choose a neutral background
- Make sure that there are no background noises and that nobody will enter the room while recording, e.g. put a sign on the door leading to the room
- If possible, lighting should only come from above or in front of you (it is not advisable to sit in front of a window)
- Choose a comfortable seating position
- Make sure that your head and shoulders are clearly visible in the camera frame
- Make sure your microphone is not touching your clothes or hair

Prepare and start the recording

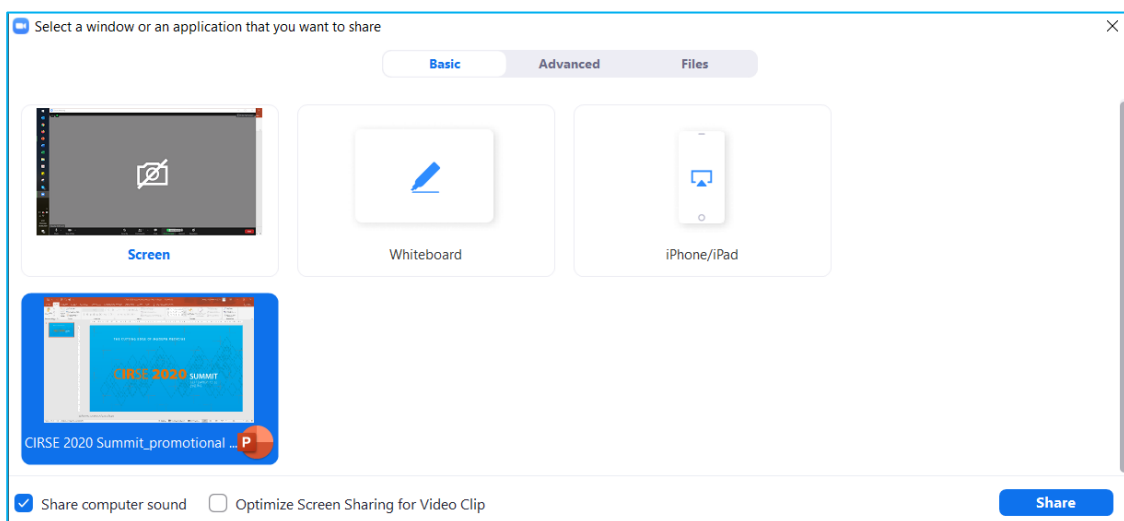
- Close all applications except Zoom and your presentation application (e.g. PowerPoint...)
- Start a new meeting from the Home tab in the Zoom Client



- Click **Share Screen** in the meeting control panel:



- Select the window with your presentation file, tick **Share computer sound** and click the **Share** button on the right



- Important: **maximise the window with the speaker video** as shown on the screenshot below and move it as far to the right as possible:



- In case you do not see the speaker video, click **More** and then **Show Video Panel**:



- Switch the presentation application (e.g. PowerPoint) to **presentation mode**.
- When you are all set up and ready (please also refer to the checklist on page 9), start the **recording** by clicking **More** and then **Record** in the meeting control panel:



- Give your lecture
- While recording:
 - Try to move as little as possible to avoid noise being picked up by the microphone
 - Be sure to speak into the microphone
 - Avoid touching the microphone
 - Speak clearly and more slowly than normal
 - Please avoid English slang, colloquialisms or overly complicated expressions, as most audience members are not native English speakers
- When you have **finished** your lecture click **More** and then **End** in the meeting control panel:



- Then click **End Meeting for All**.
- Zoom will automatically convert the recording file. If you have troubles **finding the file** on your computer, please return to the **Zoom Home tab** and select **Meetings** in the top navigation.
- Open the .mp4 file (e.g. zoom_0.mp4) to **check** if **the quality** of the presentation is fine (Are both videos, speaker and presentation visible? Is the sound quality alright?)
The trailing and leading parts of the video will be trimmed before presentation, so there is no need for you to edit.
- If you are fine with the recording, please **save the mp4 file** under a new name (including **presenter's name and presentation number** (max. 50 characters). To avoid any compatibility problems, please do not use special characters (e.g. «, Ö, Ø, ñ, ε, ®, ý, }, {...}). **Do not** use any **passwords or encryption** for your files.

UPLOADING PRESENTATION FILES

Your recorded presentation (mp4 file) must be uploaded to the [presentation system](#) by **Wednesday, August 19, at the latest**.

Should you require assistance, please contact scientific@cirse.org.

Thank you for your kind co-operation!
Your CIRSE Scientific Department