SINI 2021 PRESENTATION GUIDELINES

The following information outlines the steps required to confirm your presentation, as well as tips and guidelines for submission.

Thank you for your commitment to participate in the 30th Summer Institute in Nursing Informatics (SINI) virtual conference, July 15-16. Presenters are invited to **record presentations**. Carefully review the information below regarding deadlines and presentation recording guidelines.

We are happy to extend to you (primary presenter only) the author rate of $590 USD for the SINI Live conference or $690 USD for SINI Plus access. Registering for SINI Plus will provide you access to the two-day live conference AND one month of on-demand access (through August 16)*.*

Deadline: June 18

- Prepare your PowerPoint presentation for review by the nurse planner and upload it to conference presentation site (link will be provided soon).
- Save and submit a pdf version of your presentation slides/poster to Sonia Smith via email at sonia.smith@umaryland.edu.
- Provide three questions relevant to your presentation to be used for live and on-demand evaluation of the participants attending your talk. This will help with our continuing education credit application. Email the relevant questions to sonia.smith@umaryland.edu along with your saved pdf slides/poster.

Recording your presentation

1. Record a video clip using a high-definition webcam and share your screen for the recording.
2. We suggest using Zoom to record your session; however, if you are comfortable using other software to record, ensure that the resolution output is set at no less than 720p in mp4 format.
3. Be sure that when you record, you are sharing your screen so that the PowerPoint presentation (*in slideshow mode*) is captured!
4. Use the approved SINI virtual background for your Zoom presentation. To add the Zoom Background, download and save the file to an accessible folder (i.e., My Pictures). While in Zoom, access the arrow next to the "Start Video" option and select "Choose Video Background". To add a new picture, select the + sign and choose "Add Image". Navigate to your saved SINI Virtual Background file and your SINI Background will be added to your backgrounds for you to choose.

Guidelines for recording your video presentation

- Ensure that your recording space is quiet.
- For audio, we recommend using a headset or an external microphone that eliminates background noise and feedback. Your built-in laptop microphone is not recommended.

- Try not to emphasize points by tapping on surfaces near your desktop or laptop, as this will be captured in your recording.
- Use the provided SINI 2021 virtual background (download from conference webpage).
- Ensure that your internet connection is stable. Avoid using a Wi-Fi hotspot or 4G technology to circumvent slow speeds and connectivity issues. An internet speed of at least 8 Mbps is recommended.

If you are using a webcam (preferred):
- Use SINI 2021 approved virtual background.
- Eliminate bright light shining directly on you. Avoid windows or lights directly behind you. If necessary, use window coverings to reduce outside lighting.
- Place your mobile device(s) in airplane only mode to eliminate distractions. Turn off or pause desktop notifications to avoid pop-up windows and notifications during recording.
- Adjust your camera so that you are looking directly into it. You should be displayed at eye level to connect with your audience. Your face, neck, and shoulders should be in frame, so be sure that you are not too close or far away from the camera.

==Complete a practice session to ensure you are comfortable with video angle, lighting, and sound prior to recording the final product for submission.==

Presentation guidelines
1. Plenary and invited speakers have 45 minutes to present and 15 minutes for Q&A.
   Podium presenters have 20 minutes to present and 10 minutes Q&A.
   Poster presenters have 3-5 minutes to present and are required to be available via chat for the entire poster session offering.
2. Exclude any trade name or logo from your materials, such as presentation slides or handouts. You may use your organization's standard template for the PowerPoint slides. Include the name of your business/agency/institution on your cover slide. However, it is not appropriate to reference this information in the body of your presentation.
3. Remove all references to other vested interests from your presentation, including slides. For example, eliminate references to a specific product (example: use a general term such as "smart phone" and not "iPhone").
4. **Coming Soon** – Look out for tips on, *How to Prepare a Virtual Professional Presentation* on the SINI2021 website.

All presentations will be displayed in the online platform for attendees to review.

Uploading your recorded presentation
Once your session is recorded, save it as an mp4 file. **Link to upload presentation will be sent at a later date.**

The Planning Committee reserves the right to edit your abstract as needed for style and brevity.