

Oral & Lightning Talks PRESENTATION GUIDELINES



DEADLINE Submit Presentation Video: 23 December 2023
FINAL DEADLINE (no later than): 3 January 2024
Preferably before that so we can troubleshoot any issues!

Need help?

vFairs has dedicated staff to help you. Please reach out to: **Ifra Noor** (i.noor@vfairs.com) or **Shahroze Rizvi** (sshahroze@vfairs.com)

Conference Questions: seaduckconference@gmail.com

KEY INFORMATION

- 7th ISDC goes live on **8 January 2024 at 10:00 CST** and all recordings will remain available to attendees through **April 10, 2024** (90 days post event).
- **24-h access** is available so you can join from any time zone, but recordings will only become available after the Live broadcast.
- You must be [Registered for the conference](#) to login to the virtual venue to view available presentations, Poster Expo and Art Exhibition.
- **All Oral and Lightning presentations will be pre-recorded followed by live Q & A.** *Please be present during your presentation to answer questions.*

ORAL & LIGHTNING PRESENTATION GUIDELINES

- All oral and lightning presentations will be **pre-recorded**.
- **Oral Presentations:** do not to exceed **12 min.**
- **Lightning Talks:** do not to exceed **5 min.**
- PowerPoint (*more instructions below*)
 - Slide size-orientation: **Widescreen 16:9** is best for our video screen; however, you can use 4:3 if you like but there may be black bars on either side to fill the empty space.
 - Use the **Cameo feature** to have a talking head in the corner of your slide.
- Export to Video - file type: **.MP4**
- **File size: <500 MB**
- Name the video file as follows: **LastName_ShortTitle.MP4** (example: Bowman_EidersofYKDelta.MP4)
- **Upload the .MP4 file to Google Drive folder:** [SeaDuckConf Oral Presentations](#)

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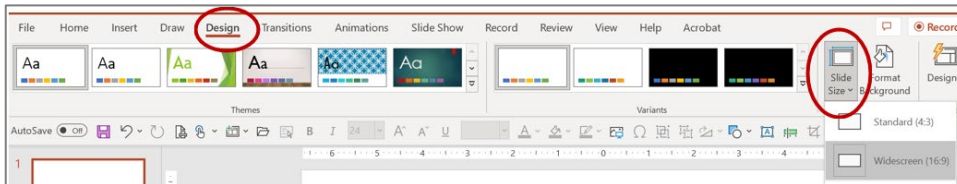
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A Quick 'How to' for PowerPoint – Recording your Presentation.

We recommend [PowerPoint](#) or similar software that allows you to record your presentation and export as a **.MP4 file**. Here is a handy set of instructions [MS365: Record a slide show with narration and slide timings](#).

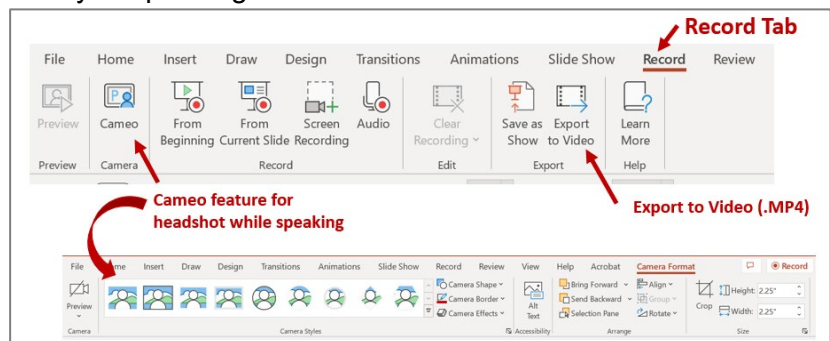
How to change the Slide Size to Widescreen 16:9

- Go to 'Design' tab on the top menu.
- On the right is 'Slide Size' then **Widescreen (16:9)**.
- If you already have content in your slides before switching size, you may have to fix some fonts and re-insert pictures if their aspect ratio was not locked.



How to Record your presentation and insert a Cameo Feature (headshot of you speaking)

- Go to the '**Record**' tab in the top menu.
- Select **Cameo** to insert a headshot of you speaking.
- Adjust the formatting for the camera, then select Record again to return to the recording environment. In the **Select the camera mode menu**, you can select Show Background or Blur Background.



- **Recording:**

- Select '**From Beginning**' to begin recording your presentation.
- Presentation mode will open – select the red button to start & stop the recording.
- At the bottom of the screen in presentation view, you have options to use Pens of various colors on screen while you are speaking as well as change the view to teleprompter, presentation view, or slide view.



- **Note:** Each slide records the audio separately. It is good practice to take a slight pause between slides, so you do not lose a word or two in the transition.
- You can always re-record an individual slide by using '**From Current Slide.**'



- Once completed and you are happy with your recording: Go to '**Export to Video**' - default setting is typically MP4. Name your recording '**LastName_ShortTitle.MP4**'
- **Upload to:** [SeaDuckConf Oral Presentations](#)