GUIDELINES FOR PLATFORM PRESENTATIONS

As the conference is virtual, you will be required to pre-record your platform presentation.

Please follow the guidelines below regarding platform presentations:
- Your name and the name of your organisation, as well as contact details, should be clearly visible on your presentation. Delegates may decide to contact you directly if they have any questions about your presentation or to request a handout.
- If you are using slides / visual aids they can have more impact if images or diagrams are used to highlight the key points. Including a balance of text and images is recommended where appropriate. Keep background colours light and choose a clear font.
- Practice – we'd recommend you practice your presentation in advance.
- **Data Protection:** Be aware that your presentation can be viewed by delegates throughout the conference and for a set time afterwards, so please do not use images that require consent for reproduction. If there are photographs included in your presentation, we recommend that you obtain written permission from each individual for their explicit use in your presentation. We would also advise only using images that are deemed free for use in the public domain.

When recording your presentation please:
- Remember that your presentation can be no more than 30 minutes, this is an absolute maximum.
- Develop a narration to present and then practice it to make sure that you can deliver it smoothly. You might want to test your recording equipment to make sure that you are at the appropriate distance from the microphone (not too close and not too far) and try to maintain a constant distance from the microphone while recording.
- Think about your surroundings before recording. Be mindful of what is visible behind you, keep background noise to a minimum, and ensure you are in a comfortable position and well lit.
- Speak clearly into the camera. You can also use slides or visual aids if you wish.

- If possible, we strongly recommend that you use a computer and a webcam, rather than a phone or other hand-held device, to give your presentation.
- We recommend using the free Zoom software to record your video presentation. The app is required to give a presentation (but not for audience participants). You can download the Zoom Client app here.
  - To avoid unnecessary complications, please ensure that your Zoom app is up to date with the current version.
  - Using a modern browser that is updated to the latest version (such as Chrome or Safari as well as others) should work.
  - If you are using slides, you will need to share your screen, as well as recording yourself speaking to the camera.
  - Once you have familiarised yourself with the app and the settings, you are ready to record your presentation. Click on New Meeting and then Record. After you end the meeting a mp4 file of your talk should be saved on your computer.

If you feel more comfortable using Microsoft PowerPoint or another software to record your video presentation then feel free to use it, just don't forget to export it to a video file (.mp4) when you have finished.

Finally, please remember that you are responsible for checking your video and ensuring that the content is as described in your abstract submission.

Please send your video presentation to admin@communicationmatters.org.uk by 30th June 2021. Please remember to state the title of your abstract and your abstract submission ID in the email. We advise sending your video files via WeTransfer.com as they may be too large to attach to an email.

If you have any questions, please contact admin@communicationmatters.org.uk or call us on 0113 343 1533.