PRESENTATION GUIDELINES FOR VIRTUAL SPEAKERS (ON-DEMAND/ PRE-RECORDED)

PLEASE READ CAREFULLY

The following guidelines have been developed to assist VIRTUAL speakers with preparing their Pre-Recorded presentations or as part of the On-Demand program.

Please note that due to the VIRTUAL component in this year's conference, there are strict time limits to all presentations.

- Any PRE-RECORDED presentations that exceed the allocated time limit will be cut to length.

FOR ACCEPTED ON-DEMAND ORAL PRESENTERS:

- Create a presentation video of you presenting your slides. This must not be longer than your allocated presentation time of 10-minutes (we recommend to aim for 7 – 8 minutes)
- Presentation slides (16:9 ratio) must also be provided to the conference organisers by the due date, **Monday 18 October 2021**, so that they can be uploaded to the virtual platform for delegates to download / view.

FOR ACCEPTED PRE-RECORDED ORAL PRESENTERS (+ LIVE Q&A):

- Create a presentation video of you presenting your slides. This must not be longer than your allocated presentation time. Refer to your acceptance email for your allocated time.
- Presentation slides (16:9 ratio) must also be provided to the conference organisers by the due date, **Monday 18 October 2021** so that they can be uploaded to the virtual platform for delegates to download / view. A 15-minute Live facilitated Q&A session has been scheduled at the end of the pre-recorded oral presentations. We ask all speakers be available to participate.
- All LIVE speakers will be required to attend a 30-minute virtual portal familiarisation session in the prior to the conference.
- Times and dates for portal familiarisation sessions will be supplied closer to the time.
- More information about our virtual portal will also be provided in due course.
- In the portal familiarisation sessions you will learn how to join your session and the process for being part of a panel discussion or Q&A.
- You will need the following equipment:
- Computer / laptop with webcam and microphone
- It would be ideal to have access to two monitors / devices so that you can view both your presentation slides, and the virtual event portal.
- Internet connection (hard-line/cable if possible)
- Internet browser (ideally Google Chrome)
- On the day of your presentation, you will be required to log into the virtual event portal session half an hour before the start time of the session so that our support team can confirm your setup and check that your mic and camera area all working.

SUPPLYING YOUR FILES:

- Refer to our guide on How to record your presentation for Zoom or Microsoft Teams for more information on making your video.
- Refer to our guide on How to name and supply your files to upload your presentation PDF and presentation video correctly.

PROGRAM CONTENT

To assist you with developing session content please remember to:

- Plan to the allotted time.
- Acknowledge community in your presentations.
- Allocate most of your presentation to cover the lessons learnt and the challenges experienced.

DISCLOSURE OF INTEREST

Presenters are asked to include a disclosure of interest slide in their presentation.

The conference organising committee recognises the considerable contribution that industry partners make to professional and research activities, and we value these greatly. Disclosures should relate to the substance of the research being presented, declaring any relationships and potential conflicts as part of each presentation you make.

PRESENTATION CONSENT

The Conference organisers are making every effort to distribute information presented at the Conference.

By accepting your presentation, you consent to your presentation being available and downloadable via the virtual conference portal and NZSHS website.

Live presentations will be recorded and made available for viewing On Demand in the virtual event platform.

SPEAKER INTRODUCTION ADVICE

We encourage all our speakers to consider including in their introductions the following:

1. Enthusiastically and boldly welcome people to your session (speak with intention and look at your screen);
2. Acknowledge the Māori people who hold mana whenua or authority over the lands and seas where you are currently located, and
3. Briefly introduce yourself (in whatever way and in whatever language is best for you and your audience i.e. if your Māori language pronunciation is not the best, then reduce the amount of Māori language you speak to a minimum)
4. Check out the online Māori dictionary if you need help with your pronunciation. Next to the term is a speaker icon - click on that to hear the correct pronunciation. Here's the link to the term "māori' and the speaker icon.

A sample introduction is provided on the next page.

Here is a sample introduction:

He kōrero mōku / Introducing yourself

Tēnā koutou kua huihui mai nei
Greetings everyone gathered here

E mihi ana ki ngā mana whenua
I acknowledge the mana whenua

Ko_____ tōku ingoa
My name is _____

Nō _____ahau
I am from _____

E mahi ana au hei _____ (your profession)
I am a _____ (e.g. nurse, doctor, educator)

ki _____(Organisation/Company)
for _____ (Organisation/Company)

Nō reira, tēnā koutou katoa
So, greetings to you all

Or visit Auckland Libraries here for more suggestions

Remember, practice makes perfect!

Please contact the team at ForumPoint2 Conference Partners if you have any questions.
E: jaimee@fp2.co.nz or P: 0273207981