



Poster and Speed Talk Presentation Guide

16th SGA Biennial Meeting 2022

Thank you for presenting at SGA 2022. Below are the guidelines for preparing your poster presentation.

Posters and speed talk recordings (if applicable) must be uploaded by **14 March 2022**.

Poster presentation requirements

- Your poster may be portrait or landscape orientation. Remember that your poster will be viewed digitally.
- Posters will be uploaded into the virtual poster gallery on the conference platform and will be visible throughout the conference. Attendees can ask questions about your poster via the virtual poster gallery, and you can answer these in your own time.
- Your poster must be uploaded as a pdf file, no larger than 10 MB.
- The file name must include the presenter's name and session name, e.g. Michael_Smith_Ore_forming_processes.pdf. (For sessions with long titles, please use up to a maximum of the first five words of the session title).
- [CLICK HERE](#) to upload your poster.

Speed talk presentations requirements

We are asking all speed talk presenters to pre-record their presentations. The recorded presentations will be played at the end of the session and will also be available throughout the conference in the virtual poster gallery. Attendees can ask questions about your presentation via the virtual poster gallery, and you can answer these in your own time.

- Speed talk presentation recordings must be kept to **3 minutes**.
- Presentations should include a Title/introductory slide, two (maximum three) content slides and a Closing/conclusions slide.
 - The Title/Introductory slide must include paper title, author names and affiliations.
 - The Closing slide, in addition to the conclusions, could include acknowledgements, the authors contact details, and links to resources.
- The file name must include the presenter's name and session name, e.g. Michael_Smith_Ore_forming_processes.mp4. (For sessions with long titles, please use up to a maximum of the first five words of the session title).
- **Please ensure you convert the file to .mp4 before submitting your recording.**
- [CLICK HERE](#) to upload your presentation.

Before you record

Here are some things to keep in mind when preparing your slides:

1. Design your presentation with a 16:9 widescreen format.
2. Dark text on light background with a sans-serif font is best.
3. Use consistent slide format, align left or right (not centre), keep words to a minimum and average no more than 1 slide per minute.

Preparing to record

- You need a quiet space with lighting from in front of you and a plain background (no virtual backdrop unless you have a green screen).
- Position your camera at eye level with your face straight on and your body positioned in the middle of the screen (not too far forward or too far back). Tip: position your laptop on a box to raise it to eye level.
- Wired headphones and microphones give the best sound quality.
- Test your internet speed if using an online platform such as Zoom to record. Ensure a steady connection so that your video is smooth and not distorted.
- Turnoff and disable any apps that may interrupt, or cause pop ups or notification sounds during your recording.
- Your video/camera feed will appear in the top right of your presentation and therefore your PowerPoint slides must not have information in this area.

Recording your presentation

- Using a video conferencing tool (e.g., Zoom / Teams) or PowerPoint are easy ways to record yourself, your screen, and audio at the same time. Having a view of you while making the presentation enables better engagement with your audience.
- However, you are welcome to simply narrate your slides if you are uncomfortable being videoed while presenting and prefer not to be seen during your presentation. It is not a requirement to include your video/camera feed during the recording. If we can see your slides and hear your presentation, then you are good to go.
- Position yourself centrally in the video with a simple background. Sit up straight and remember your audience (avoid watching yourself).
- Make sure there is a clear, energetic introduction and conclusion.
- Ensure there is time for digesting any data shown and verbally cue the audience for what they are looking for on the slides.
- Do a test recording!

Suggested recording methods

- Record your presentation using PowerPoint. [Click here for instructions](#). Visit YouTube for additional tutorials (e.g., <https://www.youtube.com/watch?v=2m60HT3OMOI>).
Or:
- Record your presentation with Zoom. [Click here for instructions](#). Visit YouTube for additional tutorials (e.g., <https://www.youtube.com/watch?v=nYNOB38ejVI>).

Submitting your recording

- Submit your presentation by **14 March 2022**.
- Please ensure your presentation recording is in .mp4 format.
- The file name must include the presenter's name and session name, e.g. Michael_Smith_Ore_forming_processes.mp4. (For sessions with long titles, please use up to a maximum of the first five words of the session title).
- [CLICK HERE](#) to upload your presentation.

What happens with my presentation?

Your poster and presentation recording are uploaded to Dropbox and only accessible to the conference organisers. They are then uploaded to the virtual conference platform, which is only accessible to those registered to attend SGA 2022. In addition to the period of the conference, your poster and speed talk will be available for view by conference participants during the week before the conference and for four weeks following the conference.

Any questions? Please contact Conferences and Events Ltd

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Conferences & Events Ltd

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