



Presentation Instructions

Live Oral Presenter Instructions

AVS 67 Virtual Showcase Live Sessions will be held using Zoom Webinar. Live sessions will be presented over the conference dates (**October 27-29, 2020**) and will also be recorded and added to the AVS Technical Library.

You will be receiving two e-mails:

1. **One From:** ATIV Software (alerts@ativsoftware.com) containing details how to test your computer setup and a button to confirm that you have tested your computer.
2. **The Second From:** no-reply@zoom.us with the subject line starting with "Panelist for..." and it contains your personalized link to join the Webinar as a speaker. Do not share this link with anyone else.

Once you receive the e-mails with your presentation date and time you will need to review the following presentation guidelines checklist. **Questions?** Contact events@avs.org, 530-896-0477.

Remember the Time Zone: All live sessions will be held in Eastern Daylight Time (EDT). [Time Zone Converter Tool](#)

[Live Oral Presentation Guidelines Checklist – Before Recording Date](#)

Review the [Copyright Form](#) that you agreed upon during the initial abstract submission process. Note that it is your responsibility, as the submitting author, to get all approvals from other authors and organization(s) prior to presenting in the On Demand sessions.

Review the [AVS Code of Conduct](#). Note that all sessions and social media posts will be moderated for disruptive behavior.

Create Presentation Slides Using PowerPoint Only: Create your presentation slides and check them for sensitive or confidential information. Your presentation will be available online after the Live Session in the AVS Technical Library, and should not include confidential information. Be sure your last slide lists the best way(s) for others to contact you for questions or collaborations.

Presentation Time Length:

- **Contributed Oral Presentations:** 15 minutes total, including 3 minutes for the question and answer time. ([Live Presentation Tips](#))
- **Plenary/Invited Oral Presentations:** 30 minutes total, including 5 minutes for the question and answer time. ([Live Presentation Tips](#))

Technical Requirements:

- **Select Presentation Device:** You must use your own laptop or desktop computer (no mobile devices). A webcam is optional, if you would like to be visible on screen while also showing your slides.

- **Setup Zoom Client:** You must install the latest version of [Zoom Client for Meetings](#) in advance of your presentation and test your sound and permissions prior to the day of your talk (see below). If you have attended a Zoom meeting recently, you likely already have the client installed.
- **Check Connectivity:** Make sure your connection speed is at least 2 Mbps upload, 4 Mbps download or better. You can test your Internet connection speed at [SpeedTest.net](#). Using a wired Ethernet connection provides the best quality, but WiFi should be fine. If you are using a Mac, make sure to try sharing your screen at <https://zoom.us/test> ahead of your recording time slot so that you can grant Zoom the appropriate permissions. Doing so requires you to restart the application (which you won't want to do during your session).
- **Sound:** We recommend that you present in a quiet area without background sound and use a headset if possible. You can use <https://zoom.us/test> to test your Zoom audio in advance.
- **Test Run:** A test run of each Live Session will be scheduled prior to the event and more details will be provided on this later.
- **Technical Issues or Questions?** Contact avs67help@avs.org

[Live Oral Presentation Guidelines Checklist – Day of Your Presentation](#)

Ten Minutes Before Your Live Oral Presentation

- To access your assigned Zoom session as a speaker, you will receive a special link via e-mail as described above. This link will not work until ten minutes before your session.
- Send a message in the chat window to tell the Session Chair and technical support staff (Zoom Host) that you have arrived.
- Test your sound by unmuting and speaking to your Session Chair. Turn mute back on when you have finished testing.
- Check that all other windows, notifications, and sounds not related to your talk are turned off.
- Remember that what you see on your screen will be seen by all attendees, so if you are viewing your slides in “presenter mode” your notes will be visible to all.

During Your Live Oral Presentation

Chat Window: Open the Chat Window so you can send a message to technical support in case of problems.

Giving Your Talk: Unmute your microphone and share your screen when the session chair introduces you. When your talk is over, mute your microphone and stop sharing your screen.

Timing: The e-mail will provide a countdown timer link. Please have this open on your mobile device next to your computer.

Answering Questions: Your session chair will select and read attendee questions that are submitted in the Chat Window. You will answer using your microphone. Remember to mute when you are finished.

Technical Issues or Questions? Type in the Chat Window

After Your Live Oral Presentation

- Stop sharing your screen and mute your microphone.
- Enjoy the rest of the conference!