

## Plenary Presenter Guide

### Live Session Presentation Overview

Your plenary presentation will be included in a live Zoom meeting session. You do not need to pre-record your presentation. A live moderator will introduce your presentation and you will share your screen to present your slides and eight minute talk. You will then have two minutes to respond to live Q&A prompted by the moderator. You will have your camera and audio turned on for the full 10 minutes. After Q&A, please turn off your camera and mute your microphone. After the session ends, you may disconnect from the live session.

### Important Dates

- **Week of Sept. 13:** Login credentials for MSPR Presentation Management Portal (Education Harvester in CadmiumCD) sent, along with link to Presenter Guidelines.
- **Week of Sept. 20:** Tech-check appointment link will be sent.
- **By Sept. 14-Oct. 11:** [Register for the meeting](#)—registration is complimentary.
- **Oct. 5:** All tasks should be finalized in MSPR Presentation Management Portal (Education Harvester in CadmiumCD)—profiles completed, headshots and presentation slides uploaded.
- **Oct. 8:** Log in to the MSPR Virtual Platform to see all uploaded content and register to attend sessions via Zoom. An email will be sent when it opens. You do not need to register for the session in which you will be presenting—a personalized join link will be sent to you. Make sure to add the session to your calendar.
- **Oct. 11:** Final day to register for the meeting—please register by 11:59 pm CT.
- **Oct. 13-15:** Plan to present your research live during your assigned session.

### Presentation Slide Requirements

We recommend presenters download the MSPR PowerPoint slide deck template from the MSPR Presentation Management Portal. This will be listed as "Download the MSPR PowerPoint Template" on your presenter task list. Even if the MSPR PowerPoint template is not downloaded, all presentation slides must follow the requirements below.

- 16:9 ratio.
- Headings should be Arial font, color black & size 49.
- Body font should be Arial font, color black & size 24.
- A disclosure slide is required after your title slide.
- Copyrighted images are not permitted.
- Tables and images should be large enough for audience viewing.
- A good rule of thumb is one slide per minute - For example, a 10-minute presentation would have a maximum of 10 slides.
- Polling will not be available; please do not include any slides for polling.

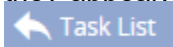
## Log in to the MSPR Presentation Management Portal (CadmiumCD Education Harvester)

You will be sent a welcome email inviting you into the portal the week of Sept. 13. That email will contain the login credentials and a link for the portal. Click on the link and enter your login credentials.

If this is your first-time logging into the portal, you will need to read and sign the Privacy Notice. You will only need to complete this notice once. Any time after that, when you login, you will advance directly to your task page.

## Task Page

The Task page will outline the set of tasks you are required to complete. Please follow the tasks in the order they appear. You can return to the main task page at any point by clicking on **Task List** in the top left bar.



The screenshot shows the 'Training' page in the CadmiumCD Education Harvester portal. The page is divided into several sections: 'EVENT INFORMATION', 'YOUR INFORMATION', and 'FEEDBACK'. Under 'EVENT INFORMATION', there are dates (Oct 30 - Nov 2, 2020), a 'Spookapalooza 2020' event, and a 'Contact the Event Organizer' link. Under 'YOUR INFORMATION', the user is identified as 'Bob Nowaskey (0 Logins)' with a 'View / Edit Your Profile' link. Under 'FEEDBACK', there is a message: 'We always welcome feedback and want to hear what you like and your suggestions. Give Feedback Now'. The 'TASKS' section shows a list of 8 tasks, with the first task, 'Upload Presentation Slides (task is due Saturday, October 31, 2020)', highlighted with a red box. Other tasks include 'Record Your Presentation Video', 'video upload (not record) task', and 'Update Your Biography'.

When you have completed your presentation slide deck, upload your presentation file to the MSPR Presentation Management Portal (CadmiumCD Education Harvester). Acceptable file types are: .ppt; .pptx; .pps; .ppsx; .key; and .pdf. You do not need to pre-record your presentation—you will be presenting live during a Zoom meeting.

## Preparing for the Live Presentation

To facilitate connection during the live portion of the meeting, please follow the instructions below to install and/or update Zoom.

## Download the Zoom Desktop App

Go to [zoom.us](https://zoom.us) and click "Sign Up for Free," and follow the online prompts to sign up for an account.



You will receive a confirmation email with a link to "Activate your Account," where you can set up your account and download the desktop application.



# 2021 VIRTUAL SCIENTIFIC MEETING

OCTOBER 13-15

## Update Zoom

Zoom regularly provides new versions to release new features and fix bugs. We strongly recommend upgrading to the latest version. To update your Zoom desktop app, click your profile picture in the right corner of the window. A drop-down menu will appear where you can select "check for updates."

## Pre-Presentation Technical Check & Internet Requirements

During the week of Sept. 20, you will be sent a link to schedule your technical check appointment. Between September 27 and October 11, you will have a brief technical check scheduled with the MSPR audio-visual team. The purpose of this technical check is to test your audio and video, not to rehearse your presentation. You must join this technical check from the exact location you plan to present from to prevent unexpected issues on your presentation day. When selecting your presentation location, test your internet connection to ensure it is strong enough by using the link below. For the best results, hardwire your computer to the modem. If you plan to use WiFi, get as close as possible to the modem. Close all non-essential programs before your test and presentation.

### [Internet Speed Test](#)

We recommend at least 25-50 MBPS Download for a strong connection. If you test your system and it is not within this range, please identify a spot that meets the requirements before joining your tech check call. This will limit any day of internet issues.

For additional information on internet and system requirements for Zoom, please click [HERE](#).

## What to Expect on Your Scheduled Session Day

You should plan to arrive 25 minutes before your session's published agenda start time for your "day of" technical check; you will receive a calendar invitation for this event. This link will be unique to you. Please do not share the link with others, including presenters in your session. Make sure you can leverage all the bandwidth available at your location. This means limiting other conference calls, streaming, or online gaming while you are presenting. If you're presenting from home, let everyone in your household know that you will need dedicated internet access to achieve the best results.

Once the session is live, the moderator will introduce each presenter in turn. She/he will share their screen and present their slides for eight minutes, followed by two minutes of Q&A facilitated by the moderator. When each presentation is done, the next presenter will be introduced.

## Technical Tips & Troubleshooting

If you encounter difficulties connecting, please check the following:

- Use Google Chrome or Firefox to participate in the conference.
- Confirm that you are not on your company's VPN Security Settings (disable this setting). After disabling, try logging out, closing your browser, and logging back in.
- If you are in the office, try another network (some offices have robust firewalls that restrict access).
- Clear your web browser history and cache.

- Check your Internet connection and use a hardwired internet connection if possible.
- If using WiFi, get as close to the modem as possible.
- Close any other tabs using a lot of bandwidth.
- If you are at home, make sure no one uses streaming services like Netflix, etc. that could impact your available bandwidth.

## Additional Resources

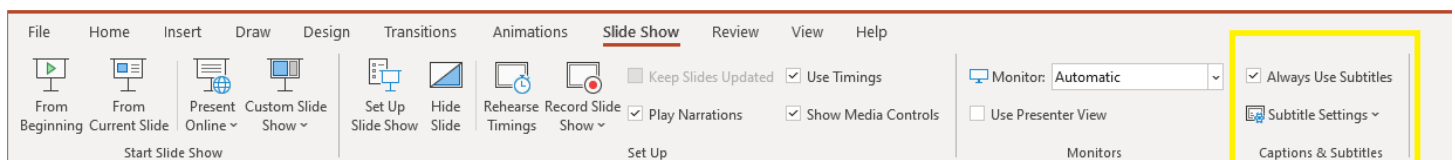
### Best Practices:

- Use small headphones or earbuds with a microphone to provide the best sound quality.
- Be sure to have your laptop/device plugged in.
- Have a strong internet connection.
- Pick a quiet space.
- Set up a plain background.
- Dual monitors are not recommended as it complicates your screen share.
- It is suggested to start a timer on your phone for 8 minutes, so you are always aware of your time.
- Your PowerPoint presentation should be loaded on your desktop.
- Do not build auto slide advancement into your presentation.
- If you would like to share your contact information with attendees, who may have further questions, please include your email address on your last slide.
- If you have ever had your name “mispronounced,” please be ready to help the Moderator with the correct pronunciation.

## Closed Captioning (Recommendation Only)

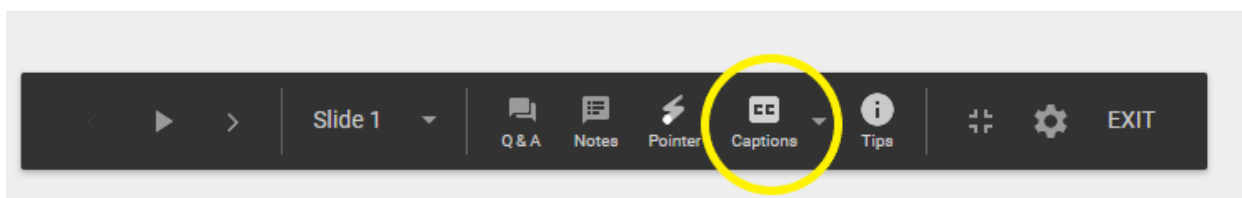
### PowerPoint

PowerPoint 2016 or newer offers the option to turn on closed captioning. Once in the program, navigate to the Slide Show tab. On the far right side of the ribbon, use the Captions and Subtitles menu to turn on the captions.



### Google Slides

Google slides is a free presentation program that is available for all Gmail users. To turn on closed captioning in your Google Slides presentation, click the present button in the top right corner, then click the "CC" button to turn on and adjust the captions.





# 2021 VIRTUAL SCIENTIFIC MEETING

OCTOBER 13-15

## Responding to Q&A

You can also respond to questions within the Q&A section of your presentation area. To answer questions, you will need to log in to the MSPR Presentation Management Portal (Education Harvester).

There is also a Discussion tab that facilitates discussion about your research. We ask that you check these areas periodically through Nov. 15, 2021. Your responses will be viewable.

## Questions or concerns?

If you have any questions or concerns, please reach out to us at [info@midwestspr.org](mailto:info@midwestspr.org).