

Presenter Instructions

Introduction

Congratulations on having a paper accepted to EWTEC 2023. Please find below requirements for the different types of presentation you might be involved with at the conference:

- [In Person Oral Presentation](#)
- [Virtual Oral Presentation](#)
- [In Person Poster](#)
- [Virtual Poster](#)

If you are unsure which of these applies to you, please email ewtec2023@ewtec.org and we can advise you.

The schedule for oral presentations will be available in a separate spreadsheet alongside this document – you will be able to search by surname or paper number, but we advise you check the timing of your presentation and let the management team know immediately if there are any issues.

Please ensure the following are correct:

- The presenting author
- The title
- The author list
- How you will be presenting (in person/online)

We have attempted to take time zones into consideration for virtual presenters, however if we have scheduled you at a time which is very early or late, please let us know and we will do our best to adjust your presentation slot.

The list of posters will also be available in the accompanying spreadsheet – if you are expecting to produce a poster, please ensure you are on this list, and that the format (physical poster, online poster, or both) is correct.

In Person Oral Presentation

You will be allocated a 15-minute slot to present your paper – this will include 12 minutes for your presentation, and 3 minutes for questions and answers from the audience.

When creating your presentation, please ensure you save it with the following naming convention:

Paper number_Presenter Surname_Date of presentation DDMMYY
e.g. 5004_Smith_060921

Please bring your presentation on a USB stick to the Registration/Information desk as early as possible. Alternatively, please email it to ewtec2023@ewtec.org.

Your presentation will be pre-loaded prior to your session. There will be a technical support supervisor in the room who will ensure it is ready for the start of your allocated time. You will have access to a remote clicker to move through your presentation.

All presentations will be streamed live to our virtual audience – you will be given a lapel microphone that will transmit audio to the remote viewers, and there will be a camera capturing video, this will be pointed at a specific spot which will be marked on the floor. If you leave this spot, you will not be on camera. All sessions will be recorded and made available to registered conference delegates on the virtual platform for 30 days after the event.

The chair of the session will give you visual cues regarding timings, however please be aware of the time limits. Questions will be taken from the audience in the room via roving mics, and also from virtual delegates via the virtual platform. The chair will read aloud any questions from virtual delegates, and you will also be able to access the questions asked via the platform after your session to answer (via typing) any which were not covered in the allotted 3 minutes .

Virtual Oral Presentation

You will be allocated a 15 minute slot to present your paper – this will include 12 minutes for your presentation, and 3 minutes for questions and answers from the audience. While [live presentation](#) is preferred, presenters do have the option to submit [pre-recorded presentations](#), see below for instructions for both options.

Presenting Live

The preference is that you will present your paper live. You will be sent a link to join a Zoom call – please ensure you join **15minutes** before the start of the session in which your presentation takes place. Before the start of the session, and while your camera/microphone is off, you will not be visible to attendees.

When you join the call you will be met by an online technical supervisor who will support you throughout your presentation and help with any technical issues. You will be expected to share your own screen and control your own presentation, so the 15minutes prior to the session beginning are key to ensuring everything is working.

The chair will be in the in-person in Bilbao, and will introduce your presentation as normal, you will need to turn on your microphone and camera – at this stage, both the virtual and in-person audiences will be able to see and hear you.

All sessions will be recorded and made available to registered conference delegates on the virtual platform for 30 days after the event. Please see [Appendix A](#) for further information around this including the permissions you are agreeing to by being part of the event.

The chair of the session or the online technical supervisor will use Zoom chat to give you cues regarding timings, however please be aware of the time limits. Questions will be taken from the audience in the room via roving mics, and also from virtual delegates via the virtual platform. The chair will read aloud any questions from virtual delegates, and you will also be able to access the questions asked via the platform after your session to answer any which were not covered in the 3 minutes allowed. To do this, you will need to leave the call and access the attendee view.

Pre-Recording your presentation

If you would prefer to supply a pre-recorded version of your presentation, you are able to do this. Please note you will still be expected to be available for you Q&A session following your presentation.

You have 12 minutes to deliver your presentation; if you go over this time, your video will be cut short during the event, so please ensure you stay within the time limit. Following your presentation being played, you will be brought onto the screen and questions will be taken from the audience in the room via roving mics, and also from virtual delegates via the virtual platform. The chair will read aloud any questions from virtual delegates, and you will also be able to access the questions asked via the platform after your session to answer any which were not covered in the 3 minutes allowed. To do this, you will need to leave the call and access the attendee view.

We must receive your presentation by no later than **4pm CET Thursday 31st August**. This is to allow us time to ensure all the videos work. If you have not submitted by this time, your recording will not be accepted and you will need to present live in your allocated time slot.

How to record your presentation

There are several options available to be able to record your presentation. You can record it on a laptop/Mac Computer/ipad or mobile phone. We have provided information below on how to record your presentation using Zoom and PowerPoint. However, as long as the output is in .mp4 format, please feel free to use whichever method you are most comfortable with and which works best in terms of camera and audio quality

Audio and video recording – Zoom (preferred option)

This option enables you to record a video of yourself presenting your slides, so the other delegates will be able to see your presentation alongside the slideshow. It is easy to use and there are a number of guides and tutorials to help you if this is your first time using the platform.

You can find user guides for Zoom at <https://support.zoom.us/hc/en-us/articles/201362473-Local-recording>.

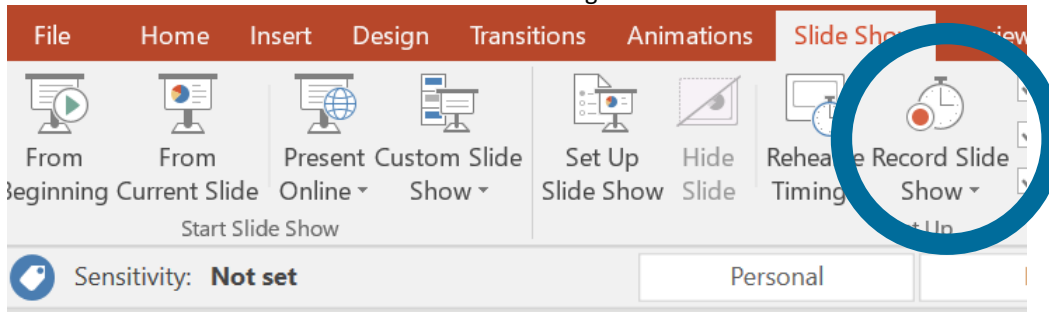
A good tutorial for how to record a presentation using Zoom can be found at <https://www.youtube.com/watch?v=xHH5JEsa6B4>.

There are many different views of Zoom depending on your device – the user guides at the link above will hopefully allow you to successfully use this, however if you have any queries, please email ewtec2023@ewtec.org and we will do our best to assist.

Audio only - Recording a PowerPoint presentation

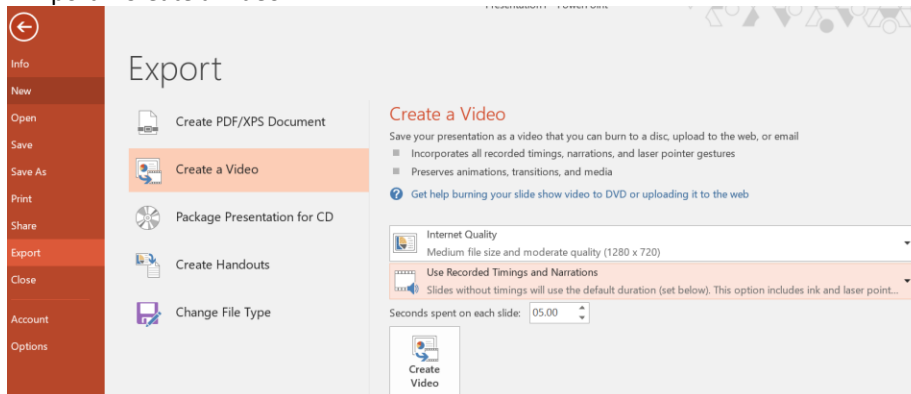
Once you have completed your presentation slides, it is possible to record your presentation along with a narration or voice-over. To do so, use the 'Record Slide Show' option in the Slide Show Tab. This will include all narration, animations, and slide transitions in the PowerPoint video.

Click Slide Show > Record Slide Show > Start Recording



When you get to the last slide of your presentation (all the while speaking over and clicking through the slides as you would when presenting normally), click again to end the presentation.

Now you need to save your presentation as a video. To do this, you need to save your presentation as a video. Click File > Export > Create a Video



Select 'Internet Quality' under the quality settings, and 'Use Recorded Timings and Narrations'. Click 'Create Video', and save as an MP4 file.

Another useful video on how to do this can be found at <https://www.youtube.com/watch?v=uKgfVZ4aCE0>

In Person Poster

Poster Presentations will be on display across the entire event. On arrival please bring your poster to the Registration and Information Desk - poster boards and fixings to mount your poster will be supplied by the events team. **All poster boards can mount A1 landscape and A0 portrait posters only** - please adhere to these sizes when producing your poster.

Your poster should be displayed as per the Conference Programme; please check the programme for details of the dedicated poster session(s).

Virtual Poster

Please save your poster as a 1 page .pdf document, up to A0 in size with orientation either portrait or landscape, and email it to ewtec2023@ewtec.org by **4pm CET Thursday 1st September**. Please save it with the following naming convention:

Paper number_First author surname
e.g. 5004_Smith

You also have the opportunity to submit an additional pre-recorded video/audio to be put online alongside your poster. Guidance on how to do this can be found [below](#).

Your poster will have its own page in the virtual poster hall. There will be an opportunity for other delegates to pose questions to you about your poster, so you will be encouraged to check this regularly. Your virtual platform profile will be linked to your poster page, so other delegates can also start chats with you to discuss your paper further.

How to record your poster presentation

There are several options available to be able to record your presentation. You can record it on a laptop/Mac Computer/ipad or mobile phone. We have provided information below on how to record your presentation using Zoom and Powerpoint. However, as long as the output is in .mp4 format, please feel free to use whichever method you are most comfortable with and which works best in terms of camera and audio quality

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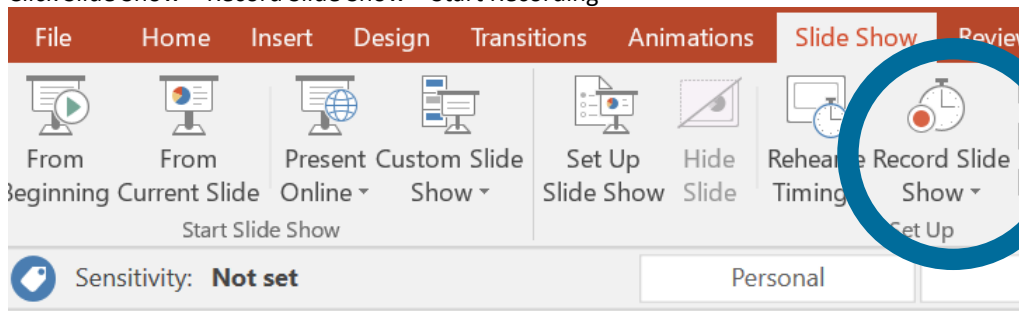
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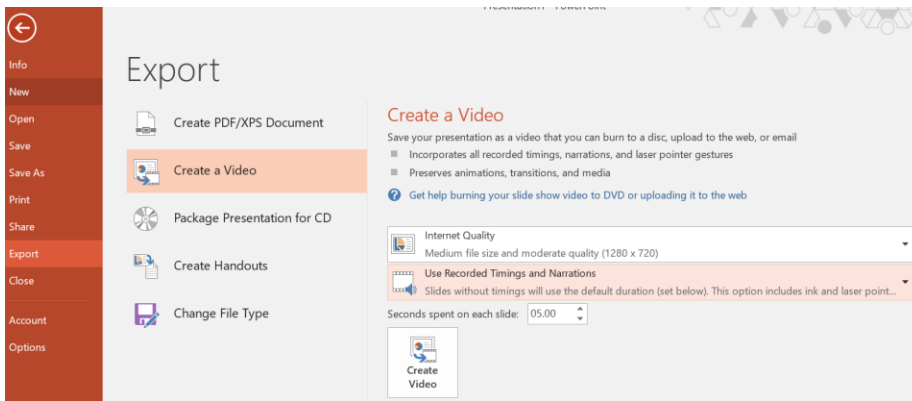
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Appendix A

By presenting your oral presentation you agree to the following:

- You have 12 minutes allocated for your presentation; if you go over this time, your presentation may be cut short during the event, so please ensure you stay within the time limit. This will be followed by 3 minutes of Q&A with questions posed by other delegates – if you are joining virtually you will be expected to be available for the live Q&A.
- If you are pre-recording, we **MUST** receive your presentation by no later than **4pm CET Thursday 31st August**. This is to allow us time to ensure all the videos work.
- Your presentation will be made **available online** to all registered delegates after the event. Please ensure you are happy for your presentation to be made available in this way and that you have the appropriate permissions for any information you include within it.

By submitting your video you are also agreeing to the below permissions:

- I agree to the recording of my presentation as part of the EWTEC 2023 event
- I confirm that any slides or content I present have the appropriate permissions.

If you have any queries about the above, please contact ewtec2023@ewtec.org.