



## **Speaker Presentation Guidelines – Free Paper**

The Congress Committee appreciate your contribution to and agreeing to present at the upcoming 14<sup>th</sup> APVRS Congress. This document has been prepared to assist you with planning a successful presentation for APVRS 2021 Virtual.

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## 1. Registration

All submitted speakers will enjoy complimentary registration this year. Please remember to complete the registration procedure at <http://congress.apvrs.org/>. For complete guideline for registration and profile update, please visit [here](#).

For those who had paid their registration fees, refunds will be issued upon a written request email from accepted authors, and all refunds will be issued after congress. The deadline for submitting the refund request is **October 31, 2021 (Sun)**. For more details, please visit <https://2021.apvrs.org/registration/>.

## 2. Preparing Your PowerPoint Presentation

**Affiliation and Financial Disclosure:** Financial disclosure must be made by every speaker for every presentation irrespective of whether the financial interests are relevant to that particular presentation. The SECOND SLIDE of every presentation must be on disclosure. If there is no financial interest, please put 'Financial Disclosure: Nil' on the slide.

**Videos:** Any video clips within your presentation should be tested beforehand to ensure it loads quickly enough during the presentation.

**Design:** Clarity is key. Use font styles and sizes that are easy to read, with larger sizes for titles and headings. Please avoid using similar colors for the text and background. Additionally, do not crowd too much text onto the slides. Simple and plain background is recommended for speakers.

**Images:** Presenters may use images in their presentations, where relevant. It is the presenters' responsibility to ensure they have the right to use the images in their presentations. Use graphs rather than just figures and words to make data easier to comprehend. Ensure that graphs and other illustrations are simple with limited text. To make sure your message can be well delivered, please use images with high resolutions.

**Content:** To ensure your presentation caters to wide-ranging audience, please carefully explain the background of your abstract and provide clarity on the topic you are discussing. Thus, all Congress attendees – from medical students to experienced specialists – should be able to engage with the information.

**Language:** All presentations are to be made in English. If English is not your first language, please take the time to write your presentation and have the grammar proofread by someone. Speak slowly, use short sentences and small words, and avoid phrases that are difficult to pronounce.

**Presentation Duration:** Please keep your pre-recorded presentations within **5 minutes**.

**Attendance:** Speakers are not required, but encouraged to attend the sessions during the congress.



**Presentation Schedule:** Please check the presentation schedule online at <https://2021.apvrs.org/agenda/> or mobile app. You can also log in to your [Congress account](#) to check your involvement summary and look for any updates before you prepare your PowerPoint presentation. Please check the schedule regularly to keep up with the latest updates.

### **3. Tips on the Day of Recording**

**Dress code:** Please dress as you would do for a physical meeting.

**Stable and strong internet connection:** Please make sure you have a stable internet connection during the recording.

**Quiet Environment:** Try to avoid background noises in the room of your recording and to ensure no one will interrupt you while you are recording

**Background:** Please keep the background neutral to avoid distraction. It would be the best to use our visual background (downloadable [here](#)).

**Audio:** You are recommended to use a headset for better sound quality. If you are recording via Zoom, you are recommended to join a test meeting [here](#).

#### **Camera and light:**

- Make sure the webcam or build-in camera is at the correct height. The ideal height for the camera is just above eye level.
- Make eye contact with the audience by looking into the lens of the camera.
- Please make sure there is sufficient light for optimal-quality image during your recording.

### **4. Preparing Your Recording**

To ensure the programs go smoothly and speakers from different time zones able to participate, **all presentations MUST be pre-recorded.**

We have prepared a step-to-step manual on how to record your presentations on **Zoom** (downloadable [here](#)). Apart from Zoom, there are many video conferencing tools that can help you pre-record your presentation, such as WebEx, Skype, Gotomeeting, Microsoft Team.

The Secretariat can also offer assistance in your presentation pre-recording. Please kindly contact [winnieho@apvrs.org](mailto:winnieho@apvrs.org) directly for more details.



### **Pre-recording Specifications:**

The following technical requirements apply to all video submissions:

**Format:** MP4 file using the H.264 codec, with 16:9 aspect ratio and 720p resolution.

**File Size:** 200MB

Please note that your video with unusual software or codecs may cause failure when uploading to the Congress System. Any software applications or digital video clips requiring a specific computing platform or additional software to play are not accepted.

**Length of your Recording:** Kindly note that the time schedule of each session is extremely tight. Please **keep assiduously to your allotted time**. You are strongly recommended to **rehearse your presentation(s) before recording**. If you have exceeded the allotted time, the Secretariat may trim or edit your recording(s) without prior notice.

### **5. Submitting Your Presentation(s)**

Speakers must register and upload their recording(s) to our Virtual Speaker Ready Room on Congress System **no later than October 31, 2021 (Sun), 23:59 (GMT+8)**. **Kindly note that all speakers must complete the registration process before they can make the recording submissions.**

Files uploaded after the deadline may NOT be able to be incorporated into the program. Before submitting your pre-recording, please make sure your video can be viewed without any visual or audio failure.

Resubmission requests after the said deadline may not be considered. When you are ready to submit, you may follow the submission guideline [here](#).

All presentations will be on demand for viewing until March 31, 2022. If you have any concerns, please contact [winnieho@apvrs.org](mailto:winnieho@apvrs.org).