36th Annual Meeting of the
International Society of Chemical Ecology

Stellenbosch, South Africa | 5-10 September 2021

CHEMICAL ECOLOGY AND SUSTAINABLE DEVELOPMENT

ISCE Guide for Oral Presentations

To minimize possible technology disruptions with possible connectivity issues in any of the 32 countries represented, the committee decided on **pre-recorded presentations** and all presenters are requested to provide a pre-recorded video presentation not exceeding 12 minutes (oral presentations; 3 minutes for flash poster presentations) by **16 August 2021. Note that although presentations will be pre-recorded, presenters are requested to be present live while the talks are presented as would be in a 'normal' symposium to participate in the Q&A after each presentation and participate in other presentations of the sessions.**

The **technical team** will share your pre-recorded presentation during the symposium and presenters should be available in the session to answer questions from attendees.

Please familiarize yourself with the Whova Guide for Attendees and Presenters which is available on the symposium platform as well as the video available on the Whova platform. While some aspects will not be relevant due to the pre-recorded sessions, it will give you a good reference and understanding of the functions on the platform: **https://whova.com/pages/whova-speaker-guide/?source=ems**

How to record a presentation: video example

We find this video very useful. If they can do a recording on a camp, anyone can do it. Please check your background to ensure that it is relevant and professional. https://www.youtube.com/watch?v=Wp16MNHnBTc

Presenter check list for recording

- Please ensure that your video doesn't exceed 12 minutes - 15 minutes include question time.
- We recommend using a laptop or desktop PC, not a mobile device
- Speak directly to the 'camera' i.e. laptop or desktop
- Please consider what can be viewed in the background when you are on camera, as this will be broadcast to conference delegates e.g. don't have any personal items or distractions such as posters in sight.
- Ensure that the main light source isn't coming from behind you. If you are filming in front of a window, please make sure you are not in silhouette or in darkness.
- Consider if you are most comfortable sitting or standing while presenting and position your laptop accordingly!
- Please close all apps on your PC or laptop during your recording
- Switch off or silence your phone
- Make sure other people (family members, roommates etc.) know that you are recording a presentation; ideally they should not be using too much bandwidth (no streaming)
- Please ensure that a copy of your recorded presentation is uploaded Mp4 format to the Google Drive by **16 August 2021.** Should you have challenges uploading, please email your YouTube link to **conference@carlamani.com** and we'll download. We'll download the videos on a daily basis and you're welcome to upload as soon as you're done: *(https://drive.google.com/drive/folders/1usYqb4uwrZEu8f9xKES7Ma2q5M-9KAL02?usp=sharing)*
- Your **video Mp4 file name** should start with your session number followed by your surname e.g. **17_Ruther**
- A pdf copy of your presentation slides can be uploaded to the conference platform in your speaker profile after your presentation. Since everybody will have access to the platform in advance, presentations should only be shared after the presentation. The organizers will upload all final abstracts in pdf format to the platform.

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Presenting Tips, Tricks & Best Practices

There are many ways to design sessions that will generate meaningful collaboration, foster engagement, and share knowledge. The following are just guidelines.

The Basics

Clothing

- Be comfortable and be yourself but try to **avoid busy patterns** (stripes can make people dizzy!) that will provide a distraction to the content. Solid colours, especially jewel tones, work well.
- This virtual event and current climate allow for a more casual on-camera look, no ties or jackets required.

AV/Tech

- **Mute anything** else in your office/room that beeps or buzzes, so you do not distract yourself or others in the audience.
- The best way to avoid feedback is to wear a **headset** and change your computer's audio settings to be input and output through the headset and its mic, but you can certainly use your computer's built-in microphone.
- If you have a hardline internet connection at home, then we suggest you use it. If you do not have one, use a high-speed internet connection.

- If you will be using a laptop, plug it in and leave it plugged in. It stops the computer from disabling certain power/battery functions, and it is a backup in the event you forget to charge it!
- Please close out all applications other than the window browser you are using.
- It is preferred that you use the Google Chrome browser

Webcam Visuals

- **Adjust the laptop or your webcam** so that your head and shoulders take up most of the frame. If you need to, put the computer on a phone book or close the cover of your laptop just enough to fill the frame. Ideally, the camera will be capturing you straight-on or looking slightly down on you (most flattering like in selfies). If the camera is underneath you, you will magically grow double and triple chins. It creates an illusion that you are talking direct to the person watching and provides a more personal connection.
- It is all about the **lighting and placement** of the lighting. Your primary light source should come from behind your webcam. If the light is coming from behind you, you will appear very dark on camera.
- Be sure to wipe out any additional lighting from office windows etc. that may interfere with the clarity of the video stream.

During Your Presentation

- No matter what is happening on screen, when you are "listening" **look directly into the camera**, rather than at the screen. Otherwise, it will seem like you are not paying attention.
- If you are comfortable doing more than one thing at a time, feel free to play, engage, chat and share with the audience.
- **Use your voice to guide viewer attention**. Vary your intonation to keep the attendees engaged.
- **Speak in a way everyone can understand**. Try to avoid long words when short ones would do. Use the active voice rather than the passive one. Try not to use a foreign phrase, scientific words or jargon when a plain language equivalent is usable.
- Do not rely only on slide pointers or annotation tools provided on Web conferencing platforms.
- Encourage your attendees to share what they are learning on social media.

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Creating Your Presentation

This ISCE Symposium/ Conference will be different for several reasons. It means that we will likely have an increased number of attendees, from a wider variety of national geographical locations.

Introductions

Your **introduction** will be more critical than ever. You may need to introduce yourself and establish the groundwork for your presentation within the first few minutes to get the audience hooked. A good introduction will meet the following objectives:

- Capture the audience's attention
- Motivate the audience to listen by relating the topic to their frame of reference • Establish your credibility on the topic
- Present your purpose (that is, your *exact* purpose or a variant of it)
- Preview your main points (today, I will talk about)

Consider creating accessible content

Here are some essential tips on how to create accessible content in PowerPoint

- Use the built-in features of PowerPoint
- Styles, especially those for headings and lists
- Think about colours, font families, text alignment, and text formats like Bold
- Think about alternatives to charts, graphs, sophisticated data tables, and math formulas
- Keep the language as simple as possible
- Find more information on Microsoft Make Your PowerPoint Presentations Accessible pages

Building Your Slides

Here are some additional tips on creating your slides:

- **Use large areas of colour sparingly**. Use them to make an impact.
- **Include photography where appropriate** - Avoid too much detail in your visual aids. Use simple, dramatic images. And remember – not every image means the same thing to every viewer.
- **Use layouts that enhance your content and message**. Use builds (progressive disclosure) rather than a single very complex slide.
- **Streamline and simplify your visuals.** Avoid unnecessary animations, fancy borders, ornate fonts and vertical text.
- **Spread your content out over more slides,** so there is a frequent on-screen change for audiences.
- Design your slides as if you are creating them for viewers in the back of a large auditorium – **use larger fonts and adequate spacing**, and do not put things near the edges of your slides. Assume that many will be viewing your online presentation from smaller laptop screens or even on mobile devices.
- **Assume that some people are multitasking** during an online presentation.
  - One thing you can do is make sure the titles on your slides are more descriptive and capture the main point of the slide.
  - To bring people back to slides, say something like 'What do you see below the picture of the woman on this slide?' or 'Look at the data on the right-hand portion of your slide.'

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Live conference room

1. Note that the pre-recorded presentations will be shared by the technical team and not by each presenter.
2. The symposium session chair/moderator will 'spotlight' and unmute you once your presentation has concluded to answer questions that may be asked by the audience.
3. During the Q & A session, audience members can raise their hand. The chairs will unmute question askers on a first-come-first-serve basis. You can respond directly to the question as the camera will still be on you.
4. The Q & A session is included in the 15 minutes presentation time, please take this into consideration during your planning of your 12-minute pre-recorded presentation.

After your presentation

In addition to the questions that come up in the Q & A session, delegates can ask questions or give constructive feedback via your presentation's channel in Whova. Please ensure that you check your Whova channel throughout the duration of the conference, and reply to any further questions or conversation threads.