



EMAS Virtual School

Late parenthood

17 - 18 June 2021

VIRTUAL

**Virtual
School**

Speaker Guidelines

Presentation Format

Please use **Microsoft PowerPoint** (*.ppt or .pptx), OpenOffice/LibreOffice Impress, or Adobe PDF to guarantee your presentation will open successfully.

If you use MS PowerPoint, we recommend that you save your PowerPoint presentation using **.ppt- or .pptx-format** and not .pps or .ppsx.

Images or Video Files

JPG images are the preferred file format for inserted images. PNG, GIF, TIF or BMP formats will be accepted as well. The resolution should be **between 72-200 dpi**. The size should not exceed **250KB**.

If you wish to include a video file in your presentation, the **MPEG-4 and WMV** formats should work with no difficulties.

Font and Style

Please use a minimum size of **16pt**. Suggested fonts: Arial, Tahoma, Calibri
Use of special fonts not included in MS-Windows 10 (English version) can cause the wrong formatting of your presentation.

We advise using **high contrast layouts**, for example light text on a dark background

Preparing your Presentation – Your Checklist for Success

Please record until 13 of June 2021 your presentation here:
<https://record.provirtualmeeting.com/studio/>

**RECORDING
IN PROGRESS**

Login: EMAS / Password: EMAS

Please use Chrome or Firefox to access the upload platform

Join the TECHNICAL REHEARSAL to meet the faculty in your session, familiarise yourself with the software, and ask any questions you may have directly to our technical support



Tip: Download the latest versions of Zoom and Google Chrome. The conference software works best with Chrome and Zoom will be used for the livestreaming of the Q&A session



zoom

Upload platform – step by step

Record your presentation

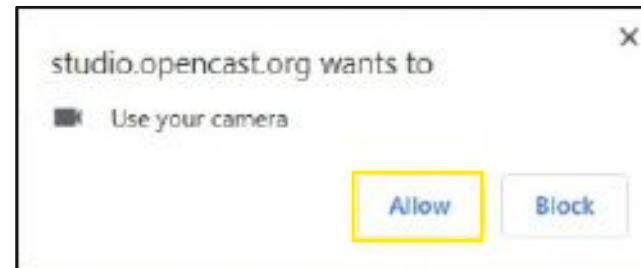
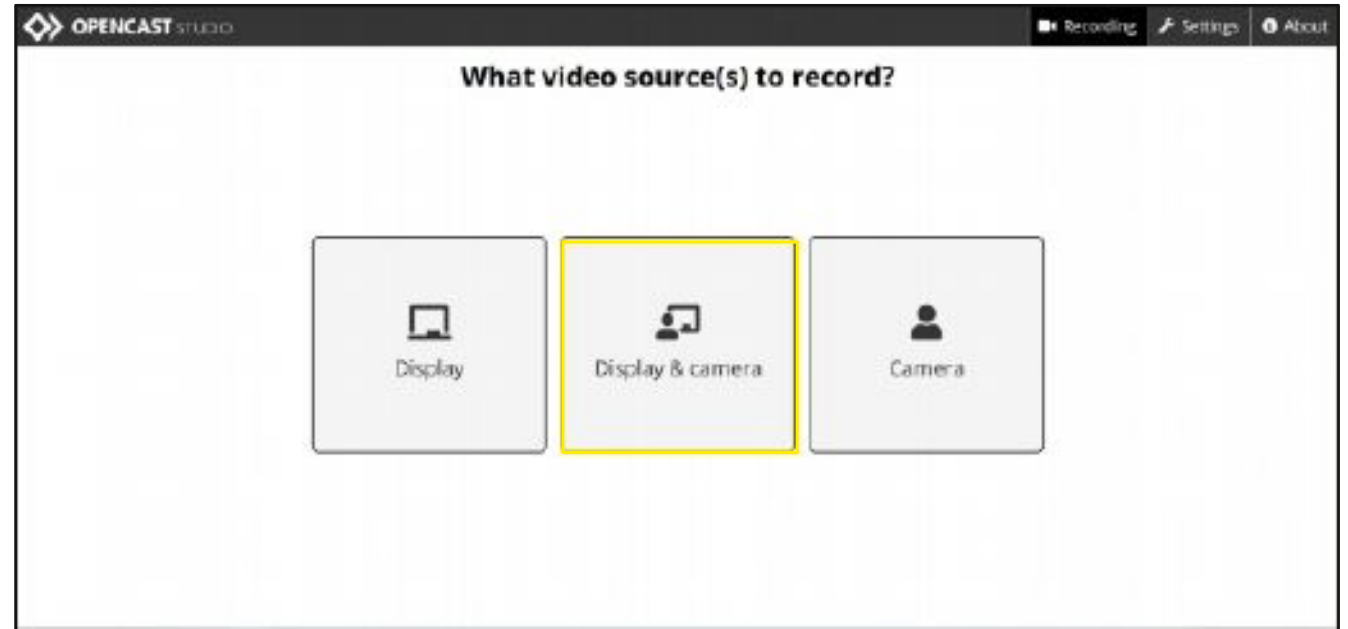
Use your Chrome or Firefox browser and type:

<https://record.provirtualmeeting.com/studio/>

Login: EMAS / Password: EMAS

Please select the middle option **Display and Camera**

Your browser will ask you for permission to use your camera. Press **allow**.



Upload platform – step by step

Record your presentation

The next step is to choose which screen you will be sharing and recording.

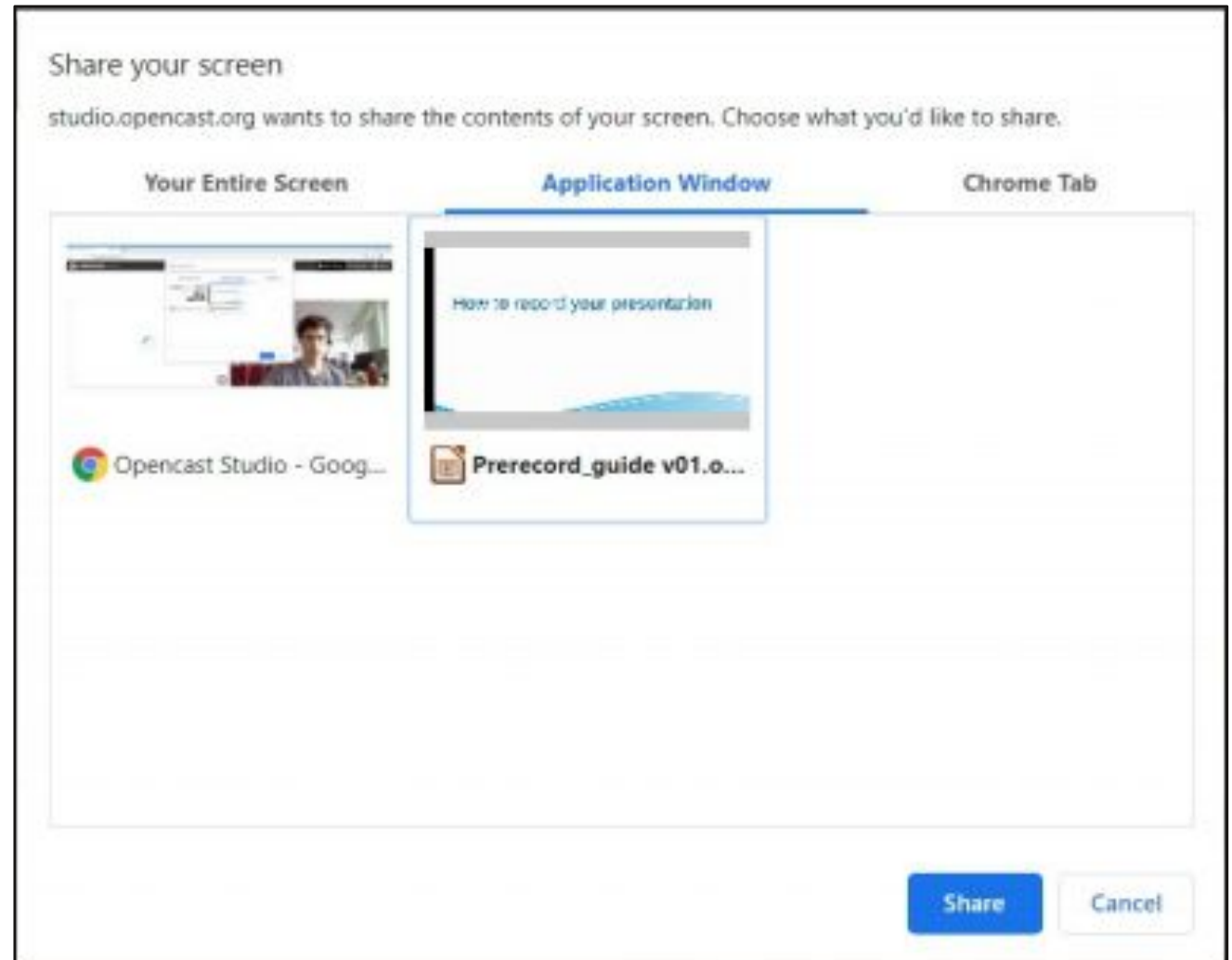
There are 3 options:

Your Entire Screen should be used if you want to share an entire screen, for example if you want to swap between applications during your presentation

Application Window should be used if you want to share only the content of one application, for example Adobe Reader or Powerpoint

Chrome Tab should not be used

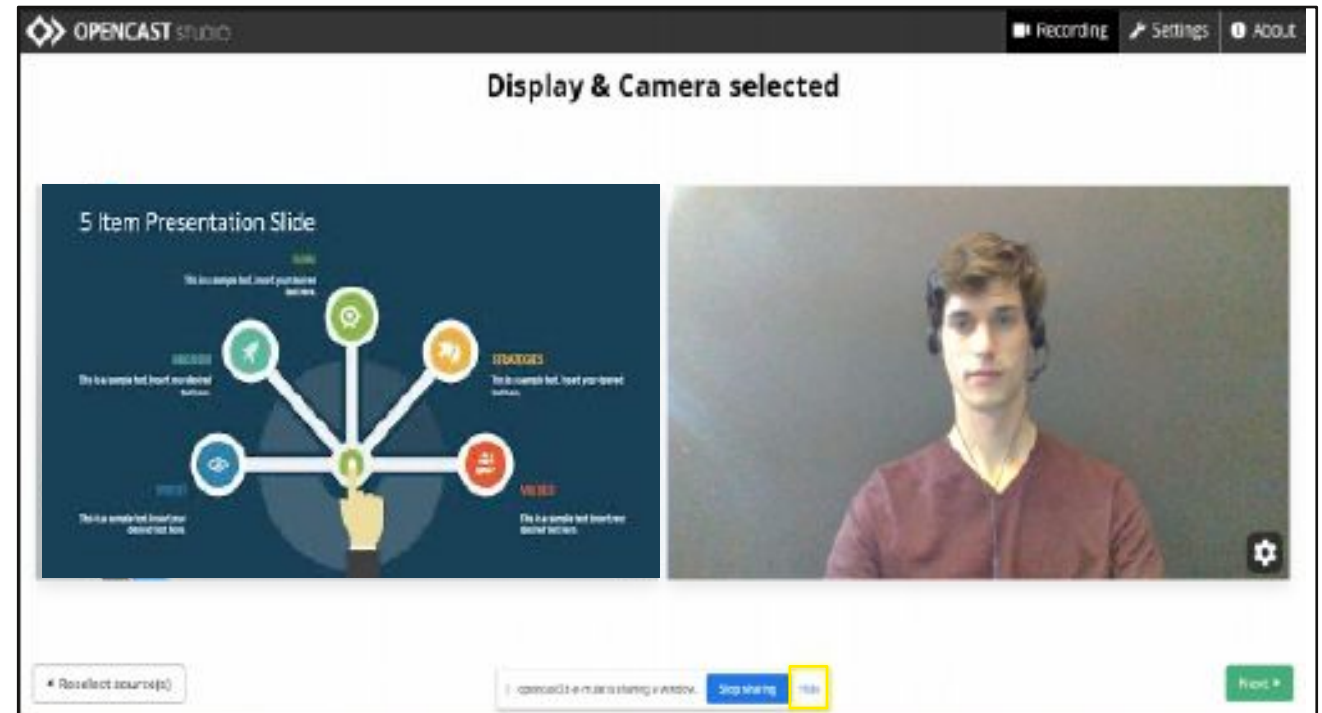
Press **Share** to continue



Upload platform – step by step

Record your presentation

Press **Next** in the bottom right corner, if your settings are correct, or **Reselect sources** in the bottom left, if you want to change them.



Upload platform – step by step

Record your presentation

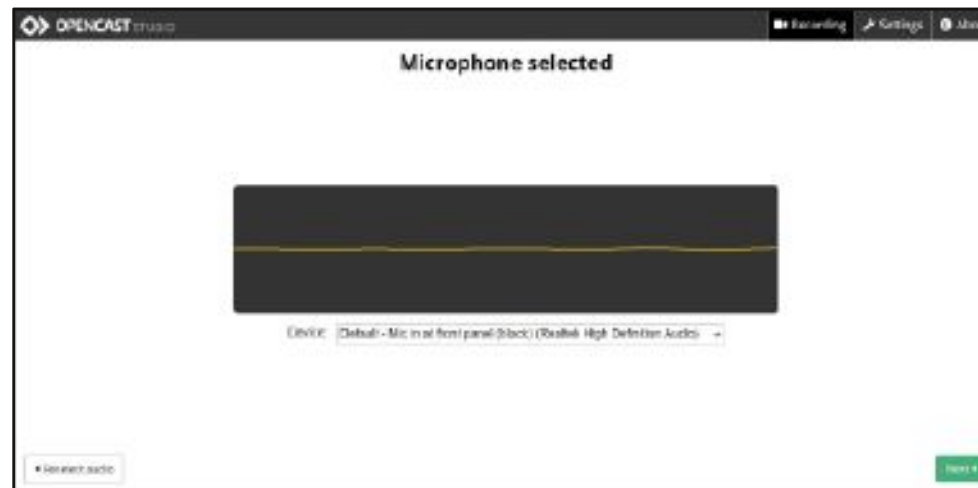
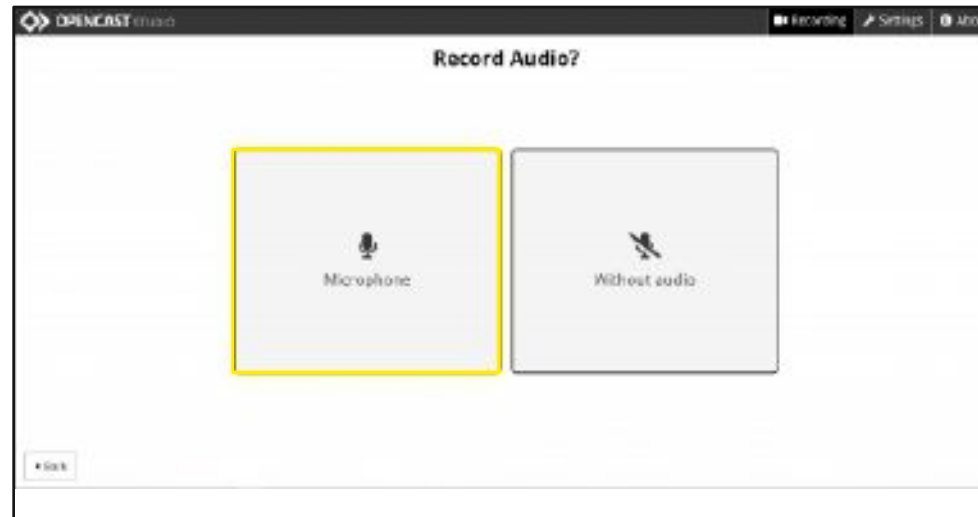
Select **Microphone**.

Your browser will ask for permittance to use your microphone which you need to **allow**.

You can choose the microphone you want to use, should your browser detect more than one.

Next please check if recording software detects the sound of your microphone. If the soundtrack does not move when you speak into your microphone it means no sound was detected by the online recording system and you should check if your device is working correctly.

Press **Next** to continue



Upload platform – step by step

Record your presentation

After selecting your microphone you access to the recording view. Press the **red record** button to start presenting and press it again to end the recording.

After recording:

Watch the video by clicking the **Play button**.

You also get the opportunity to make the video start or end at a chosen moment (optional).

Press **Discard and record again**, if you want to delete the record and start again.

Press **Next** if you are happy with your recording.



Upload platform – step by step

Record your presentation

The last step is to **upload** your recording to our server.

Fill the cases with the title of your presentation as it appears in the scientific programme, as well as your name.

Finally press **Upload** to upload your video to our server.

This might take a few minutes according to the size of the video file.

Please wait for the **Upload complete** notification.

Do not shut down your browser or your PC while it is still uploading!

You have the possibility to download the recording of your webcam, as well as the recording of your screen separately to your own PC. You can also simply ignore the **Download** buttons on the right side.

The screenshot displays the OpenCast Studio interface. At the top, there is a navigation bar with the OpenCast Studio logo, a 'Recording' indicator, and links for 'Settings' and 'About'. The main content area is titled 'Almost done!' and is divided into two sections: 'Upload to Opencast' and 'Download recording'. The 'Upload to Opencast' section contains two text input fields: 'Title' (with the placeholder text 'Name of your presentation as in the scientific programme') and 'Presenter' (with the placeholder text 'Your name'). Below these fields is a green button labeled 'Upload to Opencast'. The 'Download recording' section features two options: a '5 Item Presentation Slide' with a 'Download (1.3 MB)' button, and a webcam recording of a person with a 'Download (7.7 MB)' button. A 'Back' button is located at the bottom left of the main interface. An inset window at the bottom right shows a confirmation message: 'Upload to Opencast' with a green checkmark icon, followed by the text 'Upload complete!' and 'Your recording will now be processed by OpenCast.'

Upload platform – step by step

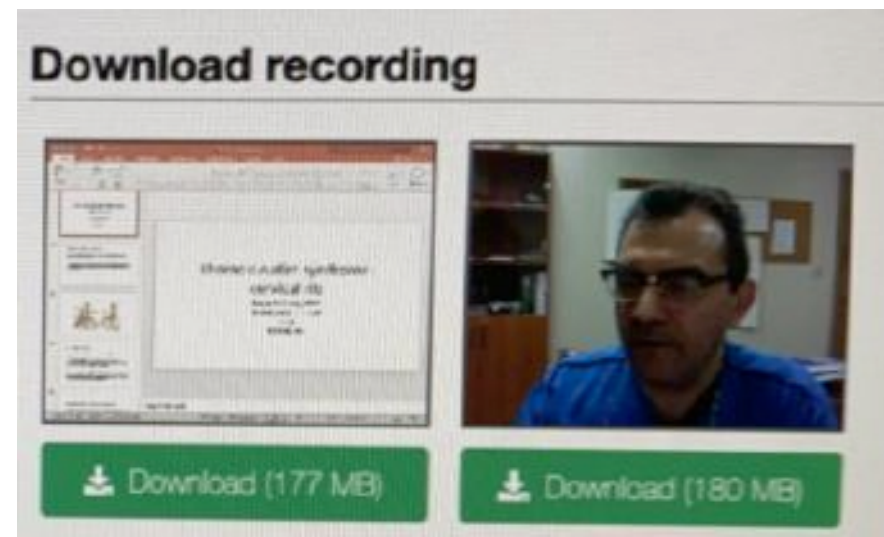
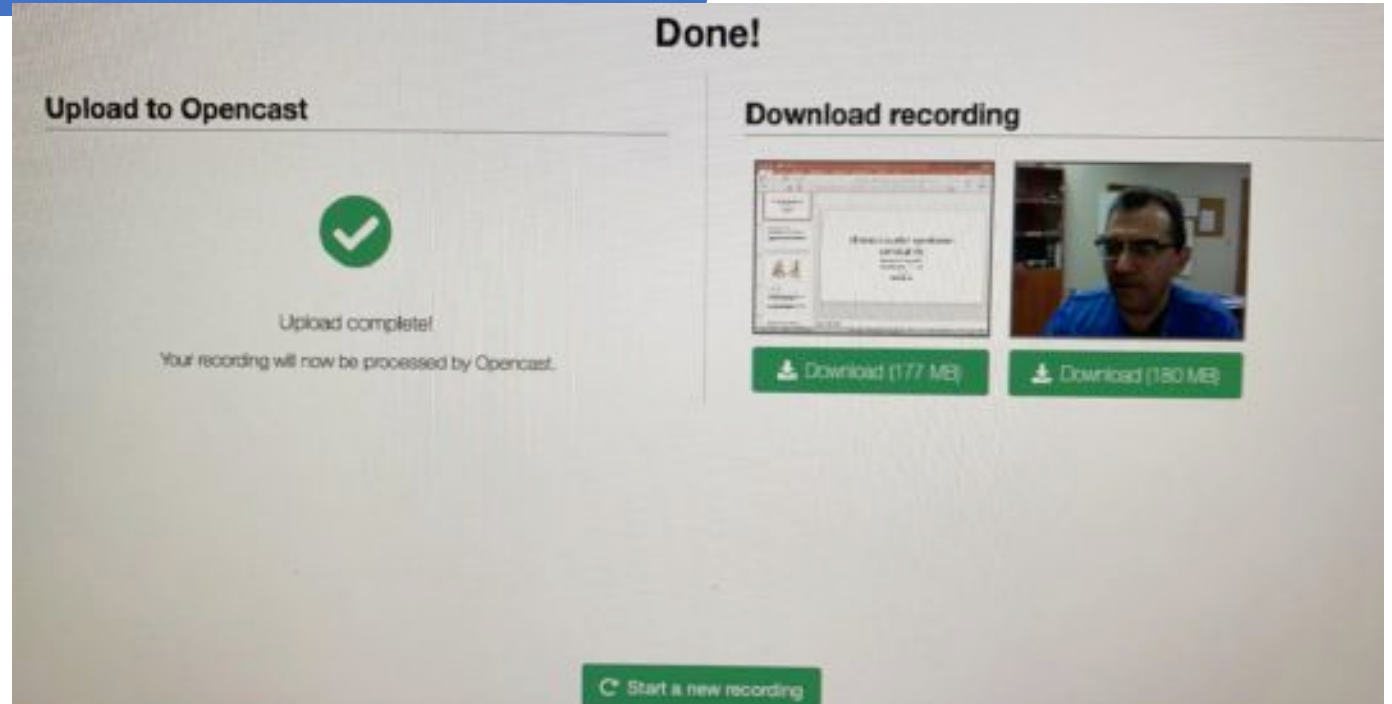
Make a copy of your presentation

We recommend event you uploaded successfully to our server to download a backup.

Please click on the 2 green download button.

- 1) Download would be for the actual powerpoint presentation
- 2) Download your camera picture image

We will contact you latest 24 hours after upload if any challenge occur you may send the 2 back files.



Upload platform – final product

See your presentation during EMAS

This is how your prerecorded presentation will look when it is played during the virtual event.



EMAS Virtual School
Menopause and metabolic disease
11 - 12 December 2020

GOAL
This is a sample text. Insert your desired text here.

MISSION
This is a sample text. Insert your desired text here.

VISION
This is a sample text. Insert your desired text here.

STRATEGIES
This is a sample text. Insert your desired text here.

VALUES
This is a sample text. Insert your desired text here.

The screenshot displays a virtual presentation interface. At the top, a dark blue banner features the text 'EMAS Virtual School' in white, 'Menopause and metabolic disease' in red italics, and '11 - 12 December 2020' in white. Below the banner is a large, dark blue area containing a central diagram. The diagram consists of a central green circle with a white dot, from which five white lines radiate outwards to five larger circles. Each circle contains a white icon: a target (top), a rocket (top-left), an eye (left), puzzle pieces (top-right), and a hand holding a stack of papers (right). A yellow hand icon is shown pointing at the central green circle. Surrounding the diagram are five text boxes, each with a title in bold and a placeholder text: 'GOAL' (top), 'MISSION' (top-left), 'VISION' (left), 'STRATEGIES' (top-right), and 'VALUES' (right). In the top right corner of the screenshot, there is a small video feed of a man with dark hair wearing a maroon shirt.

Be Prepared! Helpful tips for your presentation



You're in charge! Ensure that your computer and audio equipment are fully charged.



Stay connected: Make sure you have a stable internet connection and are on a desktop computer with which you are familiar. For the best results, use the same device you used for the rehearsal.



Eyes on you: Set your camera at eye level. Also, position your self-preview window close to your webcam (by using your mouse to move your video preview). This will encourage your eyes to look near the webcam, rather than off to the side, giving your viewers the impression that you are looking at them.



Minimise distractions: Turn off your phone and exit any programs that might display notifications during your presentation. Sit in a quiet room with a harmonious background (like an office) that will not distract the audience.



Light up your presentation! Two small lamps on either side of your computer, placed slightly behind the camera, is a simple way to achieve attractive lighting. **Avoid having a window behind you.**



Timing is everything: Arrive to your webinar early and respect the time limits for your presentation.

Our Technical Support Team are happy to answer your questions. Please contact them for any issues at emas@kit-group.org



If you have any questions, please contact –

Your EMAS Virtual School

Conference Secretariat
emas@kit-group.org

EMAS Virtual School

Menopause and metabolic disease

11 - 12 December 2020

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