



Virtual Presentation Guidelines

Presentation Profile Form due **9 July**

Presentation due **19 July**

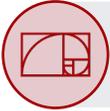
The Media

Requested Formats

Type	Length	Format	Size
Presentation	10-20 min.	Self-recorded video (.mp4)	< 4 GB
Tutorial	60 min.	Self-recorded video (.mp4)	< 4 GB
Digital Poster	5 min.	PDF of the poster (36"x48")	PDF < 50 MB
		Video explaining the poster (.mp4)	< 4 GB
Activity	45 min.	Please indicate how many breakout rooms are needed in Activity outline due 19 July. Dry runs will be scheduled in August.	



Presentation videos can include a combination of PowerPoint presentation slides, video content, presenter narration, or other media.



The **aspect ratio** for video presentations should be widescreen 16:9 format, 1920 x 1080 resolution, at 720-1080p.



Use the file **naming** convention: Format_Presentation Title_Presenter_Description (e.g., Tutorial_Demystifying xAPI_Smith_Report Handout)



Begin your presentation with a self-introduction and include your **name, title, and organization**.



Define each acronym the first time it is used. Additionally, presentations should be in English.



Include related graphics wherever possible. Presentations should be **graphic-heavy** versus content-heavy.



Provide the audience with **insight** into your topic, very few audience members will be experts in the field you are discussing. Do not include a "marketing pitch."



Include **contact information** on the last slide of your presentation. Remember to thank your audience!



Any **Handouts** may be uploaded with your presentation. Please provide a PowerPoint (.ppt) file for any slides used.



Do not sit/stand too close to the camera. Make sure your **entire head and shoulders** are in the frame, avoid unintentional cropping.



Avoid feedback by wearing a **headset** and make sure your computer's audio settings are set to send & receive input/output through the headset and its mic.



If your camera is low on your computer, find a way to **elevate** it. Place your computer on top of books or a table so the camera is level with your nose.



Look into the camera from time to time, make **eye contact** with the camera as you would with an audience member in the room.



Clean off your webcam lens to avoid a cloudy video and light streaks.



Record in a well-lit room. **Natural light** is better than artificial light. Avoid harsh/bright lighting directly on your face because it will cause shadows.



Background – Choose neutral colors, non-distracting images, subtle things in the background that could relate to your messaging or personality.



Mute anything in your office that makes noise, so you don't distract yourself or others in the audience.



Wear **business professional** attire that contrasts with the background. Solid colors, jewel tones, and navy are better than black or grey. Avoid stripes/wild patterns.

The Presentation

The Technology

The Space