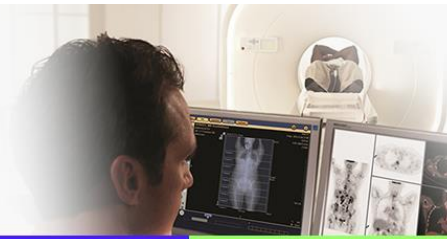




19th BIENNIAL CONGRESS OF THE
SASNAM
2021
VIRTUAL



**SYNERGY OVER
SINGULARITY**

INSTRUCTIONS FOR SPEAKERS

Thank you for contributing to the programme of the SASNM Virtual 2021 Congress taking place from 11 to 14 February 2021. This communication details what you can expect as a speaker and **requires a response from you**. Please read it carefully and let Sedicka Allies, the Programme Manager, know if you have any questions on sedicka@sasnmcongress.com

We're excited to take the leap to virtual and hope to provide a smooth and authentic experience through our virtual platform. In this spirit, we are encouraging all speakers to take ownership of their sessions and really make them count, make them memorable!

But the virtual world brings new challenges and therefore we need to prepare and plan adequately.

WHAT WE NEED FROM YOU NOW

Please read the questions below and respond via the "Speaker Agreement" form as soon as possible or by **15 January 2021**.

1) Slides?

- Will you be sharing slides as part of your presentation?

2) Remote or in-studio presentation?

- We assume that most speakers will present remotely. However, we will have a socially distant and safe studio in Cape Town should you like to use it.
- Would you like to give your presentation at the studio in Cape Town?

3) Speaker profiles?

- We would like to publish a short profile of each speaker on the Congress Virtual platform. Please provide the following:
 - A high-resolution, full colour head and shoulders photo
 - A short bio (150 words)
 - 3 sentences or 5 bullet points on what the audience can expect from your presentation
-

FORMATS AND STYLES OF PRESENTATION

Please review the virtual formats and ensure that you know which one applies to your session. Note that all presentations will be delivered live to the virtual audience and only in special cases will presentations be pre-recorded.

Should you prefer to pre-record your presentation please contact Sedicka Allies on sedicka@sasnmcongress.com

A) Live virtual presentation

Summary: A live virtual session happens live and in real time and is livestreamed/broadcast to the audience who are watching remotely. The Chair will introduce speakers and presentations are given live and followed by Q&A moderated by the Chair. Slides may be used and are presented via screen sharing. Interaction with the audience is via the Q&A function on the virtual platform.

Detail: All live virtual sessions are moderated by a Chair. The Chair will welcome and introduce the speakers and will moderate the Q&A that follows each session.

If you will be sharing slides, the audience will see both your head and shoulders and your slides on their screens; presentations without slides will appear as just your head and shoulders.

Q&A is via the Q&A function in the virtual platform. Questions submitted are moderated and expressed verbally to you by the Chair.

Strict timekeeping is even more important in a virtual context because the whole event is scripted down to the second. Should you exceed your presentation time your presentation/Q&A time will be cut short by the Chair to ensure that all speakers enjoy their allotted time.

B) In studio presentation

Summary: The Congress will be live streaming from a socially distant studio in Cape Town to a remote audience. The Chair will introduce speakers and presentations are given live and followed by Q&A moderated by the Chair. Slides may be used and are presented via screen sharing. Interaction with the audience is via the Q&A function on the virtual platform.

Detail: All live in studio sessions are moderated by a Chair. The Chair will welcome and introduce the speakers and will moderate the Q&A that follows each session.

If you will be sharing slides, the audience will see both your head and shoulders and your slides on their screens; presentations without slides will appear as just your head and shoulders. You will see your slides on the comfort monitor in the studio.

Q&A is via the Q&A function in the virtual platform. Questions submitted are moderated and expressed verbally to you by the Chair.

Strict timekeeping is even more important in a virtual context because the whole event is scripted down to the second. Should you exceed your presentation time your presentation/Q&A time will be cut short by the Chair to ensure that all speakers enjoy their allotted time.

C) Recorded oral presentation

This format only applies to those speakers who submitted an abstract and were accepted for a **recorded oral presentation**.

Recorded oral presenters submit a 5-minute recording of their presentation. This could comprise a single slide, or transitioning slides and either a voice over recording, or a head and shoulder video of the speaker in addition to the slides. Detailed instructions for making and submitting this recording will be provided, and **recordings are due by 1 February 2021**.

The pre-recorded presentations will be available on the virtual platform starting one week before the Virtual Congress and remain there afterwards.

HOW DO I PREPARE FOR MY PRESENTATION?

Required: Audio/Video Test

You will be required to do an audio/video test with the technical team in the two days before the Virtual Congress. You will practice accessing the streaming service, practice sharing slides, and the technical team will check that your sound, light, bandwidth, and background are acceptable. *This is not applicable to recorded oral presenters.*

Required: Presentation Formatting Instructions

- Your slides must be prepared for a **screen ratio of 16:9**
- If your slides include photos or video, please use the lowest sufficient resolution, and embed video within the slides.

REQUIREMENTS AND HELPFUL RESOURCES

Minimum requirements for a high-quality virtual presentation:

Lighting/Camera — Diffused light in front of you will usually work best to avoid shadows. Try to position your camera so that it is just above your eye level.

Sound/Audio — We recommend using a headset and/or microphone if possible, for better sound quality than computer audio. Turn off notifications on all your devices.

Internet/Bandwidth — It is best to use hardwired internet, using an ethernet cable to connect to your computer instead of relying on wi-fi.

Other Applications/Sharing Screen — Close all other applications on your computer so that notifications do not appear during your presentation and have ready any files you wish to share. Please only share your slides and not your whole screen. Mute the livestream when presenting and as the delay in timing will be confusing.

Presentation/Clothing — Darker colour shirts/blouses appear better on camera. Try to avoid busy plaid or patterned outfits.

Here are some useful resources to help you prepare for your virtual presentation:

[Best Practices For Virtual Presentations: 15 Expert Tips That Work For Everyone](#)

[Nail Your Virtual Presentation With These Tips](#)

[Experts Share Their Best Tips on How to Be a Better Virtual Event Speaker](#)

[Virtual Presentation Tips](#)

[11 Top Tips for a Successful Technical Presentation](#)

[9 Tips for Giving Engaging Virtual Presentations](#)

[10 Tips For Giving Effective Virtual Presentations](#)

CONTACT DETAILS

If you have any questions regarding your session or what to expect as a Speaker, please feel free to contact the Programme Manager.

SASNM 2021 Virtual Congress Secretariat

Sedicka Allies

T: +27 (0)21 683 2934

E: sedicka@sasnmcongress.com

W: www.sasnmcongress.com