AM9 Online Presentation Guidelines

Oral and symposia

Recording your presentation:
We suggest recording your presentation in PowerPoint; however, you can use a platform of your choice.

[How to record using PowerPoint](#)*
- If you have more than one person presenting, we suggest creating the recording using an online meeting platform such as Zoom.

[How to record using Zoom](#) *
- Please ensure the recording displays both your PowerPoint slides and you presenting (picture 1).

 Picture 1

- Save the recording as an .mp4 file.
- Review your recording for technical issues before uploading.
- Upload your recording to [YouTube.com](#) or [Vimeo](#).

[How to upload a video to YouTube](#)*
Please note, these tutorials were not created specifically for the Appearance Matters 9 Online conference.

- When uploading to YouTube, we advise saving the video as 'Unlisted'.
- Once you have uploaded your recording to YouTube or Vimeo, copy the video link ready to upload to the submission form.
- Save your PowerPoint slides as a .pdf file ready to upload (max. 10mb).
- Please complete the following [online form](#), where you will be asked to provide the video link.

Hints and tips for recording your oral presentation:

- Make sure your space is quiet and free from distraction.
- Close all unnecessary applications and tabs on your computer.
- Position your camera as near as you can to eye level and make sure we can see your face and shoulders in the centre of the frame (pic 2 and 3).

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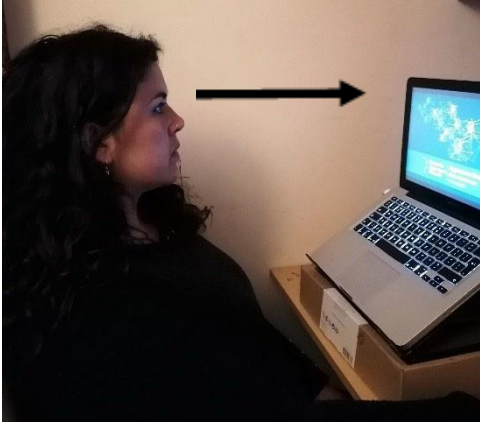
Picture 2

Picture 3

- Ensure your space is well lit, ideally with a light source in front of you (e.g., a window). Picture 3 is a good example of good lighting. Picture 4 is an example of bad lighting.

Picture 4

- Ensure your background is neutral or use a neutral virtual background (picture 3).
- Consider ways to keep movement to a minimum. For example, avoid swivel chairs.
- Consider clothing choices - dots, stripes, and small patterns can interfere with the camera and create a distracting, distorted effect.
- Avoid jewellery, such as large necklaces and dangling earrings, as they can cause noise interference.
- Make eye contact; looking at the camera can help the audience feel connected.
- Remember to smile! Present to the camera as you would present to a real audience.
- Check your audio is clear and unbroken. A headset will give you better directional audio quality.
- Review your recording before uploading.

Live question and answer sessions:

Live question and answer (Q&A) sessions have been scheduled throughout the programme; all presenters are encouraged to attend the Q&A session following their session.

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Poster presentations

- Please upload your poster as a .pdf file (maximum file size 10mb) to
  https://gck.fm/zexlj

- We recommend creating your poster in PowerPoint (landscape or portrait) and
  then save it as a PDF before uploading.

How to make a poster using PowerPoint*

- Your poster should:
    - ❖ clearly display the title of your project, authors, and institution.
    - ❖ include the following subheadings:
        - o Background;
        - o Methods;
        - o Findings;
        - o Discussion.

- Posters can be landscape or portrait.

- Use only high-quality static images, do not embed any videos or animation in your
  poster.

- QR codes are permitted to direct attendees to relevant contact details or further
  information.

- Consider the accessibility of your poster
    - o consider font size and the amount of text on your poster; less text is
      preferred.
    - o Use sans serif fonts such as Helvetica, Arial, or Calibri.
    - o Do not use all capital letters.
    - o Italics, underlining, shadows, outlines, etc., are difficult to read.
    - o Background and foreground colours should offer good contrast.

Please contact researchevents@uwe.ac.uk for any further support.

Please note all video links and/or poster presentations will be shared securely with our
event partners in any event, to upload to the conference platform.

Thank you, we look forward to seeing your presentations!