Guidelines for Oral Presentations

ELLS Scientific Student Conference 2020

Congratulations on being chosen to present your scientific work at the first Online ELLS Scientific Student Conference taking place on 20th & 21st November. Below are guidelines that we ask you to read carefully when preparing for the conference.

General Information

- Students who have been selected to do an oral presentation in one of the sessions should prepare a presentation that will last for a **maximum** of 15 minutes. This is followed by a 5-minute discussion round with the audience.
  Please make sure to prepare yourself to answer questions by members of the audience and session chairs.
  Time and place of your presentation during the ELLS Scientific Student Conference can be found in the e-mail that you will have received by the conference organization on 4th September.

Preparation for Oral Presentations

Presentation slides

Please prepare a PowerPoint presentation (.ppt) and upload your presentation as .ppt with the following title: "OralPres_SSC2020_[Your name]" (e.g. *OralPres-SSC2020-John Doe*) to the BOKU Drive before **15.11.2020 23:59 CET**. Click here to upload your document to the drive folder.

Please note that we cannot support any presentation from a visual storytelling /presentation software such as Prezi etc. as these require high amounts of RAM (system memory), therefore affecting the overall fluency of the video conference. If you are creating your presentation via Apple keynote (Mac OS) or any other non-Microsoft product, please save it as a .ppt (Standard file type for Microsoft Office PowerPoint) file.

Please be aware that the maximum time available for your presentation is 15 minutes. Please plan the number of slides accordingly. During the session we will ask you to share your screen and present your prepared slides. For further information on how to share your screen during a zoom meeting view this short tutorial.

Backup recording

In order to avoid potential technical difficulties, you will need to provide a recording of your slides and narration. This will be then showed in case your internet connection is lost.

You have to upload your recording either to Vimeo **or** Youtube and send us a private link (Vimeo)/unlisted link (YouTube) to your video. For further information on how to do this please refer to the sections *"How to record my presentation* "and *"How to upload your presentation to YouTube*" below.

Send an e-mail with the link to your video until **15.11.2020 23:59CET** to ellsconference2020@boku.ac.at subject "OralPres-SSC2020-[Your Name]-Link" (e.g. *OralPres-SSC2020-John Doe-Link*)

How to record my presentation?

Microsoft PowerPoint (Windows OS) & Apple Keynote (Mac OS) offer features to record slide shows (presentations) with narration and slide timing. For a detailed tutorial video please use the following links: For Microsoft Powerpoint; for Apple Keynote

How to upload your presentation to Youtube?

In order to keep your recording from public view, please set your uploaded recording as "unlisted". For a detailed step-by-step tutorial video on how to upload your recorded slides with narration to YouTube, set it to "unlisted" and share an unlisted link. Please view this tutorial.

Alternatively, if you have a Vimeo account, feel free to upload your recording there and send us a private link.

Technical requirements

- The presentation and discussion will be held via the video/web conferencing platform Zoom (https://zoom.us/).
- The system requirements for using zoom via Desktop Client (including Browser application) – are:
  - An internet connection – broadband wired or wireless (3G or 4G/LTE)
  - Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
  - A webcam or HD webcam - built-in or USB plug-in
  - Or, an HD cam or HD camcorder with video capture card

Internet connectivity

- In order to ensure the conference runs smoothly we recommend a network bandwidth (internet speed) of at least 3.0 Mbps (up/down). If you experience a lack of stable wireless internet connection we recommend you connect your device via Ethernet (cable internet connection), if possible. If your home internet connection is not stable enough please consider an alternative option such as using the university Wi-Fi.
- Please note that limited bandwidth may negatively impact your experience in the online conference and may cause other participants to not hear your presentation well enough.
- If you are not sure if your internet speed is fast enough to support video group conferencing via zoom we recommend you take a broadband test. A list of internet speed test sites can be found here.

Video and Audio

Please make sure to connect your audio to zoom via speakers and microphone either built-in, USB plug-in or wireless Bluetooth. For use of video connect with a webcam/HD webcam – either built-in or USB plug-in or an HD cam (-corder) use a video capture card. In order to test whether your audio and video are suitable for zoom video conferencing we recommend attending a test meeting or refer to the links provided below. **Please make sure to test your video and audio <u>prior</u> to attending the conference.**

Helpful Links:

Testing computer or device audio

How do I test my video?

Further system requirements

For further information on the system requirements such as

- supported operating systems,
- supported tablet and mobile devices
- supported browsers
- processor and RAM requirements

 please click here.

Links:

Tutorials

Microsoft Office PowerPoint: *Record a slide show with narration and slide timings*
https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c

Apple Keynote: *Keynote: How to Record & Export High-Quality Videos*
https://www.youtube.com/watch?v=fe280TjbAXw

How to Upload Unlisted Videos to YouTube
https://www.youtube.com/watch?v=jaftEW9WI3U

Zoom

Testing computer or device audio
https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio

How do I test my video?
https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video-

Sharing your Screen
https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen

System requirements for Windows, macOS, and Linux
https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux

Access to test meeting
https://zoom.us/test

Other

The 7 Best Internet Speed Test sites
https://www.broadbandsearch.net/blog/best-internet-speed-test-sites

BOKU Drive: Access to upload posters
https://drive.boku.ac.at/u/d/6b653dd9ebdb4376a564/

If you have any questions difficulties please contact ellsconference2020@boku.ac.at