



## HIVR4P // Virtual

### Invited speaker presentation guidelines

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All symposia and roundtable presentations will be pre-recorded. Invited speakers will have a **between 8 and 10 minutes** (check in the email you received the exact time, as it varies from session to session) to present their slides. Please note that your presence online will still be needed for the live Q&A.

#### PREPARATION BEFORE THE CONFERENCE

1. Create your presentation content slides as you would normally do in PowerPoint and add an audio narration (**maximum 8-10 minutes long**, check in the email you received the exact time, as it varies from session to session) presenting your work (instructions on how to create an audio recording and add it to your presentation in PowerPoint are found further down in this document).
2. Closer to the conference you will receive an email with a link and details on how to upload your materials. The deadline to upload will be **Thursday, 14 January**.
3. If requested by the session co-chairs, send your talking points and presentation slides so that they can review them before finalizing the session.

#### BENEFITS

##### Training

If you did not attend the Speaker Training webinar we organized with Present Potential the week of 30 November, please find the recordings [here](#).

##### Individual coaching session

The IAS is glad to offer you a free individual coaching session with a professional trainer. These are available to be booked, for a one-hour slot, at your convenience **before 12 January**. This is a fabulous opportunity to work one-on-one with a trainer, specifically on your presentation for HIVR4P. You may need help on crafting a clear key message, managing your nerves, reviewing your slide deck or practicing your presentation. The trainers will be there to listen to your challenge and ideas and ensure you walk away feeling more confident and prepared. Do not leave booking your session to the last minute as you will risk missing out.

Book your one-hour individual session at: <https://calendly.com/presentpotentialtraining>.

##### Technical equipment

The IAS is also glad to offer a reimbursement up to **US\$ 75** for technical equipment, should you need any. Technical equipment includes lighting, microphone, video camera and/or headset. Refund will be processed upon receipt of an invoice dated between 1 December 2020 and 15



January 2021. Please send your refund request to [secretariat@hivr4p.org](mailto:secretariat@hivr4p.org), attaching your invoice and the [bank information form](#).

## GENERAL INFORMATION

### Language

As the official **HIVR4P // Virtual** language is English, all materials must be in English. If English is not your native language, we recommend that you have your materials proof-read by a native speaker.

### Advertising

Advertising of products is prohibited. Please ensure that your presentation provides objective information based on scientific methods generally accepted in the medical community and is free of commercial bias.

### Patient anonymity

Kindly make sure that no patient names or any other information allowing the identification of a patient appear in your presentation material. Patient anonymity must always be guaranteed.

### Diversity

Presenters at **HIVR4P // Virtual** must be sensitive to diversity and ensure that their presentations are free from any content (whether oral or visual) that may be perceived as discriminatory or derogatory. **HIVR4P // Virtual** reserves the right to exclude non-compliant speakers from presenting at future meetings.

### Copyright reserved material

It is the author's responsibility to ensure that each part of the presentation components (figures, tables, images, etc.) are free of any third-party rights and are cited correctly.

### Duration and number of slides

When preparing your presentation, please take note of the time allocated to your presentation. In general, when trying to assess how many slides you will require for a time slot, 2-2.5 slides per minute is a reliable rule of thumb. A higher number of slides will invariably result in your lecture exceeding the allotted time.

## SLIDE DESIGN AND TECHNICAL REQUIREMENTS

### Format

Presentation files will be accepted in **.mp4, 720 dpi**.

### Template

Please find a [slide template](#) here.

### Ratio

The aspect ratio of your presentation must be **16:9**.



### **File name**

To avoid any compatibility problems, please do not use special characters (e.g. «, Ö, Ø, ñ, ε, ®, ý, }, {, etc.) to name your file. Do not use passwords or encryption with your files.

### **File size**

The size of any given presentation **should not exceed 500 MB**.

### **Font**

Do not use special fonts which are not part of the standard PowerPoint package. Minimum recommended font size for easy viewing is **20 points**.

### **Text**

Your guiding principle should be “as much as necessary, as little as possible”. The text should be concise and to the point, key facts should be highlighted. No more than five text lines should be used per page.

### **Colours**

Colours should be used sparingly. Choose colour combinations that make your text easy to read (preferably dark background - light fonts; avoid red and green).

### **Layout**

Keep data on the slides simple. Ensure a logical order of the content. A clear and well-structured arrangements is the most attractive and easiest to view on screen.

### **Images**

Images can be powerful if they are relevant and illustrate or compliment your content. Only use high quality, royalty free (or cited) images.

## **CONFLICT OF INTEREST DISCLOSURE IN PRESENTATIONS**

As best practice, the conference organizers ask faculty members (session speakers, chairs, moderators and/or facilitators) to disclose any conflicts of interest that they may have. The intent of this policy is not to prohibit faculty members from presenting or participating in sessions, but rather to inform the audience of any bias that they may have. The conference organizers thus ask that all speakers/presenters with a conflict of interest include disclosure slides at the beginning of their presentation.

**The purpose is to identify and resolve potential conflicts of interest that arise from relationships with commercial interests relevant to the content you are planning, developing or presenting for this activity.**

Please note that the disclosure slide(s) must be included even if you do not have a conflict of interest. The slide will thus state that you have no conflict of interest.

For the purpose of this policy, the following principles apply:

- A commercial interest is any entity that produces, markets, re-sells or distributes healthcare goods or services consumed by, or used on, patients.
- Any financial relationship within the past 12 months, as well as known financial relationships of your spouse or partner, must be disclosed.
- Types of relationships that must be disclosed include full-time or part-time employee, independent contractor, consultant, research or other grant recipient, paid speaker or teacher, planning or advisory committee or review panels, ownership interest (such as product royalty/licensing fee, owning stocks, shares) or any other financial relationship.

## **BEST PRACTICES FOR RECORDING**

### **Before you start:**

- Please make sure there is no background noise.
- Select a place where your background is static.
- Place your laptop or computer with a webcam in front of you.
- Make sure you have a stable internet connection with a minimum of 2.5 MB upload/download.
- Practice going through your presentation. Time your rehearsal to ensure that the total length is in accordance with your allocated presentation time<sup>1</sup>.

### **Be sure to be in a quiet room or space with the fewest audio/visual distractions as possible** (i.e. moving objects, people, pets, TV, music)

- A solid background (e.g. wall or screen) is ideal.
- Be sure your desk and background are organized and clear of distracting clutter or objects.
- Ensure that your computer, alarm and device notifications/ring tones are turned off or to “silent” for your recording.

### **Try to avoid playing with noisy objects that might distract from your presentation** (e.g., clicking pens, fidget toys)

- Avoid wearing hanging earrings, which can be visually distracting.

### **Use a desk microphone, Bluetooth earpiece or earbuds<sup>2</sup>**

- Please avoid using the desktop or laptop microphone, as it adds ambient noise to the audio.

### **Direct your camera square with your face and at eye level**

- Please avoid angling the camera up at your face or looking down towards your camera.

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<sup>1</sup> Keep in mind that you can book your one-hour individual session with a professional trainer offered by the HIVR4P // Virtual Secretariat at: <https://calendly.com/presentpotentialtraining>.

<sup>2</sup> Keep in mind that the HIVR4P // Virtual Secretariat is providing a reimbursement for up to US\$ 75 for technical equipment, should you need any.



- If you have multiple monitors, make sure you are primarily using and looking at the display with the camera.
- Look into the camera while you are presenting, not yourself.

### **Make sure your lighting is in front and not behind of you**

- Direct natural light is ideal, if possible. Add an extra light if you need to.
- Please avoid having your window blinds cast a shadow on your face.

### **The tone of your voice goes A LONG WAY to engaging the audience**

- Be sure to speak up and have good energy while presenting. Stand up or sit up straight to ensure good breath flow and control.
- Avoid only reading from your PowerPoint - much like a live session, people want to hear what you have to ADD. Practise before you record to ensure you are familiar with the content.
- Be aware of your body movements and positions while on camera. A lot of communication is processed non-verbally. Ensure your movements are not distracting and are consistent with what you are saying.

## **RECORD YOUR PRESENTATION**

Record your presentation (**maximum 8-10 minutes long**, check in the email you received the exact time, as it varies from session to session) in **mp4 format | 720 dpi**. You can record your presentation on [Zoom](#), [GoToMeeting](#), [Microsoft Teams](#), [Loom](#) or directly with [MS PowerPoint](#).

For technical questions, please contact [hivr4p2021@key4events.com](mailto:hivr4p2021@key4events.com). For questions on your presentation, please contact [secretariat@hivr4p.org](mailto:secretariat@hivr4p.org).

## **PREPARING FOR THE LIVE Q&A SESSION**

All sessions will have a live Q&A session following the showing of the recorded presentations. To prepare for this you can brainstorm all the questions you would like, and not like, to get. Group the questions into themes and write brief bullet point answers for each.

Practise answering the questions in a succinct way.

When asked a question you can repeat or paraphrase it to ensure that you have understood, that the audience has understood and to give yourself a couple of seconds to think about how you will structure your answer. Try to answer the question in one succinct sentence. Then you can elaborate on your answer in another couple of sentences if appropriate or asked to.

If you get asked a question that you do not know an answer to, it is ok to admit that. Recognise the question as a good one but that it is outside of the scope of your research. You can also offer for the person who asked the question to contact you for a more detailed discussion.