



83rd Annual Meeting **Association for Information Science & Technology**

Speaker Guidelines

Dear Speaker,

This year is unlike any other due to the COVID-19 pandemic, which has called on us to be resilient and open to working and living in new ways.

In light of the recent developments and to ensure the health and safety of our members, staff and the public, the 83rd ASIS&T Annual Meeting is now Virtual!

How does it impact your presentation?

Your session will be pre-recorded, and broadcast followed by a live Q&A during the official meeting dates (25 October-29 October), and your participation will be required at that time. You have previously been sent your presentation date and time. You can refer to the ASIST [website](#) to confirm.

When preparing the content for your presentation, be mindful that meeting attendees know that your session has been pre-recorded and that you will be available for live Q&A on the actual presentation day.

You will find a link, in the body of the email which this guide is attached to, for you to **select your preferred date and time slot to pre-record your presentation**. Certain dates in September (as noted in the email) have been secured for this purpose. Make sure you book your time slot no later than **31 August 2020**. Slots are booked on a first-come, first-served basis.

Please be on time for your pre-recording session at the date & time confirmed. Due to the large number of recordings for this meeting, there is a maximum speaking time per speaker. If you are late, we will not be able to stick to the start times of the next speakers and you may not have as much time to do your recording.

Being (a little) early is no problem and is encouraged. If it is too early, your technician might still be running the previous recording. If this happens, please wait in the virtual room until the start time your pre-recording was confirmed. Once it is your turn, our technician will welcome you to the system and will explain how the recording will take place. The technician will familiarize you with the system, making sure you are comfortable with the virtual meeting platform.



Your Connection Details

You will receive several personalized links to:

- Access the virtual platform to pre-record your presentation on the date & time as per your time slot booked.
- Access the virtual platform on the 'live' day your pre-recorded presentation is being broadcast followed by your participation in the live Q&A as per the official meeting agenda.
- Access to the full virtual meeting (only for all paid registrants).

Pre-Meeting Work

Since you will be presenting to a fully remote audience, here are some tips for you to connect and enhance their virtual experience!

- ✓ It is recommended to start your session by introducing yourself and welcoming the remote audience to make them take part of what you are about to present to them.
- ✓ Maintain your audience's full attention by:
 - Providing a new visual every 30 to 60 seconds
 - Change up the type of visuals throughout your presentation
- ✓ The virtual format allows you to use certain tools to interact with your audience and keep them focused and engaged. Adults love interaction and feedback!

Important Presentation Guidelines

- The best format to use for your slides is 16:19 (widescreen), otherwise 4:3 (old standard). To change your presentation format find here some [Tips](#).
- The virtual platform only allows materials in PDF. You can create the slides in PowerPoint or Keynote (Mac) and then export it as a PDF to preserve formatting.
- Please, prepare your slides, including:
 - The dedicated ASIS&T template shared in the email this guide is attached to.
 - Title slide: presentation + session title.
 - Disclosure slide.
 - Short personal introduction slide:
 - Name
 - Position & credentials
 - Institution
 - City, country
- Other fonts than standard PowerPoint/Keynote fonts will not work.



- The platform only allows static images, please avoid using animations when creating your PowerPoint presentations, as they will not be able to be seen.
 - For the above-mentioned reason, YouTube/Internet links in presentations will not work.
 - If willing to include audio fragments or video files, you can upload a MP4 as a separate file when submitting your content, not integrated within your PowerPoint presentation. You will be able to toggle back and forth between your slides in PDF and the video, during your presentation pre-recording.
 - The audience is concentrating on listening to what you are saying, so they have little time or brain capacity to devote to understanding slides.
 - Slides should have one clear, simple message that the audience can understand at a glance, allowing them to focus on your words.
 - If possible, avoid text-filled slides and use bullet points sparingly.
 - Visuals help store information in long-term memory, so choose images that link strongly to your point.
 - Try to avoid images whose origin is not clear, take the necessary effort and steps to determine if the image is under copyright protection. If it is protected by copyright and there is no license attached to it, you need to get permission before you use it.
 - Use a timer to stay on pace and make sure to complete the content within the time allocated to your presentation.
 - You will find a link, in the body of the email this guide is attached to, for you to upload your presentation in addition to your video file(s) (if any) and any other content as part of your presentation (e.g. polling questions* and/or handouts).
 - ***Polling questions** are pre-prepared questions with a multiple options answer for your audience to select one of them:
 - Is anonymous.
 - Enables quick engagement.
 - Ensures audience is with you and following along.
 - For a 90-minute presentation, it is recommended to prepare a question every 15 minutes, depending on your content.
 - For a 15-minute presentation, it is recommended to prepare a question to make a rousing start to your presentation. For shorter presentations (short papers, 10-minutes), polling is not recommended.
- Icebreaker polls are most effective as an introduction to a presentation and should therefore fit to your topic as well as possible.



Some examples:

What's your level of understanding of the topic?

- 🟢 I'm completely green
- 🟡 I have some basic knowledge
- 🟠 I have solid background
- 🔴 I'm an expert

What is your current role?

- Marketing
- IT
- Business Development
- Technical Development
- Sales
- Accounting
- Finance
- Other

- Tip! Use polling questions to understand your audience knowledge and/or reason for being in your presentation. Verbally encourage all remote attendees to respond your question/-s.
- During your presentation, please ask the polling question(s) out loud, then pause and give time to the audience to consider and choose an answer from the pre-populated selection of answers (count to 10-20 seconds in your head), then respond with your personal answer and inform that the results are being shared and are visible at the tab of the video stream called 'Polls'.
- If wished, while your session is being broadcast and you are waiting to participate in the live Q&A, you can make use of that time to gather the results of the polling questions and give feedback about the results during your live Q&A. This will help you to drive the conversation and engagement during the live Q&A by showing trust and build a connection with your audience!
- **Handouts / Documents for download**
 - Include any document you might find relevant and helpful for the audience to take with them after watching your session (e.g. your power point presentation).
 - Document format needs to be PDF.
 - Many remote attendees want to download content to follow along at their own pace.
- **Live Q&A**
 - When preparing the script of your presentation, encourage the audience by verbally telling them to type their questions and comments by using the Q&A tab on the top right corner, so that your audience can participate right from the beginning.
 - Please, announce that all questions will be answered at the end of your presentation during the live Q&A.
 - Keep in mind that you will be waiting while your pre-recorded presentation is being broadcast. This will allow you time to prepare your answers for the live Q&A.
 - Please, connect/log in on time for the scheduled date and start time of your presentation so that you are ready when Live Q&A begins.
 - **Keep in mind that your session has been pre-recorded and a seamless transition to the live Q&A needs to be done, therefore we need you please to be on time!**



- Create 'seed questions' for the Q&A. Sometimes audience members can be slow or nervous to type in questions. Prepare 3-5 questions you are comfortable answering in case you need to get the ball rolling. These questions may spark an idea in the audience and help them to ask their own questions.
- Do not announce problems! If something does occur during the live Q&A and you are unsure of how to do something, use the presenter tools (you will be briefed on how to use during your presentation pre-recording) to address this instead of announcing it to the audience.

Your Presentation Submission

All of the content displayed as part of your presentation (PowerPoint slides, video clips, polling questions, handouts, seed questions for the Live Q&A etc.) needs to be finalized and uploaded by **2 September 2020**, at the very latest.

You will find a link, in the body of the email this guide is attached to, for you to upload your content as described above.

When uploading your files, please name them as follows:

- Presentation name
- Speaker(s) name(s)
- Date (DD/MM/YY) + time of the presentation (indicate AM or PM) on the actual live meeting day.
- And the name of the material it refers to e.g. Polling questions (if any), 'Seed questions' for the Q&A, ppt presentation, handouts etc.

Once the pre-recording is done, the content will remain as it was recorded. **No changes are allowed after** the recording is completed.

Speaker Profile

This is optional, but it's highly recommended that you create your speaker profile in the virtual platform to be accessible by the remote audience. By **Monday, 31 August 2020**, please submit the following information in an email to: asist2020@gcoglobal.com

- Name
- Job Title
- Picture (100*100 pixels -square- or 200*200 pixels). Png/Jpg are both accepted.
- A brief (150 word) biographical sketch.
- Contact information (e.g. you can include the link to LinkedIn)



System Requirements

1. Pass the system check

We suggest you perform this test as soon as possible. Test your Internet Speed, Network, Operating System, Browser, Audio, Microphone and Webcam by [clicking here](#).

Make sure you pass each item to be able to present.

Ensure you run the system check with enough time prior your scheduled pre-recording presentation to ensure everything is working properly.

This also allows time to fix system issues if any are present.

If the failure persists, please email to support@bigmarker.com

2. Internet Browser Information

Before connecting to present your presentation, **YOU MUST** review the System Requirements detailed below and test your system as mentioned in the previous point.

Please test on the device, browser, and network you will be using when log in to your virtual presentation.

To present, you will need to be on the latest and updated version of Chrome, Firefox, Edge.

We recommend speakers to use **Chrome or Firefox** for a best experience.

Internet Explorer it is no longer supported by Microsoft and cannot be updated.

Because of this, we recommend you switch to use one of the above mentioned and **NOT use Internet Explorer** for a more reliable and secure experience.

We also recommend not to connect to the platform using **Safari**.

Update or Download browsers, by [clicking here](#)

3. Internet Speed Requirements

Test your internet speed here using the above mentioned [system check](#).

As a speaker, you should have at least an **internet speed of 10+mbps** (for optimal performance 15+mbps will be recommended) for both upload and download speeds.

If possible, a wired connection is much more stable and will help prevent dropped connections and interference.

Please email support@bigmarker.com if you are experiencing connection issues or if you're failing the system check or have an unstable connection for additional troubleshooting.



4. Firewall or proxy

If you are trying to connect from work, a school or religious organization, you may run into a Firewall issue. If have a network Firewall enabled, you may see a black video screen or a "**Connection Can't Be Established**" warning.

In this case, please contact your IT department and have them open the necessary Ports, for further information regarding to this point, [click here](#).

Check list

	Item	Deadline	Notes	Status
1	To book preferred time slot to pre-record your presentation	31 August / 2020	Link shared by email	<input type="radio"/> DONE
2	To submit/upload all the content for your presentation (ppt, video files, polling questions, handouts, etc.)	02 September / 2020	Link shared by email	<input type="radio"/> DONE
3	Pre-recording dates <u>only</u> for white papers speakers	15 - 18 September / 2020		
4	Pre-recording dates <u>only</u> for panels speakers	21 - 25 September / 2020		
5	83rd Annual Meeting ASIS&T Live meeting days	25 - 29 October /2020		

Optional items

	Item	Deadline	Notes	Status
1	To send the information required to create your speaker profile in the virtual meeting site	31 August / 2020	To send to asist2020@gcoglobal.com	<input type="radio"/> DONE

Contact Information

ASIS&T at meetings@asist.org for questions regarding registration, the overall virtual meeting, and/or your session.

GCO at ASIST2020@gcoglobal.com for technical questions regarding your equipment or presentation, or more guidance and clarity on the technical items discussed in this guide or in the tricks and tips.

Big Marker at support@bigmarker.com for technical issues related to the virtual platform.

Bookmark <https://www.asist.org/am20/asist2020-speaker-resources/> for convenient access to the links and documents included in this email.

Thank you!