

2020
ESPEN
Virtual
CONGRESS



Virtual Congress on Clinical Nutrition & Metabolism

LIVE



ESPEN VIRTUAL CONGRESS

19-21 SEPTEMBER 2020

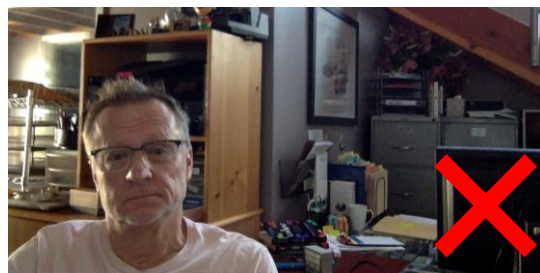
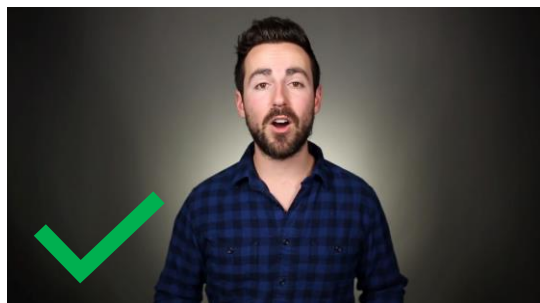
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GENERAL GUIDELINES
FOR PRESENTERS

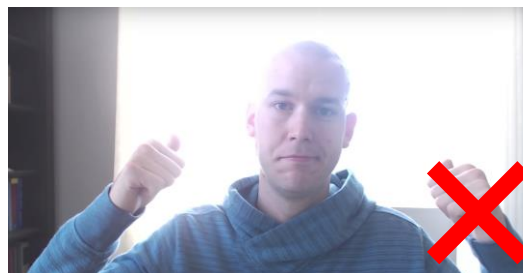
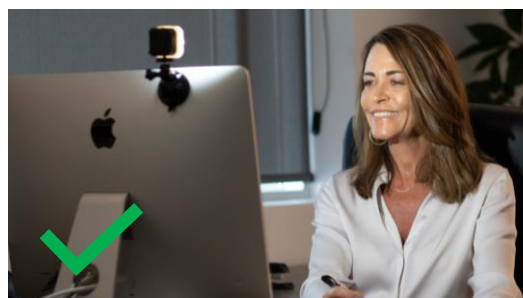
GENERAL GUIDELINES FOR SPEAKERS & PRESENTERS



Clean, neutral background



Avoid backlights or lights from above your head (windows or spotlights)



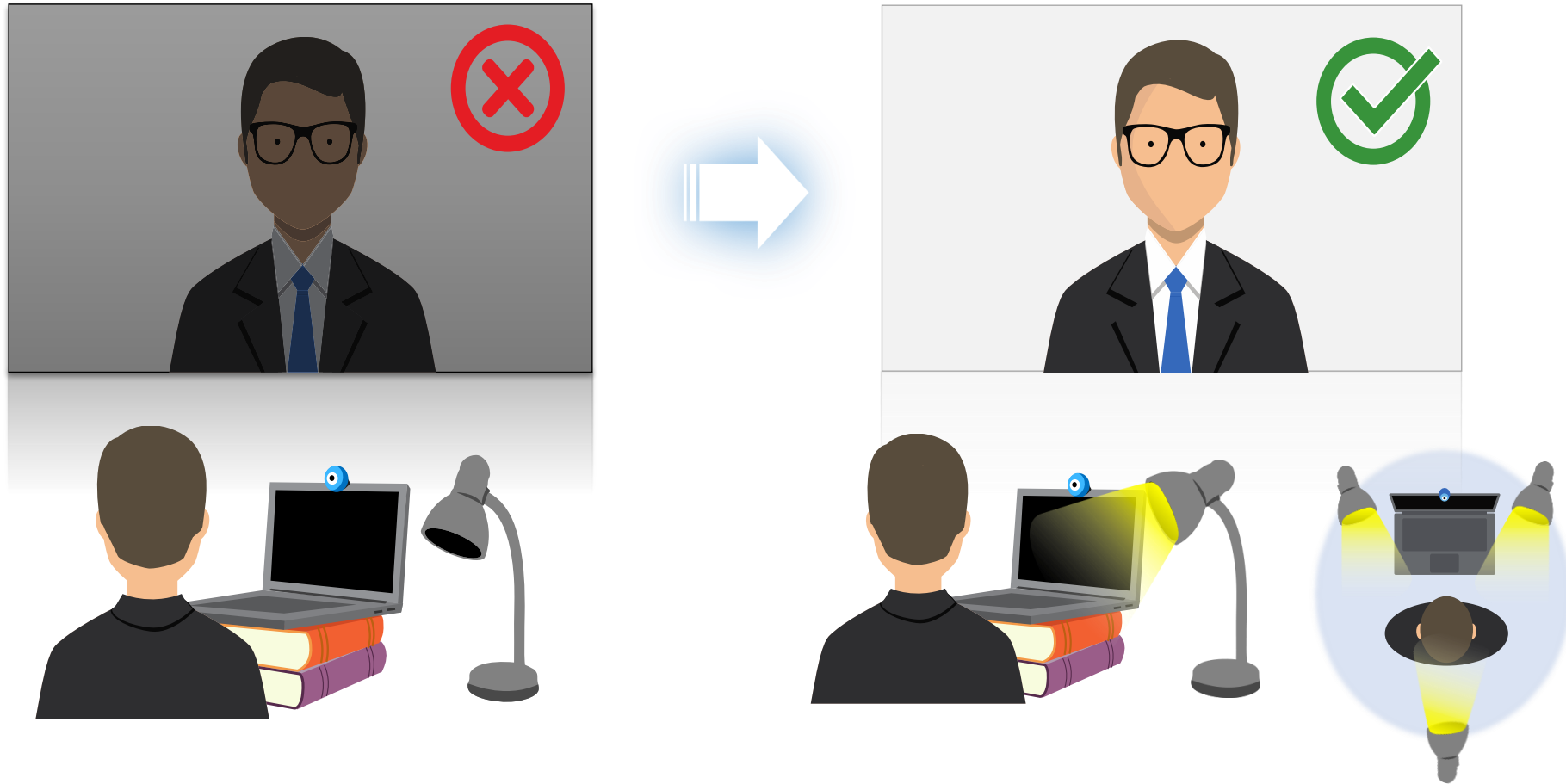
Dress as if you were presenting «in real life»



- Please ensure to raise your laptop 20cm from the table (using books etc.) to ensure you are in line with your camera.
- The camera should be at, or just above eye level.
- Look at the camera as much as possible when presenting

GENERAL GUIDELINES FOR SPEAKERS & PRESENTERS

- Choose a place that is well-lit but avoid lighting that falls directly on top of your head, or that is to the side of your face.
- The best solution is natural light coming from a window directly in front of you. Alternatively, a lamp can be placed on the other side of the computer screen to provide direct lighting.



GENERAL GUIDELINES FOR SPEAKERS & PRESENTERS

Turn-off phone
or PC notifications
that can distract you



Avoid any background
or ambient noises



Keep slides not too dense
in content

SIMPLICITY



- Retain attention
- Impactful messages
- Drive your audience

COMPLEXITY

- Lose attention
- Create confusion
- Lose spontaneity
- Tend read your slides
- Monotony
- Lack of clarity
- Overly complicated



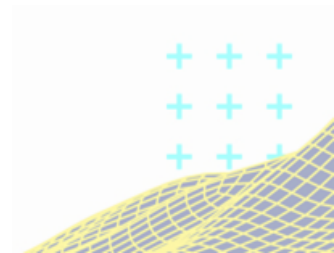
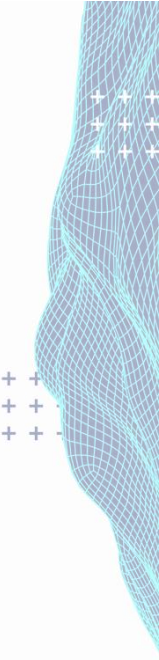
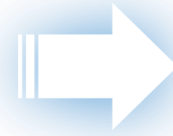
Take enough time to
test and watch your
own recording



Practice makes perfect

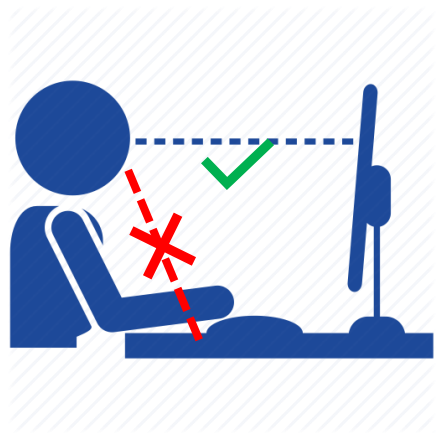
GENERAL GUIDELINES FOR SPEAKERS & PRESENTERS

- Please ensure to have a headset (ear buds with microphone work as well).
- Find a place that will be noise-free for the duration of your recording.



GENERAL GUIDELINES FOR SPEAKERS & PRESENTERS

Avoid looking down too often and losing «eye contact» with the audience



Place your notes close to the camera rather than on your desk

Keep things engaging



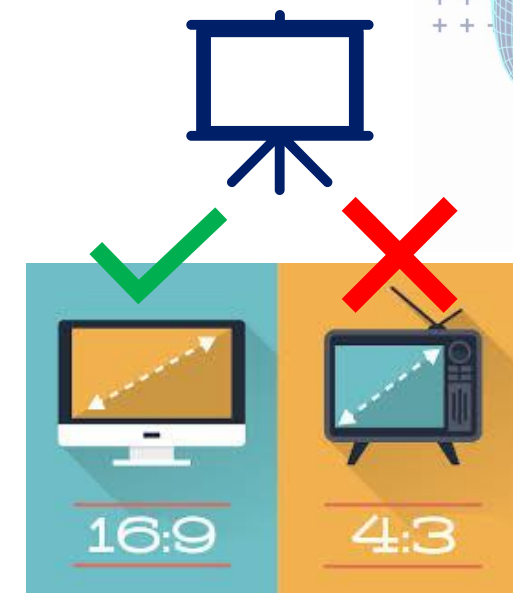
Try to play the role of the speaker and of the audience by answering your own questions

For recordings, have a timer on hand to help you keep time.



Refer to your specific session guidelines for exact times.

Slide format MUST BE in 16:9



Keynote presentations (Macintosh™ hardware) are not compatible and cannot be used!

GENERAL GUIDELINES FOR SPEAKERS & PRESENTERS - RECAP

- Look at screen/camera
- Your “camera” is your audience – it should be placed at eye level
- Clean/neutral background
- Dress as if you were presenting in “real life”
- Turn off notifications that can distract you
- Keep slides light in content (one graph per slide, text large enough to read)
- Introduce yourself, your institution, area of research and title of presentation
- Try to “ask questions” that you answer to keep attention
- Avoid any background or ambient noises
- Take enough time to test and watch your own recording
- Place your notes as close to the camera as possible to avoid looking elsewhere
- Avoid «backlights» coming from behind or above you

For any questions, please contact Candice.Gabay@mci-group.com