



# VIRTUAL PRESENTATION INSTRUCTIONS

## On-Demand Sessions

### GENERAL INFORMATION

We will use Showcare as our virtual conference platform.

If you disclosed a conflict of interest, step one is to submit your PowerPoint slides by September 21 to The Obesity Society via the speaker portal for approval **BEFORE** you record voice over your slides. If you don't have a conflict, you don't have to wait for slide approval. Deadline for the recording is October 5.

Your session will be available on-demand, which means you will be recording your talk in advance of the conference and attendees will be able to view your session whenever they would like. You may download Zoom and test your camera, audio and screen by using Zoom's free edition. Please register at: <https://zoom.us>. If you are in a session with multiple presenters, the presentations will be played back-to-back within the session.

All sessions, including those that are on-demand only, will have Q&A chat boards to interact with attendees.

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### Pre-production Setup

**Webcam** - Using your built-in or external webcam, ensure that you are happy with the quality of your visual displayed on the screen. Adjust your computer's camera or webcam to eye level (put books under your laptop) and look into the lens instead of at your screen while speaking. Make sure you are centered in the frame. Avoid wearing glasses if possible, but if you need to wear them, try tilting them down slightly to reduce reflections and use softer light sources to avoid any unwanted shadows or glare from your lighting.

**Sound** - Avoid using the default microphone on your computer by using an external headset (with a microphone). These can be the earbuds/headphones that usually come with your device or an external computer microphone.

**Environment** - Choose a clean and neutral background (consider hanging a bed sheet behind you if none is available) with good lighting. If possible, make use of natural lighting by facing a window. If natural lighting is not possible, consider using a desk lamp. Adjust the position of the lamp accordingly, so the light is not too bright (leading to glare on your face), but uniformly illuminates your face. Avoid bright light sources behind you as they can make you appear in silhouette. Avoid sitting directly under a ceiling light, as that can lead to harsh shadows.

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### PowerPoint Slide Recommendations

- Slide Template – No template needed, please use unbranded template of your choice.
- Slide/PowerPoint Presentation – 16:9 widescreen format is required for all presentations.

- Do NOT include a conflict of interest disclosure slide. This will be automatically posted by TOS based on the conflict of interest disclosure you provided.
- The first slide should provide the title of your presentation along with your name and affiliation.
- Use easy-to-read fonts such as Arial or Times New Roman.
- Use a font size of 20 or bigger.
- Keep text to a minimum (6-8 lines per slide, no more than 30 words per slide).
- Write in sentence fragments using key words.
- Avoid unusual colors and busy backgrounds.
- Limit the use of animations, builds, or effects.
- Avoid embedded videos in your PowerPoint presentation (copyright issues).
- Avoid sound effects and background music (copyright issues).
- Remember to proofread the slides.
- Please practice in advance. **If your recording is more than 2 minutes over your allotted time, you will have to redo it.**
- If you plan on using outside AV elements to complement your presentation such as YouTube, or other online videos, music, or audio samples – be sure to email annualmeeting@obesity.org when you upload your presentation. TOS staff will need to review your presentation in advance to check for copyrighted music or videos, as streaming encoders can detect copyright infringement and will take down streams without notice when detected.

#### Also keep in mind:

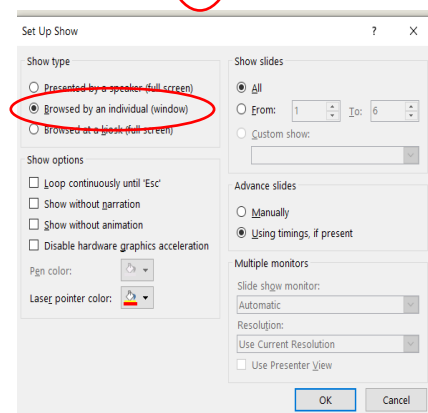
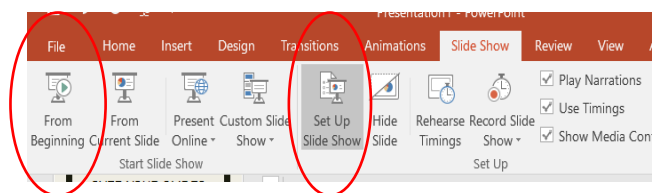
- Attendees will be able to direct message you through the conference system as long as you are registered for the conference and have not turned off permission. (All speakers are required to register to access the sessions.) This system will remain available through December 31, 2020.
- There will be a written Q&A chat board associated with the session. Registrants will be able to post questions and vote on favorite questions, just like on Reddit. As a registered attendee, you will have access to this chat board and are encouraged to answer questions on it. The chat board will remain active through December 31, 2020.

### [Watch This Video that Teaches Zoom Recording](#)

#### Recording Your Session (via Zoom)

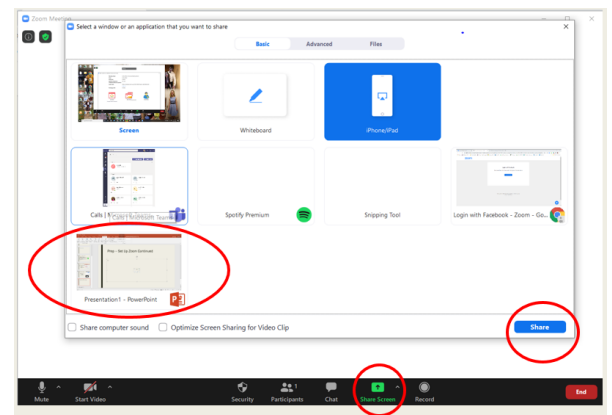
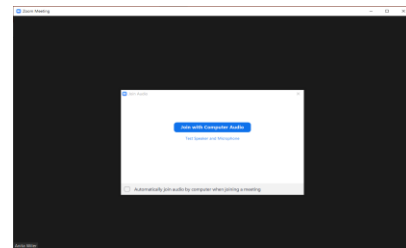
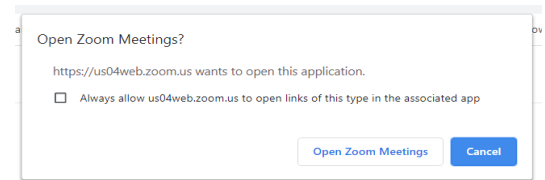
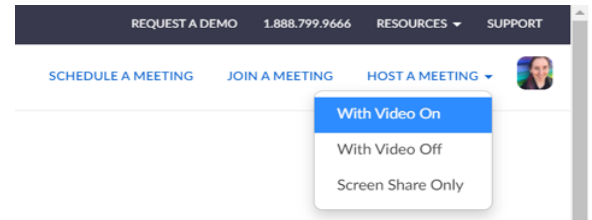
##### Prep Your PowerPoint Slides

- Close extra windows and docs on your laptop
- Open your PowerPoint slides
  - Click Slide Show
  - Click Set Up Slide Show
  - Click Browsed by an individual (window)
  - Click OK
  - Click From Beginning



## Prep Zoom

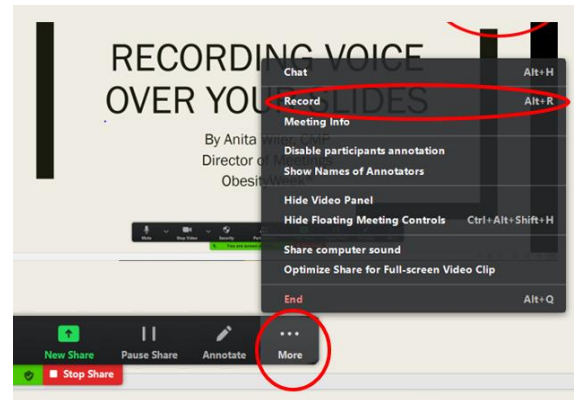
- Open Zoom
- Sign in or create a free account
- Click on Host a Meeting
- Select With Video On
- Click Open Zoom Meetings
- Click Join With Computer Audio
- Click Share Screen
- Click on your PowerPoint
- Click Share
- Click Start Video



- Position your face on the screen in a place that won't interfere with the slides.



- Click More
- Click Record (Alt-R)



### Give Your Talk

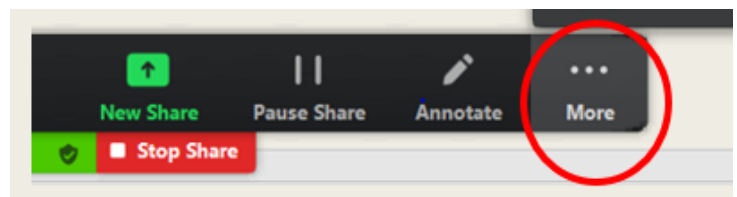
- Practice in advance.
- Look at the camera, not at your slides.
- Don't go over time limit.
- If you're more than 2 minutes over your time limit, you will have to re-record it.

### Ending Your Talk

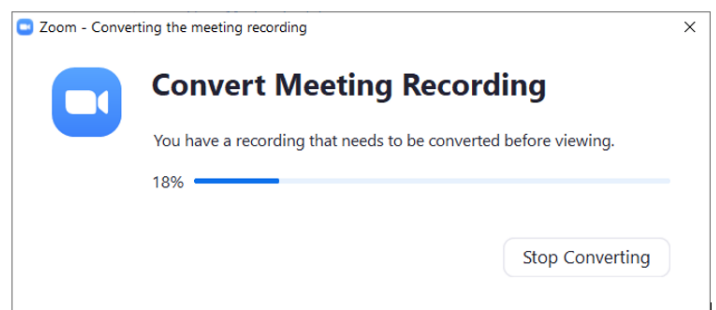
- Questions will NOT necessarily be immediately after your slides, so don't end with a slide that says "Questions?"
- Feel free to end with thanks or contact info.

### Stop Recording, Save, Upload

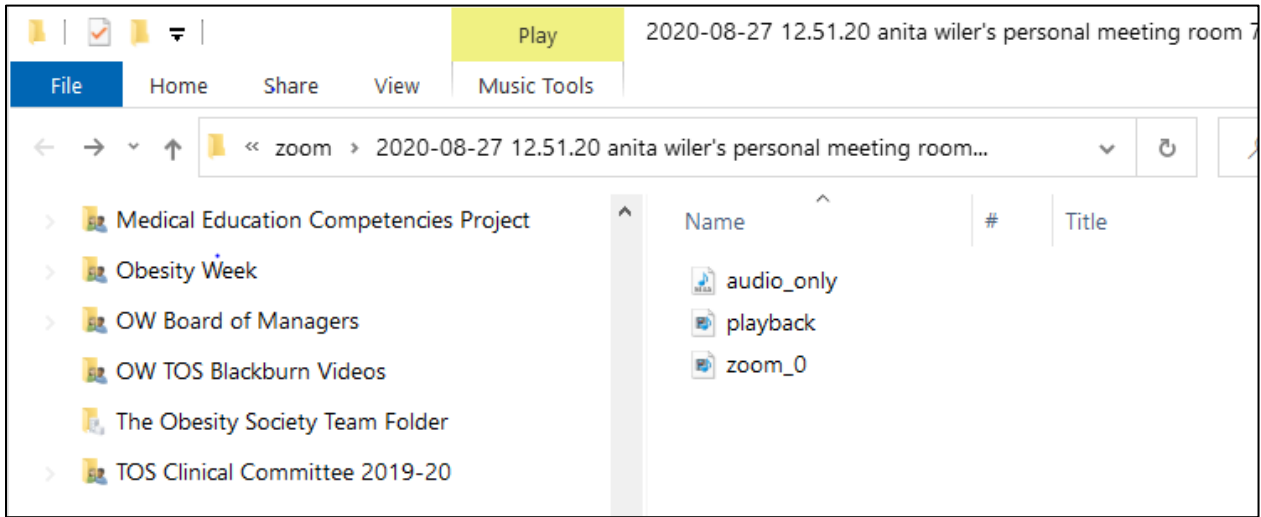
- Click on More again, then Stop Recording (Alt R)



- It may take a minute



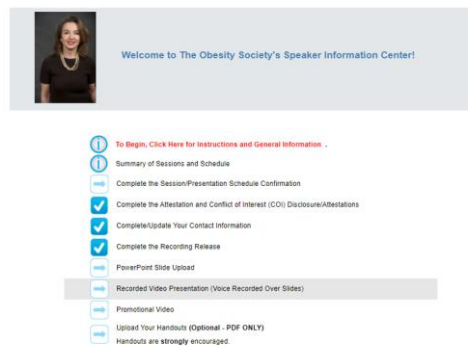
- Your recording will show up in a folder like this.



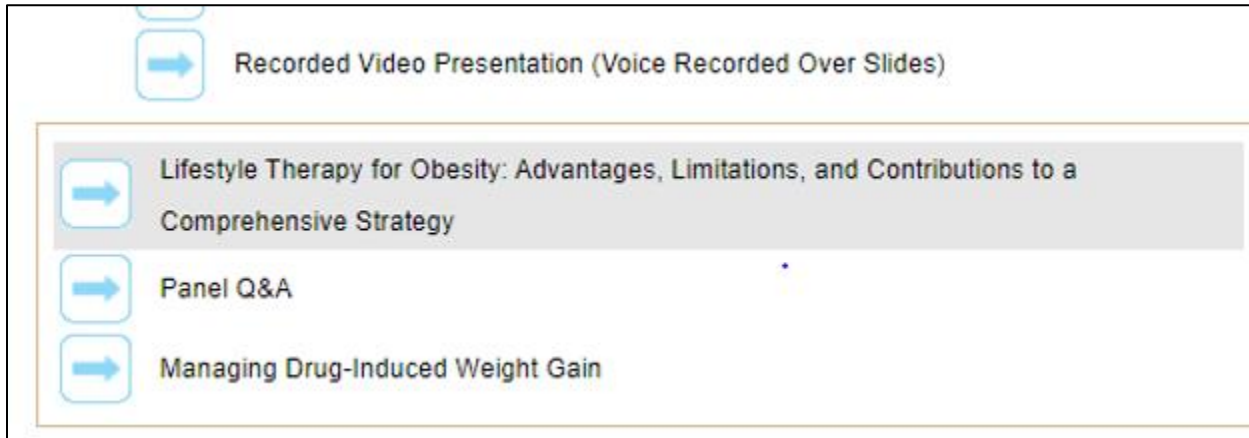
- The one you care about says zoom\_0 (or similar). It's an MP4 Video (.mp4) file.
- Save it where you can find it again, and name it something logical, so we can tell it's yours.

## File Format and Uploading Instructions

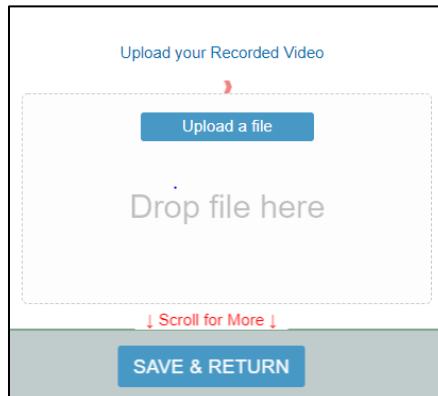
- Your final video needs to be a .mov or .mp4 file, with a maximum resolution of 1920x1080 (FHD) and a minimum resolution of 1280 x 720 (HD). If you used the instructions above, it should be within those parameters.
- You received emails with a customize link into the speaker portal.
- Click on Recorded Video Presentation



- If you have more than one talk, select the correct one.



- Drag and Drop then Save



### What's this other stuff?

- TOS will not give your PowerPoint deck to attendees – we need it for CME accreditation records and in case something goes wrong.
- Promote your session with a short video for social media.
- Take pity on attendees and give them a one-page handout with key take-aways.

**For more help, email [annualmeeting@obesity.org](mailto:annualmeeting@obesity.org)**

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### **Connecting With Attendees**

Session Q&A will be managed through the virtual conference platform.

Viewers will be able to submit questions and vote questions up and down on the Q&A chat tool throughout the session. As faculty, you are encouraged to engage audience members on this board.

The chat board for the session will remain active for on-demand viewers through December 31, 2020, and attendees may direct message you within the virtual conference system to connect. You will receive notifications of waiting messages (unless you turn notifications off). We encourage you to check your session chat board daily throughout the conference November 2-6.

## Support

If you would like assistance in recording your presentation, please contact [annualmeeting@obesity.org](mailto:annualmeeting@obesity.org) and we will set up a date and time for a technician to assist you.

### What's this virtual meeting like?

- We're using a platform that supports interactivity.
- You will need to register for the conference at [www.obesityweek.org](http://www.obesityweek.org).
- When you log in, you will complete your personal profile. It will remind you of Facebook.
- People can connect with each other, like Facebook friends. They can also direct message and video call, like in Facebook Messenger.
- You can set up notifications via email, just like in Facebook.
- You can "like" sessions, posters, people, & exhibitors and they will appear in your favorites and your personal newsfeed.
- Every session has a chat board where attendees can vote up and down questions & answers, like on Reddit.
- During or after the session, you are welcome to answer questions in writing on that chat board.
- The platform is open November 2-December 31.