

ASRM 2021 Virtual Speaker Guide/Recommendations

Congratulations! On behalf of the ASRM 2021 Program Team, we are thrilled to have you participate in this year's On-Demand ASRM Scientific Congress content.

- The ASRM 2021 On-Demand **Scientific Congress** content will be available from October 17 through December 31, 2021.
- The on-demand **Postgraduate Program** will be available October 21 through December 31, 2021.

Below are some general guidelines and recommendations for virtual speakers. This will be updated regularly, so please come back and check often!

Turn off notifications/distractions

Before you begin, **silence your phone/devices and computer notifications** so they don't distract from your presentation.

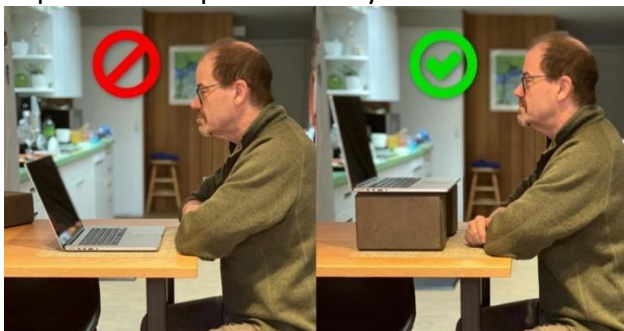
- [Link to tutorial on silencing notifications in Windows 10.](#)
- [Link to tutorial on silencing notifications on a MAC.](#)

Please Google any directions if you have something other than the above.

Also please reserve time when coworkers, family members, and pets will not interrupt your presentation. Find a quiet, private place to make your presentation from. Close all unneeded web browser tabs and applications.

Keep the meeting Eye to Eye

Here's a simple way to improve all those video conferences we've been sitting through. Raise your camera to eye level. People will see more face and less chin. This creates an illusion that you are talking directly to the person watching and provides a more personal connection. Adjusting the camera to eye height will greatly improve the experience for you and the audience. Remember to look at the camera, not yourself.



The best way to look good is with good lighting

It's all about the lighting and placement of the lighting. Your primary source of light should be placed in front of you, not behind you. Be sure to wipe out any additional lighting from office windows etc. that may interfere with the clarity of the video stream. If you feel you need more lighting, place a lamp in front of you. If there is glare/reflection on your eyewear, consider turning down the brightness of your own device.

Internet

It is always preferred that you use an ethernet cable/hardline internet connection – if available – when recording content/giving a presentation. If you do not have one, use a *high-speed* internet connection.

Laptops

If you will be using a laptop, plug it in and leave it plugged in. This stops the laptop from disabling certain power/battery functions and it's a backup in the event you forget to charge it!

What to Wear

ASRM wants you to be comfortable but please avoid busy patterns that could provide a distraction to the content. Ties or jackets are not required, but **business-casual is preferred**. No Hawaiian shirts, sunglasses, tank tops, hats, bathing suits or busy clothing allowed!

Set a Timer

Set a timer for your section or a reminder so you do not go over. You can use your phone for this, but make sure the reminder does not have an alarm that goes off.

Getting the BEST audio

Please use laptop camera and microphone to provide optimal audio for attendees. If you have air pods, or a headset, those will also work well as long as you have them connected correctly.

Background

Keep in mind what is visible in your background:

- No kitchen sinks with dishes please!
- No top-secret whiteboards!
- Keep your background simple and professional, free from clutter or distractions.
- We want all eyes on you!

Speaker Notes

It is recommended that you utilize notes, so you stay on topic and remember key points.

Rehearsals

Each session/speaker will work with the digital services team to pre-record your presentations and a rehearsal/run-through will be part of this. During this time please have your at-home (or office) setup ready based on the above recommendations so we can see you, hear you, and test scenarios.