

FOR ALL SPEAKERS:

To record your presentations, each individual speaker is required to book at minimum 2 appointments:

1. Tech Check
2. Pre-recording appointment
 - a. You should schedule one pre-recording per each lecture/presentation you are recording. Example: if you have 2 lectures, you will book 1 Tech Check and 2 separate recording appointments.
 - b. You can schedule multiple appointments back-to-back.

All pre-recordings must be completed by September 17, 2021.

Link was provided via email – please locate and follow those instructions!

1. FOR INDIVIDUAL PRESENTATION SESSIONS (*symposia, plenary, oral abstract presenters*)

- a. Workout with session chair who is introducing you. Either you are or they are. It is OK to both state your name. It is poor form if no one does.
- b. Know your time limits. There is no forgiveness in a virtual meeting. They will cut you off at the end of the time slot. Imagine ending your summary with “The winner of the 2020 election is guaranteed to be...”. Then you were cut off because of time limitations.
- c. Practice with ZOOM. Ask your kids or friends that have familiarity, if you don’t, what are most effective techniques.
- d. Look at the camera – practice this. It is not necessarily intuitive, but it engages the audience more. Move your camera to eye-to-eye height so the camera is not above or below you.
- e. Speak naturally and pretend as if you are giving the talk live.
- f. Avoid fiddling with your hair, jewelry or clothes during your talk.
- g. It is OK to use your hands/ gestures during your talk. You will appear less stiff and more at ease.
- h. Use the ASRM template for your slides. It always makes things look more professional when everyone uses the same slide style.
- i. Know your slides well. The awkward pause of finding material on a slide is magnified during a virtual talk.
- j. The virtual platform will have a place for you, as the presenter/speaker, to upload a copy of your slides/handouts for your presentation. This is solely for the benefit of the attendees. Consider providing them a list of references and at least a basic outline of your presentation, even if you do not wish to provide the full slide deck.

2. FOR MULTIPLE PRESENTER SESSIONS (*interactives-debates, panels, interview styles, etc., clinical sessions, etc.*)

- a. Workout with session chair who is introducing you. Either you are or they are. It is OK to both state your name. It is poor form if no one does.
- b. Strongly encourage the chair to introduce when each speaker is to talk so that there is an even flow, and no one is trying to talk over another. This doesn't work well on Zoom. The moderator or chair can help facilitate the flow. Would suggest a practice run of this to ensure it flows naturally.
- c. Make a flow chart of how the presentation/ talk is going to go. The more interactive the session, the more helpful this is. Unlike live discussions where the flow can easily adapt, on zoom if there is a pause, it is magnified and looks very awkward. The chair should develop a strict outline that everyone has a copy of and agrees to follow. The strict outline allows for the interactions between the presenters to flow better and seem more real. Even though scripting an interactive session seems counterproductive, it does work.
- d. Know your time limits. There is no forgiveness in a virtual meeting. They will cut you off at the end of the time slot. Imagine ending your summary with "The winner of the 2021 ASRM election of president is guaranteed to be...". Then you were cut off because of time limitations.
- e. Practice with ZOOM. Ask your kids or friends that have familiarity, if you don't, what is most effective for techniques.
- f. Look at the camera – practice this. It is not necessarily intuitive, but it engages the audience more.
- g. Speak naturally and pretend as if you are giving the talk live.
- h. Avoid fiddling with your hair, jewelry or clothes during your talk.
- i. It is OK to use your hands/ gestures during your talk. You will appear less stiff and more at ease.
- j. Use the ASRM background for slides. It always makes things look more professional when everyone uses the same slide style.
- k. Know your slides well. The awkward pause of finding material on a slide is magnified during a virtual talk.
- l. The virtual platform will have a place for you, as the presenter/speakers, to upload a copy of your slides/handouts for your presentations. This is solely for the benefit of the attendees. Consider providing them a list of references and at least a basic outline of your presentation, even if you do not wish to provide the full slide deck.

Do you have questions? ASRM recommends that you speak with your session chair first (you will find your chair name and email in your speaker agreement). We also have Speaker FAQ and other resources online [here](#).