ASRM 2020 Virtual Speaker Guide/Recommendations

Congratulations! On behalf of the ASRM 2020 Program Team, we are thrilled to have you participate in this year’s virtual ASRM Scientific Congress.

The ASRM 2020 Virtual Scientific Congress will take place on October 17-21, 2020. Our virtual event platform will offer many of the benefits of an in-person conference from the comfort of your own home, along with some interesting new ways to participate virtually.

You should have received an email with your confirmed session time.

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.

**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.

![Camera position examples](image)

**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.

**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
Be comfortable and be yourself but avoid busy patterns that will provide a distraction to the content. This virtual event and current climate allow for a more casual on-camera look, no ties or jackets required, but business-casual is perfectly acceptable. No Hawaiian shirts, sunglasses, 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
ASRM will be emailing you a Virtual Congress virtual background to use while recording your presentation(s).
If you experience issues with the virtual background and must record without it, please 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.

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.