Panel Speaker Guidelines

It is with great pleasure that we welcome you as a presenter at the Sydney Cancer Conference 2021. To ensure your presentation runs smoothly, please take the time to read these guidelines.

QUERIES

- For program content-specific enquiries, please contact Marcel Batten, marcel.batten@sydney.edu.au
- For technical enquiries about the virtual platform and rehearsals, please contact the Conference Managers, SCC2021@arinex.com.au

PANEL FORMAT

This year's presentation program is fully virtual, meaning you will be presenting remotely. The virtual platform DOES NOT allow for virtual backgrounds.

Please click here to watch more about how the panellists, presenters and chairs enter into the platform and also covers how to share slides as well as moderate Q&A.

Slides: If you will be sharing slides in your allocated panel, you will be required to share your screen with the presentation slides and control your slides. The virtual operators will ensure both yourself and the presentation can be seen by the attendees. *NB: Apple Macs will require an extra step ahead of your rehearsal to ensure you can share your screen. If you have a Mac, please see instructions at the very end.*

PowerPoint presentations should be in 16:9 format. You CANNOT USE Presenter View in PowerPoint as you will be sharing screen, so please have your notes printed out or on another device to be able to refer to them.

If you choose to use audio, visual files (video clips etc.) or animations, they must be embedded in the PPT file and cannot be linked to independent files nor open to any external pages. Any audio or visual files need also to be saved as individual files on your desktop. To learn how to embed a video into your PPT presentation, click here and to learn how to embed an audio file into your PPT presentation, click here.

Safety backup: To provide us with a backup of your presentation slides in case of technical difficulties on the day you may provide us with a copy of your slides ahead of the event. Presentation slides should be sent to the Conference Managers (SCC2021@arinex.com.au) via WeTransfer, a free file sharing service. Please ensure your file name includes your name, the Paper ID and Paper Title. **Please submit by 1 September 2021.**

PRESENTER REHEARSALS FOR ANYONE SHARING SLIDES

For those that will be sharing slides during the panel session, a group presenter rehearsal will be offered to ensure you're comfortable with sharing your presentation within this virtual platform (OnAIR). To book into your rehearsal, please click here.

If you already have experience with this platform, we would appreciate if you could please advise us by emailing scc2021@arinex.com.au

RECORDINGS AVAILABLE POST-CONFERENCE

All presentations will be recorded and available on the platform for roughly 1-month post-Conference. If you do not provide consent for this to happen, please advise the Conference Organisers by **1 September 2021.**

PRESENTER CHECKLIST

1. **You will need:** A PC/laptop, webcam, microphone, and stable internet with 5-10Mbps bandwidth.
2. **Later (if required):** Attend your presenter rehearsal.
3. **On the day:** Login and join the Green Room **20 minutes** prior to your session's start time.
4. **If you choose:** Submit your presentation slides as a backup by no later than **1 September 2021.**

5. **If you choose:** Advise if you do <u>not</u> consent for your recording to be available online post-Conference by **1 September 2021.**
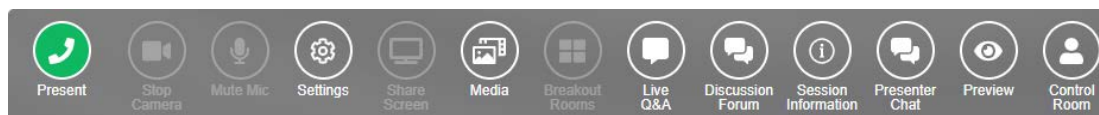
LOGGING INTO THE VIRTUAL PLATFORM

You may use the virtual platform to present on a **desktop** computer. We highly recommend using the latest version of Google Chrome to access the platform. Download Google Chrome here. Please close all other applications on your desktop, laptop or tablet so all bandwidth available can be used by the virtual Symposium platform.

You will be provided with your login details in due course.

Step 1: After logging in, please review your details and privacy within the platform in the Event Check-in pop-up. Update your profile and select your time zone for your program to automatically update.

Step 2: Once set, please navigate to the rehearsal or session you are presenting in.

Step 3: You will then be able to see a control panel at the bottom of your screen like the image below. Please click on the green **"Present"** phone button and reconfirm your microphone and camera settings before clicking on the green **"Okay"** button before the Green Room will accept you.

The Green Room is where you will be able to talk to the other presenters in your session, the Chair and the virtual platform managers. Attendees will not hear or see you in this area.

CONTROL PANEL

This is the presenter control panel which you will see when you login to your rehearsal or session:
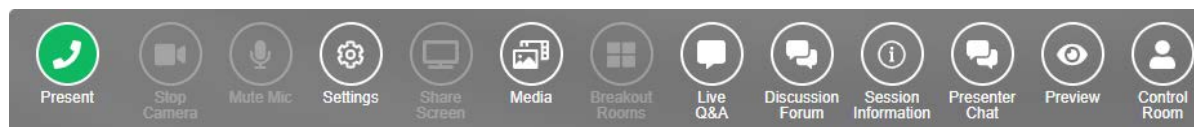
Green phone 'Present': Join the session as a presenter or Chair. You will be taken to the Green Room.
Red phone 'End Presentation': Leave Main Stage, Preview or Green Room (do not click until the end of the session).
Stop Camera: Turns your camera on and off.
Mute Mic / Unmute Mic: Turns your microphone on and off.
Settings: Change the camera and microphone you are using i.d. built in, headset or plugged in set.
Share Screen: This will only be useable when you are on In the Preview area (virtual operator to control your movements in the session).
Live Q&A: View the Q&A. Chairs will moderate this.
Session Information: View the session's Chair, presenter and presentation details.
Presenter Chat: Shows a window with messages to and from other presenters within the session, the chair and the virtual operators (platform managers – Arinex team).
Preview: Allows you to change your view to see what the attendees see; leave presenter view on so you can see what is going on in the Green Room as well as on the Main Stage.
Control Room: Not required.

INTERACTIVE FEATURES

Live Q&A with a moderator

Attendees will be able to submit questions that will be moderated by the Chair. At the end of your presentation, the Chair will ask you questions from this area. Questions can be ranked higher by other attendees liking the

question. Once answered the Chair will tick that the question has been answered.

Live discussion without a moderator

Live discussion is enabled for attendees to chat without moderation during the session. You will be able to access the discussion by selecting the **"discussion forum"** button on the Presenter Control Panel located at the bottom of the screen.

PRESENTATION: ON THE DAY TIPS

- Make sure your computer is fully charged or connected to power.
- Ensure that the device you are using is the only device connected to your home broadband so there is no interference.
- Frame shot properly as it is vital to maintain eyeline level with your camera.
- Ensure lighting is at eye level as overhead can cast shadows on your face.
- An uncluttered background prevents viewer distraction so film in front of a bookcase or a plain white wall or solid colour. The platform does not utilise virtual backgrounds, so please keep this in mind.
- Turn off your mobile, computer and landline notifications to avoid distraction.
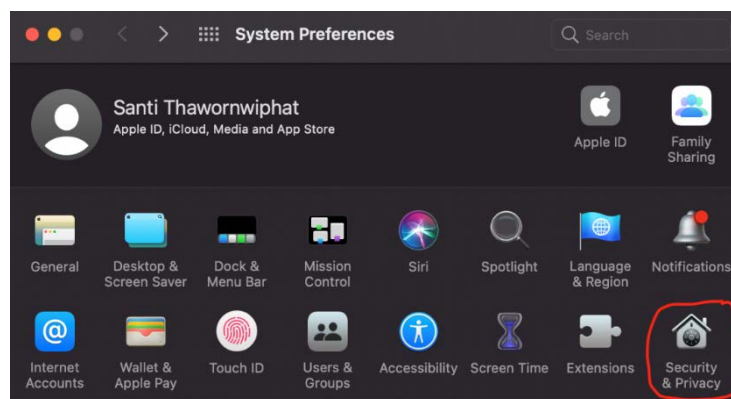- Place a bottle of water near you to give yourself a break.

CONFERENCE PROGRAM

The conference program is available on the SCC2021 website and will be updated regularly.

IF YOU HAVE A Mac AND ARE PRESENTING LIVE

The instructions below were tested on OS X 10.14 (Mojave), 10.15 (Catalina) and OS X 11 (Big Sur).

1. Navigate to **'System Preferences'** then **'Security & Privacy'**

2. Under the **'Security & Privacy'**,
   - Choose **'Screen Recording'** then click on '**Click the lock to make changes'**
   - Enter the password when prompted
   - Click on the **'+'** button
   - Browse through **'Applications'**, locate **'Google Chrome'** then click **'Open'**
   - The pop-up screen will be shown to warn you that Google Chrome needs to be quitted and reopened, simply click on **'Quit & Reopen'** button (please note, this will briefly drop you out from the OnAIR Platform)