



Guidelines for Oral Presentations

7th International Conference on Bear Research and Management
Virtual Conference | September 14-16 & 21-23, 2021



Presentation types

- *Live Presentations:* Presentations will be a maximum of **12 minutes**. Please ensure that your presentation does not go over the allotted time; live presentations will be cut off after 12 minutes. A moderated question and answer period will follow each session. Presenters should be available for their live time slot and the associated Q & A period. We strongly recommend submitting a pre-recorded version of your talk in the event of technical difficulties the day of your scheduled presentation; this pre-recorded talk would only be used if a presenter is not available live at the time of their presentation.
- *Pre-recorded Presentations:* Presentations will be limited to **12 minutes**. Pre-recorded presentations will be available for viewing on the conference platform one-week prior to the start of the conference. All pre-recorded presenters will be assigned to a live, moderated question and answer period.

Submitting your presentation

- All presenters will receive an email from CVENT (the conference platform) with instructions on how to log-in to the conference platform and submit presentations. An optional training is also available; we recommend presenters view this training video for information on how to upload documents.

*****Presentations must be submitted by August 30th*****

Platforms and Tools for Recording

Here are some simple and powerful tools you can choose from to use when recording your presentation:

- Zoom: Below is a quick and easy guide on how to record yourself presenting with your video.
 - Open the Zoom app or **log into zoom.us**
 - Schedule and start a new meeting. Zoom will begin a video conference session. If asked to choose an audio conference option, click Join with Computer Audio
 - At the bottom of the Zoom window, click **Share Screen** and click the **PowerPoint** window you wish to use in the recording
 - Click **Share**. You might need to change your view to “**Active Speaker View**” on the top right of the zoom window so that you and your presentation are recorded. You can reposition and resize the webcam video window as needed.
 - To begin recording, click **...More** in the Zoom control bar at the top of the screen.
 - Click **Record** on this Computer in the dropdown menu that appears.

- You can *pause* recording at any time by clicking **...More**, in the Zoom control bar, then Pause Recording.
 - When you are *finished*, click **...More** and click Stop Recording in the Zoom control bar at the top of the screen.
 - Click **Stop Share** in the Zoom bar at the top of the screen.
 - Click End Meeting then click **End Meeting for All**
 - A folder will pop up with your zoom recording. You can cut as needed or upload directly to your portal.
- Google Slides Presentation: Here is a [quick tutorial](#)
 - Canva: Watch this 1 min 30 second [video](#) to learn how to record yourself presenting on Canva.
 - Panopto Express – a free video and screen recorder. Access and instructions available [here](#).

- **Video Recording Tips**

You may use a laptop, camera, or any other device available at your disposal to record your presentation. The following tips might be useful in creating your video:

- Be sure to turn off phones and notifications that could cause distractions during recording.
- Ensure there is plenty of light in front and not behind you
- Use a clean background or a virtual background
- Look directly at your web cam
- Prioritize crisp and clear audio. Test your audio with and without headphones and check the audio quality between different devices (phone vs. laptop)
- Prop your video recording device securely to avoid shaky footage
- Refrain from slide transitions, animations or ‘movement’ in the video
- If you need to reference a picture, image or any kind of content in your slide, you can do it on the title page or at the bottom of the slide in a small box.

Other Information

- Files should be named using the following format lastname_firstname and videos must not exceed 5GB in size.
- The following paper may be of interest:
 - Brigham, R. M. 2010. Talking the talk: giving oral presentations about mammals for colleagues and general audiences. Journal of Mammalogy 91:285–292.
<https://bearbiology.org/wp-content/uploads/2017/12/09-mamm-a-271.1.pdf>
- For general conference information, please contact: info@iba2020mt.com