AOGS2021 VIRTUAL
Presenter Guide for Plenary Speakers
Axford Lectures, Distinguished/Kamide Lectures & Medal Lectures (Axford Medal & Wing Ip Medal)

KEY DATES

- **Presenter Pre-recording   Mon-26 Jul 2021**
  Please email the pre-recording of your lecture to admin@asiaoceania.org

- **Pre-Scheduled Practice Sessions For**
  Plenary Speakers**:**   26 to 29 Jul 2021
  Session Chairs: 19 to 23 Jul 2021
  All Other Presenters: 12 to 16 Jul 2021

Get Ready!
All presenters will require a PC or Laptop with
- Camera & Microphone
- Webcam Specifications: Minimum 0.5 Megapixel
- Compatible Browsers

Make sure that your browsers are updated to their latest versions
- Internet Explorer
- Edge
- Firefox
- Chrome
- Safari

Lighting/Camera
Diffused light in front of you will usually work best to avoid shadows. Try to position your camera so that it is just above your eye level.

Presentation/Clothing
Darker colour shirts/blouses appear better on camera. Try to avoid busy plaid or patterned outfits.

Audio/Sound
Avoid or minimize sounds in your background. Ensure that your voice can be heard loud and clear.

Presentation Format
The talks will be delivered via Zoom Webinars.
Speaker fee is waived and Presenter functions (via ZOOM) are auto-enabled in MARS (see "Author Options" → "AOGS Virtual") as and when it becomes available after speaker's online registration is successfully completed.
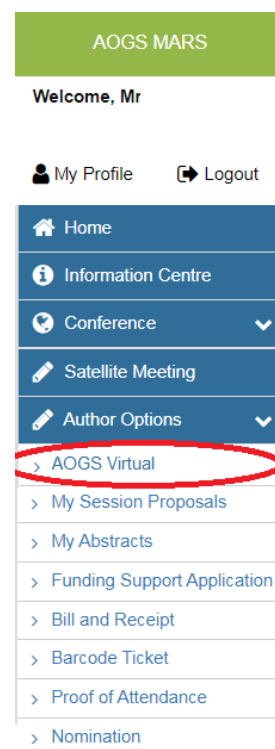
Presenters pre-record their individual presentations.
Only the Q&A is conducted **live** during the scheduled session time.
Each presentation will consist of two parts.

Each Axford Lecture
- 45-min pre-recorded video of the Axford Lecture
- 15-min live Q&A for attendees to meet virtually and ask questions or give feedback

AOGS MARS

Welcome, Mr

My Profile   Logout

Home
Information Centre
Conference
Satellite Meeting
Author Options
AOGS Virtual
My Session Proposals
My Abstracts
Funding Support Application
Bill and Receipt
Barcode Ticket
Proof of Attendance
Nomination

Each Distinguished/Kamide/Axford Medal/Wing Ip Medal Lecture
- 30-min pre-recorded video of the Distinguished/Kamide/Axford Medal/Wing Ip Medal Lecture
- 15-min live Q&A for attendees to meet virtually and ask questions or give feedback

Rehearse Your Presentation
Purpose is for Presenters and Session Chairs to familiarize themselves with the virtual platform and its features. The AOGS2021 Virtual Meeting team will schedule practice sessions with presenters in the week of 26 to 29 Jul 2021. All Presenters will be invited to participate.

Let's test your connections well in advance and check pre-recordings for:
- ✓ Quality sound & video
- ✓ Quality connectivity
- ✓ Quality presentation

Testing Your Presentation in Advance
If during the conference you have questions or you want to test your presentation on Zoom, you can visit the Help Desk any time even if your presentation is on a later day.

Singapore Standard Time Help Desk Hours:	Mon-02 Aug to Fri-06 Aug	
	8am – 1pm (GMT+8)	**2pm – 6pm (GMT+8)**

Pre-Record & Upload Your Video Presentation

Preparing Your Video

Axford Lecture
- Speakers are required to submit a 45-min pre-recording of their presentation.
- The acceptable file format is MPEG-4 video (*.mp4), and the file size must not exceed 3.5GB
- See also "How to" Guide for Pre-Recording a Video
- The deadline for submitting the pre-recording is **26 Jul 2021**.
- Once submitted, the uploaded contents may not be changed or replaced.

Distinguished/Kamide/Axford Medal/Wing Ip Medal Lecture
- Speakers are required to submit a 30-min pre-recording of their presentation.
- The acceptable file format is MPEG-4 video (*.mp4), and the file size must not exceed 3.5GB
- See also "How to" Guide for Pre-Recording a Video
- The deadline for submitting the pre-recording is **26 Jul 2021**.
- Once submitted, the uploaded contents may not be changed or replaced.

How to Submit Your Pre-recording: Deadline – 26 Jul 2021

1. Save your files online to one of these:
   Dropbox, Microsoft OneDrive, Google Drive or WeTransfer.

2. Email the link to admin@asiaoceania.org

Deliver Your Presentation
Please connect to your session room in Zoom at least 15 minutes before the start of your session
- The session host will play your **pre-recording** at the scheduled time.
- The speaker is required to participate in the live 1**5-minute Q&A session** to be held immediately after the presentation.
- Questions from the audience will be asked through the **Zoom Chat**