

AOGS2021 VIRTUAL

Presenter Guide for Plenary/Panel Speakers

Axford Lectures, Distinguished/Kamide Lectures, Axford Medal & Wing Ip Medal Lectures & Panels

KEY DATES

- **Submit Your Presentation Files to AOGS-MARS (Opens 15 Jun 2021)**

Oral: The deadline for submitting pre-recording is 06 Jul 2021

Poster: The deadline for submitting digital poster is 13 Jul 2021

Including Entries to Best Student Poster Competition and Geoscience Challenge

- **Pre-Scheduled Practice Sessions For**

Plenary/Panel Speakers: 26 to 30 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 soon as 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

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 30 Jul 2021. All Presenters will be invited to participate.

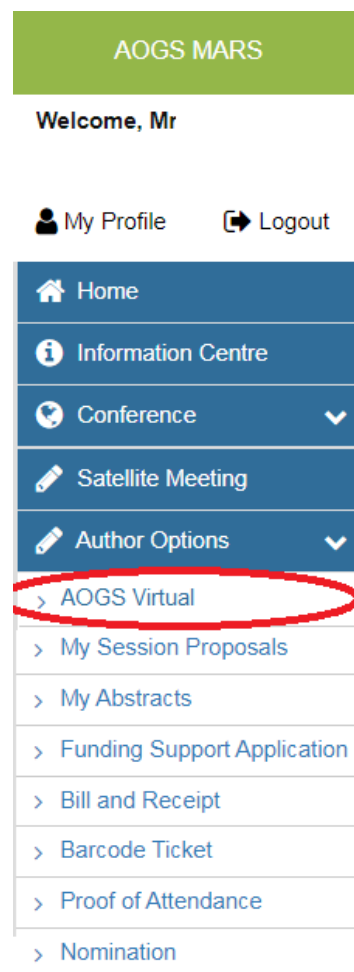
Let's test your connections well in advance and check pre-recordings for:

- ✓ 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. See Singapore Standard

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.

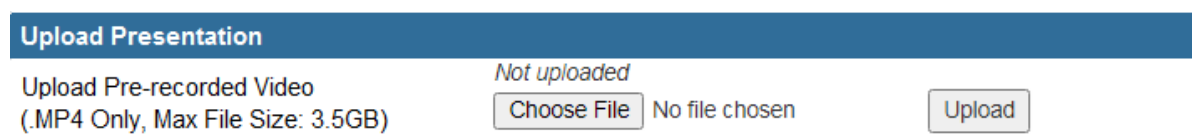
- The acceptable file format is MPEG-4 video (*.mp4), and the file size must not exceed 3.5GB
- See also [“How to” Guide for Pre-Recording a Video](#)
- The deadline for submitting the pre-recording is **06 Jul 2021**.
- Once submitted, the uploaded contents may not be changed or replaced.

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 **06 Jul 2021**.
- Once submitted, the uploaded contents may not be changed or replaced.

Submit Your Pre-Recording to AOGS MARS (Opens 15 Jun 2021)

1. Log-in with your email & password: <https://meetmatt-svr.net/>
2. On the left menu click on “My Abstracts” → “Abstract ID” to view abstract details.
3. Scroll the page until you see the upload link as shown in the figure below.
This function is auto-enabled for individuals delivering oral presentations.



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 **15-minute Q&A session** to be held immediately after the presentation.
- Questions from the audience will be asked through the **Zoom Chat**