20AIChE Spring Meeting   **16TH GLOBAL CONGRESS ON PROCESS SAFETY**   **FPST** FRONTIERS IN PARTICLE SCIENCE & TECHNOLOGY

AUGUST 17-21, 2020

Things are different in a virtual world and, to be successful, there is a need to adapt. This guide will provide you with best practices for making the most of your talk at the 2020 AIChE® Virtual Spring Meeting & 16th Global Congress on Process Safety and the 2020 Frontiers in Particle Science & Technology Conference.

🔍 OVERVIEW

- The duration of your presentation will be a little shorter than in person. Shorter presentations have shown to be more engaging in a virtual format – allowing you to more effectively get your hard work into the minds of attendees.

- Most talks will be 15 minutes (recorded) with 5 minutes of extra Q&A. Since talks will be pre-recorded, you'll be able to handle questions live via the text-based chat during the entire talk.

- Poster presenters will submit a 2 minute (recorded) talk in addition to a PDF of their poster. You'll also be able to handle questions live via the text-based chat during the entire poster session. Need to know what makes for a good poster? Check out these guidelines.

- Final recordings will need to be submitted as MP4 files.

- **The deadline to submit your recorded talk is Monday, August 3, 2020**. Please see page 7 for submission instructions.

The length of your talk will be specified in your timing confirmation notice. You should be sure to leave at least 5 minutes at the end to help keep the program running smoothly and allow all attendees to take part in Q&A and get to their next talk.

If you have any questions, please email us at meetings@aiche.org.

WHAT MAKES A GOOD PRESENTATION?

You'll want to put your best foot forward for this presentation; so use this opportunity to practice, polish, and perfect your recorded talk. Here are some tips on making your presentation the best it can be.

- Use a 16:9 widescreen format for your presentation. If you'd like, take advantage of the available conference powerpoint template and zoom background, available here.
- Use easy-to-read fonts such as Arial and Calibri.

EXAMPLE OF FONTS	
Arial ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	Calibri Regular ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz
Arial Bold **ABCDEFGHIJKLMNOPQRSTUVWXYZ** **abcdefghijklmnopqrstuvwxyz**	**Calibri Bold** **ABCDEFGHIJKLMNOPQRSTUVWXYZ** **abcdefghijklmnopqrstuvwxyz**

- Keep your presentation crisp. Use a font size of 20 or bigger. Use graphics and images to help make your point. Don't overcrowd your slides with text.
- If using transitions, sound effects or embedded videos, make sure to test them beforehand.
- Don't hide who you are! Put your contact information on your last slide to encourage further discussion after your presentation is finished.
- The small details matter - align all of your graphics and format your pictures.
- As usual for AIChE meetings, keep it about the learnings and guidance. No overt commercialization is allowed.
- Practice, practice, practice! Not only to make sure you get all your points across, but to keep the presentation to its specified length, allowing attendees time to move between talks as needed.

The small details matter - align all of your graphics and format your pictures.

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BEST PRACTICES FOR RECORDING YOUR PRESENTATION

- Try to look directly at the camera as if you were making eye contact with someone in the audience.
- Ensure you have adequate lighting – poor lighting can result in odd shadow patterns!
- Dress the way you would if you were giving your presentation in person. Wear professional attire. It is best to opt for solid colors, as patterns may not display well through the camera.
- Be aware of your surroundings and what will be captured in the video. Try to put away items that may be distracting and take focus away from your work! Virtual backgrounds may be an option, but we recommend only using them if you have a green screen.
- Let your family know when you'll be recording, so you can try to limit noise interference (don't worry, we've all heard the occasional dog bark during virtual meetings).
- Prepare your voice.

Test your microphone—do a recording test with both video and audio and see if you are satisfied with the quality. If the microphone on your computer is not picking up your voice, consider obtaining an external microphone to help with speech clarity during your talk.

Use a headset if you have one, the sound quality will be better for everyone.

Remember to enunciate clearly. Following a script or notes can help to avoid long silences or repeated pauses. Be aware of your cadence. And remember, you can always re-record. No stress!

DAY OF YOUR PRESENTATION

Leading up to the meeting, we will provide training materials on the platform to help you get comfortable with the virtual experience. So that on the day of your presentation you can be confident and prepared. When your day arrives, we recommend the following:

- Upon the start of your recorded presentation, introduce yourself in the chat.
- Follow along with your presentation and respond to questions as they come – engage the audience. You can also add additional thoughts in the chat to help clarify your points.
- Encourage attendees to reach out to you with additional questions following the completion of your presentation.
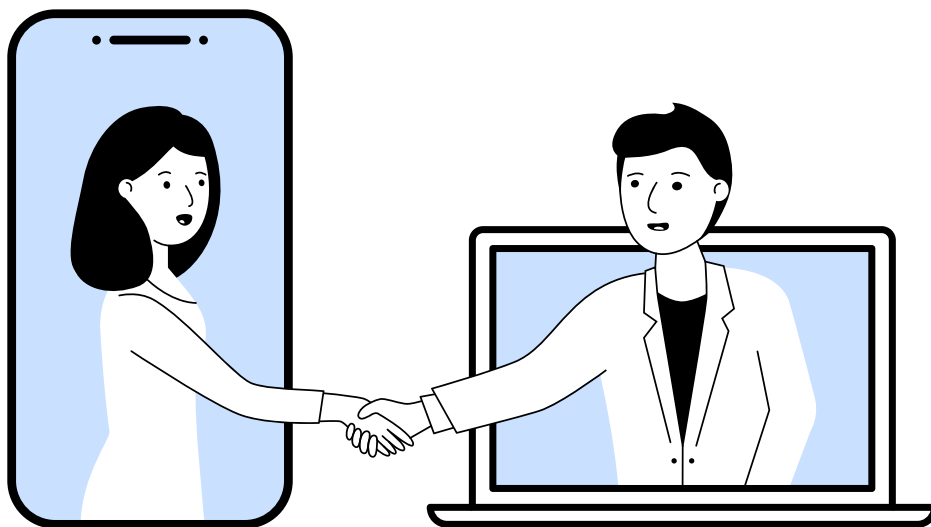
If you have any questions, please email us at meetings@aiche.org.

RECORDING YOUR PRESENTATION

There are several ways to record your presentation. We recommend you use the tools you are most comfortable with. Below you will find guidance on how to record using a few common tools available today. If you do not have access to a software to record your presentation, please send an email to **meetings@aiche.org** with subject line **'Presentation Recording Assistance Needed'**. Please be sure to save your file name with reference to your presentation in the following format: **Paper#-LastName (I.e. 168a-Smith.mP4).**

USING ZOOM TO RECORD

1. Log in to Zoom and click on "New Meeting" (no additional participants necessary).

2. If you would like to update your background, click on the Up Arrow next to the camera in the bottom left corner, select Virtual Background, and then Add/Choose Background.

3. Open your PowerPoint Presentation.

4. Adjust your camera, microphone, lighting, get comfortable with the location of the buttons in the app.

5. Click Share Screen (the Green Arrow Pointing Up at the bottom options bar).

6. Select the PowerPoint application.

7. Start your PowerPoint Slide show to enter Full Screen.

8. Select from top options bar or Alt+C or Alt+R to start/stop recording to the cloud or your computer (depends on your license).

9. Run a test to make sure you like what you see/hear by recording for a few minutes and then watching your video. You will have the option to save to your computer or to the cloud when you begin the recording. Your file will be converted to an MP4 file when you end the meeting.

10. Please note that the Video icon will appear in the top right corner in the recording even if you move it on your screen. For advanced settings to change your recording view see this **guide**.

11. Please be sure to rename your file in the following format: **Paper#-LastName (I.e. 168a-Smith.mP4)**.

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USING TEAMS TO RECORD
(To record in Teams you need to have a Microsoft 365 account)

1. When in Teams, select the Calendar Icon on the left side of the screen.

2. Select the "Meet Now" button in the upper right of the Teams App.

3. Once in the meeting, you can update your background image or blur your background by clicking the ellipsis "..." menu and selecting ""show background effects". Choose your preferred option and click "Apply".

4. Next, share your presentation content using the "share screen" button.

5. When you are ready, click the ellipsis "..." and select "Start Recording".

6. When you are done with your presentation, you can click the red phone icon to end the recording.

7. Your video will automatically be uploaded to Microsoft Stream and you will receive an email when it is ready.

8. Follow the link in the email and you will be given the option to edit and download your presentation video!

9. Please be sure to rename your file in the following format: **Paper#-LastName (I.e. 168a-Smith.mP4)**.
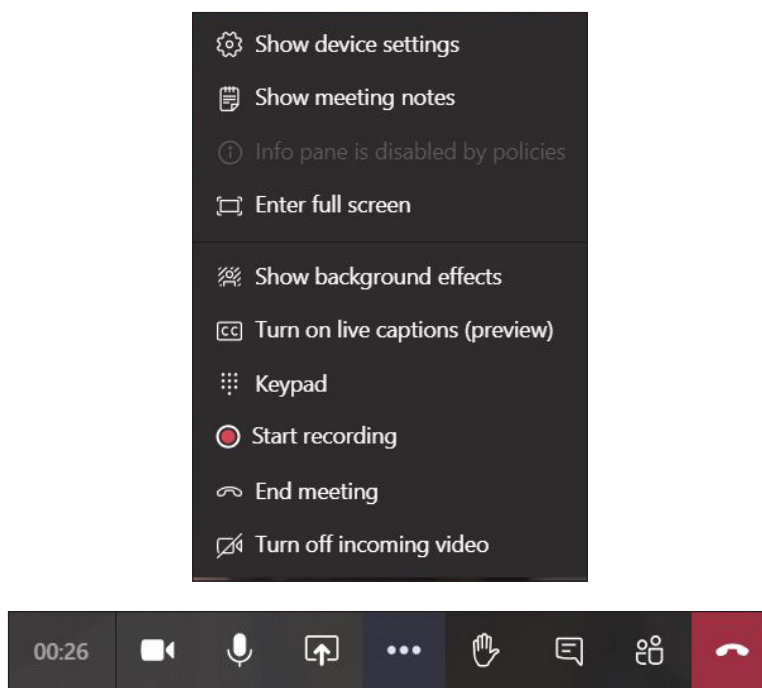
Ready to record? Click on the ellipsis "..." and select "Start recording."

If you have any questions, please email us at meetings@aiche.org.

USING WebEx TO RECORD

1. Login to WebEx.

2. To set the view you would like to use, select "Preferences" from the left navigation and then select the "Recording" tab, then select your preferred "Recording View". We recommend choosing one that includes video of you speaking. Then click save.

3. Navigate back to "Home" and select "Start a Meeting".

4. Choose what content you want to share by clicking on the "share" icon.
   - We recommend sharing the app you have your slides in, typically PowerPoint.

5. When you are ready select the "Recorder" button (this is a circle with a red dot at the bottom center of your screen).
   - Choose where to save the recording.
   - Please save on the cloud to ensure the file is saved in MP4 format (you will be able to download once the file is ready).

6. When you have finished your presentation, click the "recorder" button once more and select "stop recording".

7. After recording you should receive an email notifying you that your recording is ready (please note, this can take up to 24 hours), navigate to your WebEx homepage and select recordings from the menu.
   - You will see a list of your recordings and can download your presentation video.

8. Please be sure to rename your file in the following format: **Paper#-LastName (I.e. 168a-Smith.mP4)**.
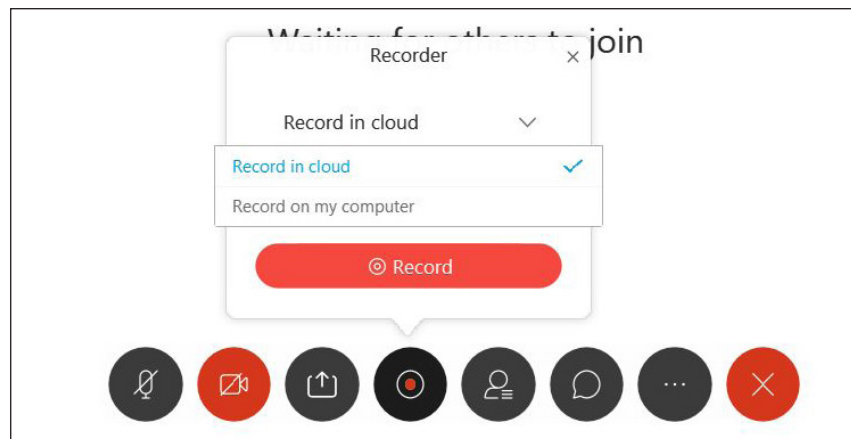
It's go time. Select the "red dot" at the bottom of your screen which is the record button. Make sure to choose record in cloud to ensure it's saved in MP4 format that you can download once the file is ready.

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SENDING US YOUR RECORDINGS

Uploading and confirming your recording will take two steps.

1. The first step is to navigate to **https://aiche-spr20.vfairs.com/upload** where you will be asked to input the following:

   a. Virtual Event Name or URL

      • Please enter in this field: **AIChE2020Virtual**

   b. Your Company Name

   c. Your Name

   d. Your Email Address

   e. Upload your video using the drag and drop box, or the browse to upload feature.

      • Once your video upload is complete (this may take a few minutes), a URL will appear below the "Video Upload" heading. **Please COPY and SAVE this URL**. You will need it for the next step.

   f. Next hit "send", which will confirm the upload is complete.

2. Once you have your video URL, please navigate to **AIChE FORM** and fill in the requested information to confirm with AIChE that your video has been uploaded.

   a. Life happens, if you lost track of your Video URL from step 1, please still submit the AIChE form and put "Lost Link" in the Video URL field

If you have any questions, please email us at meetings@aiche.org.

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