

AACTFEST Virtual Conference Presentation Guidelines

IMPORTANT: To ensure the proper execution of this virtual conference, please pay special attention to the instructions below. If you have any questions or difficulties following the guidelines, please contact AACT staffer Winston Daniels at winston@aact.org who will be happy to help.

1. How will the conference work?
2. Preparing your presentation
3. Uploading your pre-recorded presentation
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1. HOW WILL THE CONFERENCE WORK?

The conference will be delivered over the professional platforms of Zoom or Streamyard and will be managed by a highly competent and very experienced technical team. Most workshops will be held via Zoom. However, if you have a preference between Zoom or Streamyard please include that in your [Presenter Agreement](#).

The conference platform is rich with features such as text-based chat, Q&A box, questions with polls and more.

All Workshops have to be pre-recorded to improve the quality of the delivery, avoid going over time and avoid any technical issue. However, speakers should be virtually present for their entire session in order to answer questions and participate in the discussion.

The virtual conference will be similar to any in-person conference. Presentations are assembled in sessions according to a theme and they are assigned a virtual room. A chairperson coordinates each session. All registered attendees can attend all technical sessions and switch from session to session at will. Participants access the session of their choice by entering a virtual room via a hyperlink.

As with in-person conferences, there will also be a dedicated period for questions and discussion after the presentations. Participants will be able to use a Q&A box (similar to a chat) to ask questions during and right after the presentations. The session's presenter or moderator will select a few questions, depending on the time allocated for the discussion, and will read them to the presenter, who will be able to answer verbally during the session. The presenter will also be able to answer, after her/his session, any remaining questions through the Q&A box.

All sessions will be fully recorded for post-conference streaming so that all registered attendees will be able to revisit the sessions and catch up with the talks they've missed. Please note that we automatically assume that presenters accept their recorded presentation to be made available to participants for post-conference streaming on the AACTFest website. In case of refusal, presenters need to notify us **by April 1, 2021**.

2. PREPARING YOUR PRESENTATION

Presentation format

- Workshop: The time allocated to each workshop presentation is 60 minutes (45-50' pre-recorded presentation followed by a 10-15' for questions).

Pre-recorded presentation

For a pre-recorded presentation, you will have to record yourself narrating a digital version of your presentation. You are free to choose the style of presentation you want, you can decide to record only your slides, yourself or both. It is suggested to use creative methods, e.g. subtitles, animations and video, to enhance your presentation further.

If you would like to arrange the pre-recording with AACT's Technical staff. Please contact winston@aact.org to arrange a date and time.

You can use the software or application of your choice to pre-record your presentation. Different tools are available to assist you and enhance your presentation, please find some suggestions below:

- Zoom ([How to pre-record Your Screen and Yourself with ZOOM](#))
- Microsoft Powerpoint ([Instruction video](#))
- Prezi ([Instruction for a video](#))
- [Screencast](#)
- [Streamyard](#)

More information to improve your video presentation

- [PowerPoint Channel Tutorial](#)
- [Tips from the pros for an improved video message](#)

If you wish to allow attendees to contact you after the conference, make sure to include your name and email address on the last slide of your presentation.

The question period will take place in livestream following your presentation. The technical staff will give you access to the discussion and the session host will lead the question period.

Video file format

The presentation video must be in **.wmv, .mp4 or .mov format**, with **maximum resolution of 720p HD** and **bit rate** less than or equal to **1 Mbps**: to check the bit rate, right click on the file name, click on properties, go to the details tab, and look for total bit rate.

Tips for recording:

1. Use as quiet an area as possible
2. Avoid areas that have echo

1. Rooms should be fairly small
2. Sound dampening can be done with carpeting, curtains, furniture
3. Hardline internet connection recommended, but if unavailable, use a strong Wi-Fi connection
4. Good headset with microphone close to mouth BUT away from direct line of mouth to reduce “pops”. **Avoid** using default built-in microphone on computer.

5. Do a test recording of a couple of minutes and review the sound and picture quality, **.wmv**, **.mp4** or **.mov** format, and bit rate before recording the entire presentation. Make adjustments if needed.

Optional: AACTFest Presenter Orientation Dates

AACT will be hosting Presenter Orientation sessions to go over the Presenter Guidelines and address any additional technical or logistical questions you may have. Please feel free to sign-up for a session. To sign-up, please select a time in the [**Presenter Agreement Form**](#).

- Wednesday, April 14, 2021, 3 - 3:30 pm (est)
- Thursday, April 15, 2021, 3 - 3:30 pm (est)
- Friday, April 16, 2021, 3 - 3:30 pm (est)

3. UPLOADING YOUR PRE-RECORDED PRESENTATION

We ask that you submit your recorded video no later than **May 10, 2021** .

When you are ready to upload your presentation, gather the following information before entering the uploading system:

1. Recorded video file (please remember to name you file **Last_First_WorkshopTitle**
Accepted formats are: .wmv, .mp4 or .mov
The following formats are NOT accepted: .ppsx, .pptx, .ppt, .pps
2. Please label your video: **Last_First_WorkshopTitle**
3. Save your video and upload the Google folder link below.

[**Upload your Pre-Recorded Presentation**](#)

4. PREPARING FOR YOUR VIRTUAL SESSION

Before the conference starts

- Please upload your pre-recorded presentation following the instructions above **before May 10, 2021**.
- The presenter will have access to their workshop. However, in order to attend the other AACTFEST21 events registration is required.

- Make sure to install Zoom on your computer or update it to Version 5.4; it will be requested to access the platform.
- Test your internet speed, we recommend an Internet connection download speed of at least 2.5Mbps. Click [here](#) to test your connection speed.
- A microphone is recommended as well as a quiet place cut off from ambient noise for better interactions. Moreover, a USB connected headset will offer a better sound quality.

A technical staff will be assigned to each virtual session to ensure smooth transitions between presentations and promote speakers when needed (e.g. question period). A session host will also be assigned to each session to facilitate and oversee time and question period.

Before the session starts

- Please make sure to join the virtual session 10 minutes prior to the start. (Find how to access your session in the section 6 «To access the virtual conference»)
- When entering the session, make sure to identify yourself with your FIRST NAME and LAST NAME to help the technical staff and session chair finding you easily.
- The technical staff will then promote you as speaker when required.
- As a speaker, please note that **you will be live as soon as you open your microphone and/or your camera** after being promoted as such by the moderator. Registered attendees will be able to hear you automatically.

During the session

Pre-recorded presentations will be managed by the technical staff according to the established schedule.

The question period will take place in livestream following the pre-recorded presentation. Once it's time, the screen will be switched to panel mode by the technical staff and both the session chair and the speaker will appear side by side on screen. The session chair will lead the question period and time allotted.

You can use the **Raise your hand** tool to inform the moderator of your presence in the virtual room.

The **Q&A** tool will be used by registered attendees to ask questions. The session chair will choose the most relevant ones to read for presenter to answer during question period.

The **Chat** tool will be used by session chair and technical staff to privately contact the presenters if needed. If you need technical assistance, you will be able to inform the moderator using this tool.

Tips: Test your audio and video as you join; Mute your microphone when not speaking; Position your webcam at eye level and make contact as much as possible.

If you need more information on how to use:

Zoom: [Configuring Audio & Video \(ENG\)](#)

StreamYard: <https://www.youtube.com/watch?v=x2yy-3flfqw>

5. CONFERENCE BACKGROUND

Optional AACTFest Background is at your disposal to hide or standardize your backstage during your presentation, you can download it [here](#). This feature works best with a green screen and uniform lighting, to allow Zoom to detect the difference between you and your background.

We recommend that you do a test beforehand to see which background works better for you, depending on your environment.

Zoom Tutorial: [Changing your Virtual background \(ENG\)](#)

StreamYard Tutorial: <https://www.youtube.com/watch?v=J7PrvAqGx6M>

6. TO ACCESS THE VIRTUAL CONFERENCE

If you are registered for the festival, a participant link will be sent to you.

If only participating in the workshop a Zoom or Streamyard link will be provided to you.

Make sure to install Zoom on your computer or update it to Version **5.4** or later; it will be required to access the webinar and have full functionalities.