

# CANNEXUS 22

VIRTUAL | VIRTUEL

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## Virtual Event Speakers Guide - On-Demand Pre-Recorded Presenters

Presenting a pre-recorded on-demand session at Cannexus offers a lot of benefits. You will have the opportunity to record and edit the session on your own time, and upload into [the virtual conference platform \(GTR\)](#) in January. Your session will be available to registered attendees for up to 6 months.

### Technical Requirements

- Desktop, laptop computer or tablet
- Hardware
  - Webcam
  - The microphone and speakers that come built-in to most computers is adequate, but a headset with a boom mic or a stand-alone microphone will create a richer, cleaner sound. There are dozens of models, wired and wireless, available on Amazon for less than \$100 with 4-star or better ratings
- Maximum file size: 10 GB

### Recording Your Presentation

There are several video conferencing tools available to easily record a presentation. You can use any meeting software as long as you get a good quality recording and your final file is in the .mp4 format. *Using Zoom to record offers the best results for integration with our platform.* Here are some links to instructions on recording a meeting on common platforms:

**Zoom:** [Local Recording – Zoom Help Center](#)

**WebEx:** [Video Conferencing - Record a Cisco Webex Meeting](#)

**Skype:** [Skype for Business: Recording a Meeting | Information Technology Services | Bemidji State University](#)

**Google Meet:** [Record a video meeting - Meet Help](#)

**Gotomeeting:** [How to Record a GoToMeeting Session | Techwalla](#) and [How to Convert and Open the GoToMeeting Recordings](#)

**Microsoft Teams:** [Record a meeting in Teams - Office Support](#)

### Uploading Your Presentation to the Virtual Platform

You will be sent login details for the virtual conference platform in January. The deadline to upload your presentation into the virtual conference platform is **January 10, 2022**.

## How to Upload Your Recording into the Virtual Platform

Log-in: An invitation email will be sent to you in January with login details

Select: **Agenda**

Locate your meeting and select it

Select: **Manage**

Select: **Videos**

Select: **Add New Video** and upload the video into the platform

Make sure to check off the box at the top of the page “Release uploaded video on meeting start time”

***Please note: DO NOT add your session recording to the “Files” tab or the video will not play at the appropriate time in the agenda. Make sure to upload your session recording to the “Video” tab only.***

### Presenter Tips & Best Practices

- **Presentation:**
  - **Content:** Since there may be an international audience, be mindful of the time zones and language differences. Don’t use slang or jargon as your audience may not interpret it the same way. This may be viewed after the event, so the material needs to have a shelf life.
  - **Learning Objectives:** Revisit the learning objectives you shared in your [session description](#) to know what you should cover in your session.
  - **Slides:** To keep the audience engaged, for every 20-45 seconds, you will need to either present a new slide or highlight something on the existing slide. Use pictures and minimal text (3-5 words per slide | large font and high colour contrast). Less is more – focus on the “Must-know.”
  - **Delivery:** Look directly into the camera as often as possible to make eye contact with your audience. Speak with conviction, at a moderate rate, vary your pace and add pauses as appropriate, i.e., pause after bringing up a key point or a new slide – this gives you a moment to think and allows the audience to process the information. Don’t rush through your presentation. When you are “listening”, look directly into the camera or it will look like you are not paying attention.
  - **Be Natural.**
- **Attire:**
  - Wear solid colours: jewel tones, navy suits (better than black / gray)
  - Avoid stripes or wild patterns
- **Set your camera at eye level:** Often, this means propping up a laptop. You want your head and shoulders to take up the majority of the frame. Ideally, the top of your head will touch the top of the frame and the camera will be capturing you straight-on or looking slightly down on you.

- **Timing:** Have a clock close to you to monitor your time. If you're using your cellphone, make sure it doesn't automatically lock after a few minutes - you don't want to have to click on it during the presentation.
- **Position your self-preview window near your webcam:** Use your mouse to move your video preview of yourself close to your webcam. This will encourage your eyes to look near the webcam, rather than off to the side, giving your viewers the impression that you are looking at them.
- **Check your light:** The best lighting is diffused, from both sides and not overly bright. Two small lamps on either side of your computer, placed slightly behind the camera, is a simple way to achieve attractive lighting. **Avoid having a window behind you.**
- **Charge your headset:** Ensure that your computer and audio equipment are fully charged.
- **Green screen:** Zoom and other recording platforms have the ability to create "virtual backgrounds" behind you. These are not required but can be handy to obscure a cluttered background. These work best if you have a true "green screen" behind you, but it is not strictly required if your computer has sufficient hardware. Choose from the images provided or upload your own. We recommend nature photos from [unsplash.com](https://unsplash.com), but remember, keep it simple! You are the star, not your background.
- **Silence the interruptions:** Mute your phone and exit any programs that might pop up notifications during your presentation (e.g., Slack, Outlook, Skype, etc.) If you have pets or children, take precautions to ensure that they do not disturb your presentation recording.
- **End of presentation:** Remember to say good-bye and thank everyone for attending.

#### **CERIC'S Role**

- Speaker training with our platform provider will take place in **December 15, 2021 at 4:00pm EST**. If you are unable to attend this session, it will be recorded and sent to you later.