



**12<sup>th</sup> November 2021 - 14<sup>th</sup> November 2021**

**SPEAKER GUIDELINES**

# IMPORTANT INSTRUCTIONS

- Kindly login 15 minutes prior to your session.
- Kindly request you to keep your full name as the Display name on the Zoom meeting, this will be easy for us to identify that you have logged in.
- Presentation should be in 16:9 PPT format
- Kindly use a plain background preferably subtle/light coloured background
- Kindly keep your camera at eye level while presenting.
- Kindly keep a secondary audio connection or spare headset handy.

# IMPORTANT INSTRUCTIONS

- Please ensure you have access to a good speed/stable internet connection i.e. 3 - 4 MBPS on the event day. You can check your internet speed @ [www.speedtest.net](http://www.speedtest.net)
- Kindly follow the cues given by the technical person for smooth running of the conference
- Kindly request you to adhere to your allotted time.
- Kindly login through your laptop or desktop.
- Make sure you remove all audio distractions like cell phones, email or text messages.
- Kindly login with Primary laptop for presenter link , secondary gadget to be used for Viewing the Main event link.  
Imp note : Do not open both the links in same desktop
- Kindly request you not to share this link with anyone for security reasons, this is only for the faculty members

# POWER POINT GUIDE



- PowerPoint slides should be uploaded in **.pptx format.**
- Slides should be 16:9 (1280x720)
- Kindly use clear colors for text and avoid any that could contrast, blend into backgrounds, clash or be restrictive for viewers.
- Avoid small content
- Do not use a font size lower than **12 px.**
- Videos - Set any embedded videos to **CLICK MODE** when the slide begins. If you wish for the video to repeat then be sure to set the video to loop within the settings.
- Videos should be .mp4 format and set to auto play within PowerPoint.



## POWER POINT GUIDE

- During the playback of your video do not transition your slides as this will stop the video and moving the presentation to a different slide.
- Tip: You can use the Lock Slides function in the Media Hub to deactivate slide controls for presenters to avoid accidental slide transitions.
- If your first slide contains a video then we highly recommend adding a static slide into your presentation before the slide containing the video. This will allow you to control the start of your video playback by simply transitioning to the second slide to trigger the video. The slide, for example, could display the title of your event or a 'welcome' image.
- All video, content and images within the PowerPoint should be embedded; do not include externally referenced content as these will be identified as security risks and will prevent your content from being loaded.

# ITEMS TO AVOID IN YOUR POWERPOINT PRESENTATION



## Security Warning & Notification

- If your slide deck contains a security, then you **MUST** check each slide and remove any hyperlinks or images that are referenced from other locations. Please ensure your slides do **NOT** contain security warning or Notification pop ups on updates before supplying or uploading your slides
- No 'hidden slides'
- Make sure no 'hidden slides' are included within your presentation. These may cause your upload to fail or result in certain slides skipping while presenting.
- Image Reference
- Images should not be referenced or added to your presentation from shared network computer drives. This includes any images you add in the presentation.

# ITEMS TO AVOID IN YOUR POWERPOINT PRESENTATION



## Embed your content

- DO NOT reference external content from the web; embed any videos, images, fonts, etc.
- Remember: External links and/or referenced external content will prevent your slides from uploading.
- File Size
- As the Presentations are online and run on Internet Connectivity try to keep the size of the PowerPoint as less as possible to avoid loading issues on the Live Event Day

# LIVE EVENT GUIDE

We have outlined few tips to remove distractions for presenters and attendees:

- Use a plain backdrop. Whether presenters are prerecording or livestreaming their sessions, kindly consider using a plain backdrop, like white wall.
- Be conscious of your lighting. Lighting can make or break video quality. The easiest tip for presenters to follow is: Do not sit with window.
- For optimal lighting and video quality, presenters want to be lit from the front and not the back, so make sure your light (whether artificial or natural) is adjusted accordingly.





# LIVE EVENT GUIDE

- Find a quiet space.
- Make sure you remove all audio distractions like cell phones, email or text message, pop-up notifications.
- If you're presenting from your home, Make sure you are in a quite room avoiding all sorts noise.
- Lastly, if you have index cards or printed presentation notes, be careful of rustling your papers.

# Suggested Dress code

- Avoid stripes or busy patterns. Stick with solid colors. Solid colors like neutrals, browns are visually appealing. High contrast colored clothing like red, white, or black should be avoided because they can create strange lighting illusions.
- Avoid clothes with writing or icons. Although a lot of clothes have brand logos, icons, or names written on them, avoid wearing such clothing on the big day.

# CONNECT ON EVENT DAY GUIDE

- Have a secondary audio connection or a spare headset
- Do a Restart –It never hurts to do a full restart of your computer a few hours before the event, in case there are any pending downloads or updates that might force a restart during the event!
- Control the Bandwidth – Make sure nobody is doing massive downloads or using a lot of bandwidth for video streaming.
- Presenters are connected to their work network using a VPN. Turn off VPN to ensure a stable Using Out-of-date browser. Switch to a modern browser like Chrome (recommended), Firefox, Safari or Edge.
- **Preferred Upload Speed 3-4 mbps. You can check your speed @ [www.speedtest.net](http://www.speedtest.net)**

# THANK YOU

- For Any Assistance, Feel free to connect with us at [secretarait.telemedicon2021@gmail.com](mailto:secretarait.telemedicon2021@gmail.com)
- Ms Shruti Khandelwal 98679 91482 /  
Email: [shruti.khandelwal@exicongroup.com](mailto:shruti.khandelwal@exicongroup.com)