

CONTRIBUTED ORAL PRESENTER: ORAL PRESENTATION BRIEFING NOTES

The Concrete 2021 Organising Committee welcomes your contribution to the 2021 Conference.

To ensure your presentation runs smoothly, we have collated all important information in this document with steps to follow. Please take the time to read these guidelines and if you require further assistance, please contact the Conference Managers at concrete2021@arinex.com.au

REGISTRATION DETAILS

All presenters are required to register for the Conference. If you have not registered please visit <https://ciaconference.com.au/registration/> and complete the registration form and payment. Failure to register by 31 July 2021 will result in your paper being removed from the program and your paper will not be published in the Conference proceedings.

PRESENTER CHECKLIST

1. You will need: a PC/laptop, webcam, microphone and stable internet with 5-10Mbps bandwidth, [click here](#) to check your internet speed.
2. Record and submit your video presentation to eOrganiser by 31 July 2021 (instructions below to record and submit)
3. If you have a question to be polled, submit the question(s) by 31 July 2021 with your recording.
4. View the presenter platform demonstration video when available. This will be shared in due course.
5. Join the speaker rehearsal session scheduled the week prior to the Conference. Details will be sent in due time.
6. Login and join the Green Room 30 minutes prior to your session (not your presentation).

PRESENTATION SUBMISSION 31 JULY 2021

All presentations for the Conference will be pre-recorded, prior to the Conference start date, and be available on-demand for delegates to view after the Conference has concluded. Please note that all pre-recorded presentations must be uploaded to the eOrganiser portal by **31 July 2021**.

PREPARING YOUR PRESENTATION

Please note that the official Conference language is English and all presentations must be made in English.

Abstract Oral Presentations have been allocated a **15-minute** slot in the program. If your presentation runs over 15 minutes, you will be asked to re-submit it. We recommend that you **rehearse your presentation** with your slides in advance to ensure your presentation fits within the allotted time. There will be a **15-minute Q&A session** at the end of your session with all abstract presenters from that session.

Please include a **short introduction** of yourself and your presentation at the beginning of your recording as the Chairperson will not be introducing presentations individually.

If you choose to use audio, visual files (video clips etc.) or animations, they must be **embedded in the PPT file** and cannot be linked to independent files nor open to any external pages. Any audio or visual files need also to be saved as individual files on your desktop. To learn how to embed a video into your PPT presentation, [click here](#) and to learn how to embed an audio file into your PPT presentation, [click here](#).

You can record your presentation on Zoom or Microsoft PowerPoint and save/convert it to a MP4 file format. Please view the below instructions for both options.

PowerPoint presentations should be in **16:9 format**. To adjust your presentation, please [click here](#) and follow the steps.

Once you have completed your eOrganiser.

recording, you can upload it to

HOW TO KEEP YOUR AUDIENCE ENGAGED

Recording your presentation for viewing online is very different to presenting to a live audience.

- Practise your presentation delivery and respect your time limit.
- Highlight key takeaways/points on your slides.
- Tell stories to make your presentation authentic, entertaining and move away from a lecture style.
- Do not read verbatim from notes.
- Get creative! Add colours, headings, graphs, charts and easy to read graphics.
- Use large font sizes.
- You may use programs like [Prezi](#) or [Canva](#) to add creativity to your presentation.
- Be animated! You can be slightly exaggerated as it will appear normal on camera.
- Stand up if possible when presenting and use hand gestures.
- Frame your shot properly as it is vital to maintain eyeline level with your camera. We recommend having your camera slightly above eye level.
- Ensure your notes allow you to speak to the camera.
- Ensure lighting is at eye level as overhead can cast shadows on your face.
- Ensure your background is tidy to limit viewer distraction. If you are using Zoom, we recommend using the official Concrete 2021 backgrounds you can find [here](#).
- Present in a quiet location.
- Avoid wearing stripes and black or white clothing.

RECORDING YOUR VIDEO PRESENTATION VIA ZOOM TO CREATE AN EASY SCREEN RECORDING

1. If you already have Zoom, open the Zoom application on your computer. If not, visit arinex.zoom.us and click on 'Download Client' at the bottom of the screen, then download 'Zoom Client for Meetings' and install it.

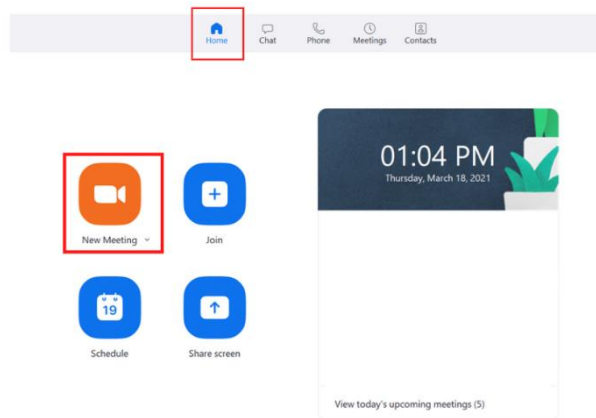
Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

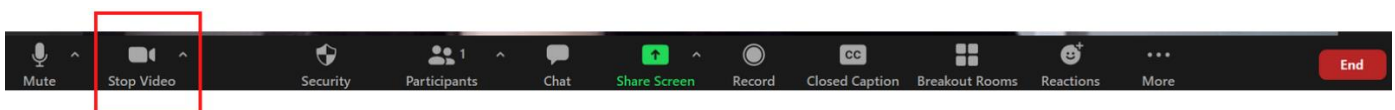
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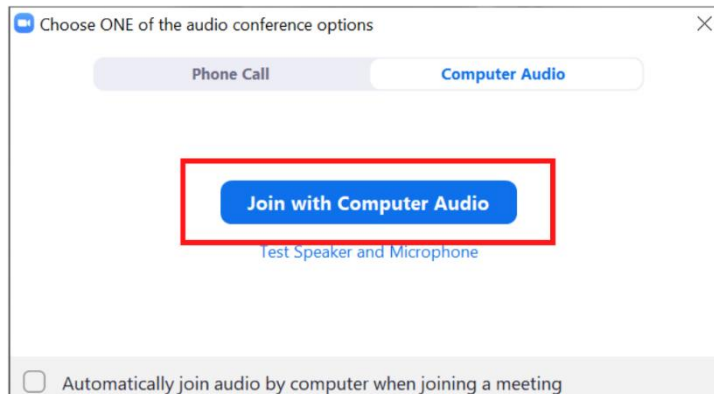
2. Click on 'Home' tab, then click 'New Meeting'.



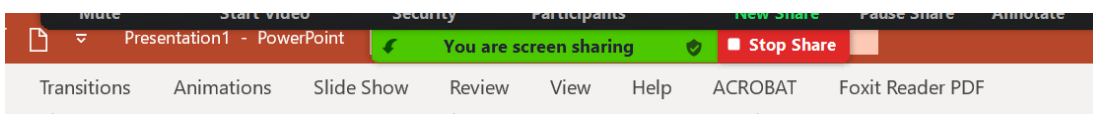
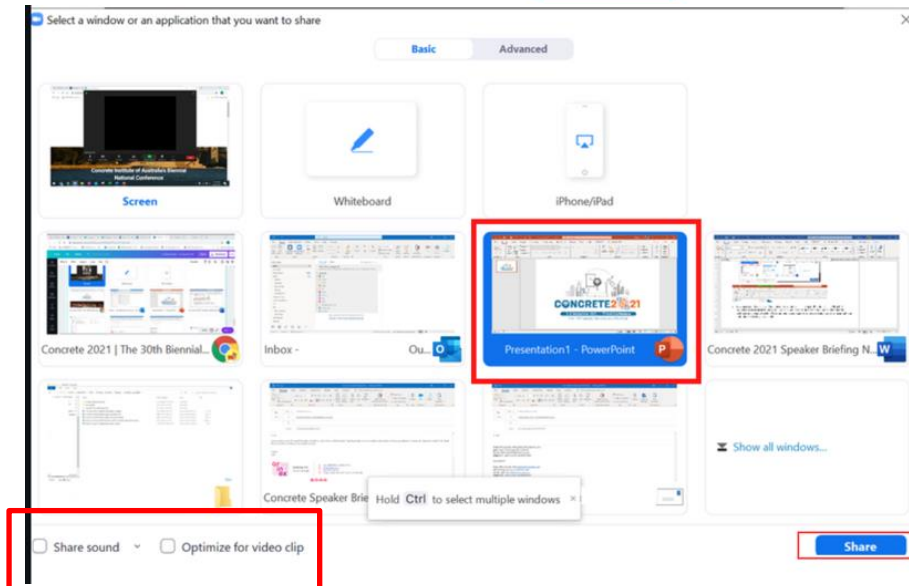
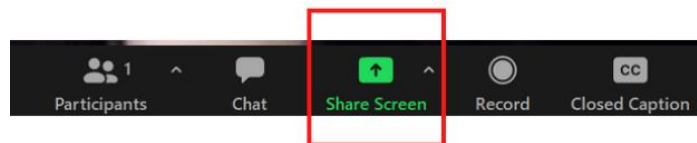
3. If you do **NOT** want to have video on, click 'Stop Video'.



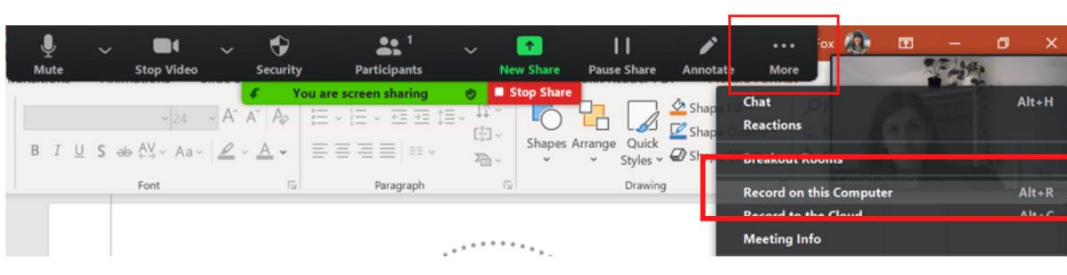
4. When prompted, click on **'Join with Computer Audio'** so Zoom will record your computer's microphone.



5. Now you have started a meeting with yourself as the only participant. Click on the **'Share Screen'** button. Select the Desktop option to capture your entire desktop or you can select specific applications or displays to capture if needed (in this case, PowerPoint) and also tick share sound and optimize for video clip if you have any audio / video content. Once selected, click the **'Share'** button and the chosen application or screen will have a notification bar saying **'You are screen sharing'**



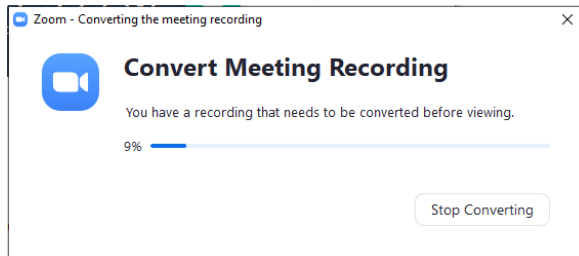
6. Now you are ready to record! Move the mouse to the screen sharing notification, click on **'More'**, then **'Record on this computer'**. There will now be an indicator on the notification bar verifying that the meeting is now being recorded. We recommend you making a brief test recording first to confirm that your equipment is working as expected.



7. When you are done recording, go back to the Zoom Toolbar, click on 'More' then 'End' and 'End Meeting for All'



8. The Zoom app will begin compressing the screen recording and save it on your computer.



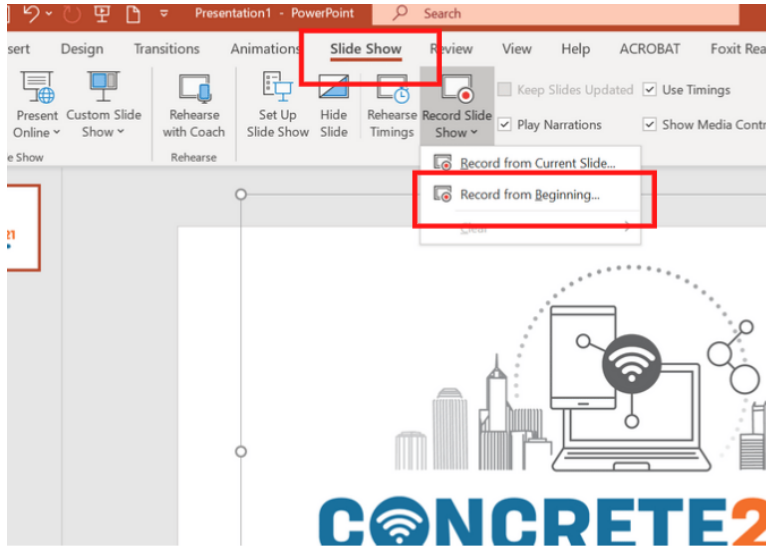
9. Once compression is completed, the windows explorer will be popped up for you. The recording file that we are interested in is 'zoom_x.mp4'.

Name	Date modified
audio_only	18/06/2021 9:34 AM
chat	18/06/2021 9:28 AM
meeting_saved_chat	18/06/2021 9:28 AM
playback	18/06/2021 9:34 AM
zoom_0	18/06/2021 9:34 AM

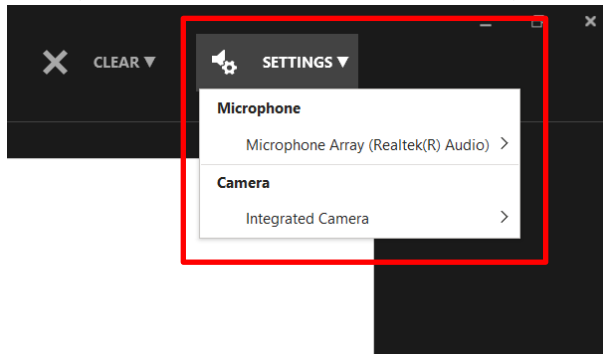
RECORDING YOUR VIDEO PRESENTATION VIA POWERPOINT TO CREATE A SLIDE SHOW

To record a slide show in PowerPoint, you must have an internal or external computer microphone. When you record a slide show in PowerPoint, you advance through the slides in Slide Show view while narrating it. This saves the narration with the slides and lets you deliver a presentation to others when you are not able to deliver a presentation in person.

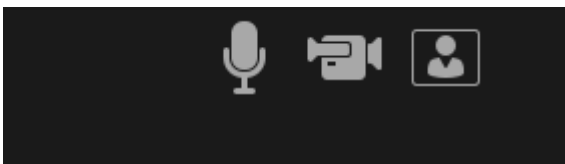
1. Open your PowerPoint presentation. Click on **'Slide Show'** tab then **'Record Slide Show'** and choose **'Record from Beginning...'**



2. The Slide Show mode will be launched. Click on **'SETTINGS'** on the top right-hand corner to ensure the right Microphone and Camera are selected. They will have a little "tick" when you hover over them.



3. On the bottom right-hand corner, click on:
 - a. The camera icon to turn camera on/off
 - b. The photo icon to turn camera preview on/off



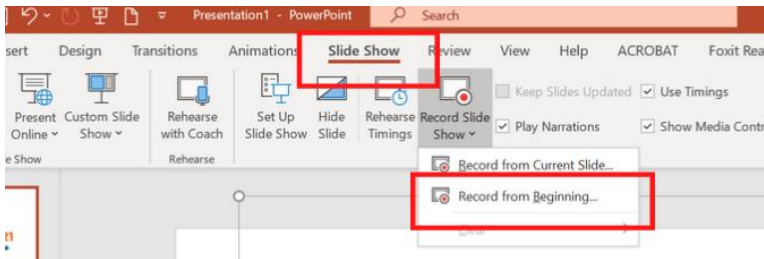
- Once you are ready, click on the 'RECORD' button on the top left-hand corner to start recording.



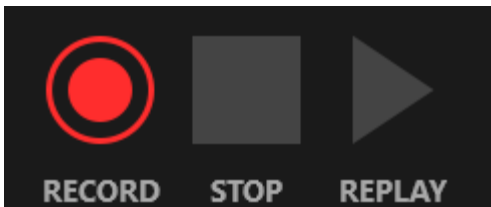
- Use the right arrow on the keyboard to move slide forward and the left arrow to move slide backward.
- After the last slide, tap the right arrow on the keyboard one more time to exit the Slide Show mode



- Click on 'Slide Show' tab then 'Record Slide Show' and choose 'Record from Beginning...' again

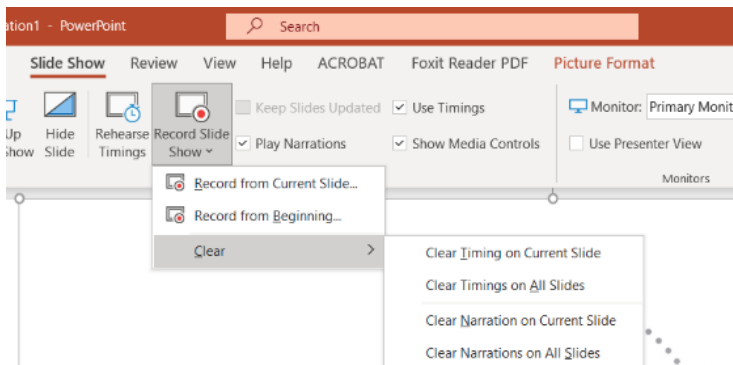


- On the top left-hand corner, click 'REPLAY' to view and verify your recording.



- Once you are happy with the recording, close the Slide Show mode and click Save button on the main menu and Save As to save as **MP4 format**.

- If you need to edit your recording, there will be options available on the 'Slide Show' as shown in the screenshot below:



- Clear Timing on Current Slide
- Clear Timings on All Slides
- Clear Narration on Current Slide
- Clear Narrations on All Slides

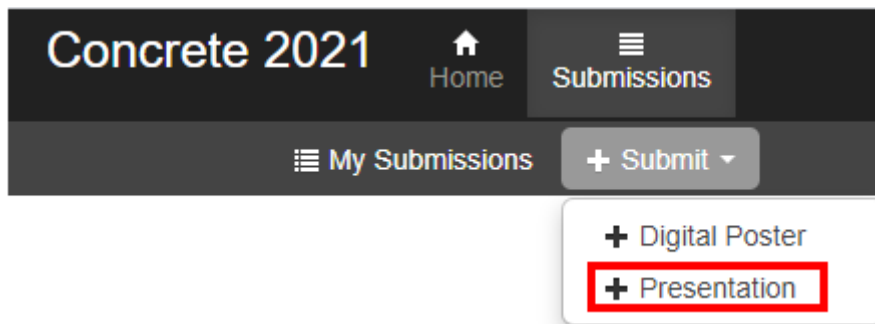
For Mac User:

To record audio, allow the app to access audio inputs:

1. Close the PowerPoint
2. On your Mac, choose Apple menu > System Preferences, click Security & Privacy, then click Privacy
3. Click Microphone
4. Select the checkbox next to the PowerPoint app to allow it to access the microphone
5. Open PowerPoint and try to record audio again

UPLOADING YOUR RECORDING VIA eORGANISER

1. Login to eOrganiser using the same username and password that you used when submitting your abstract/full paper: <https://concrete2021-c10000.eorganiser.com.au/index.php?r=site/login>
2. Click on the 'Submissions' button on the top ribbon, and then select 'My Submissions'. Once there you will see a drop-down box with options to submit a presentation or digital poster. Choose the **+Presentation** option as indicated below.

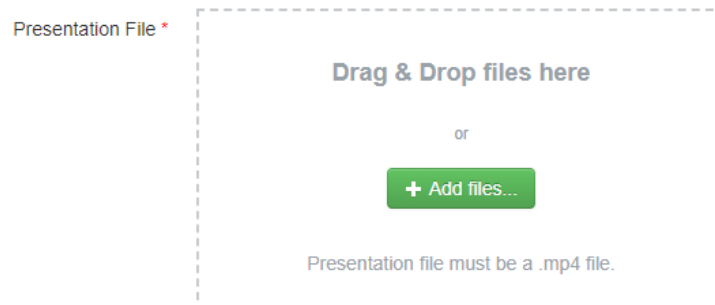


3. Select your submission title from the dropdown 'Select Submission' list, and then choose the presentation for which you wish to upload your recording. Then click the blue 'Submit Presentation' button to proceed.

My Submissions

Select Submission :

4. Once you are taken to the new screen, you can upload your presentation **.mp4 file** by 'Drag and Drop' or by selecting the 'Add files' button.



5. Please enter any questions you wish to have polled during your presentation.
6. Once the file has been successfully uploaded, scroll to the bottom of the page and click the blue 'Submit' button.

VIRTUAL PLATFORM

Further instructions will be provided to you closer to the Conference dates which will outline how to logon to the Virtual Platform. You will also receive a calendar invite to attend a presenter rehearsal session for the question-and-answer segment of your presentation, approximately one week prior to the Conference start date. Be sure to share your involvement at the Conference with your networks using [#inthemix](#) [#cia2021](#).

Thank you for your help in making Concrete 2021 a success. For further details or assistance, please contact the Concrete 2021 Conference Managers:

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