



IGeLU2020  
Digital  
Conference

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# Getting ready for Digital IGeLU 2020





# Outline

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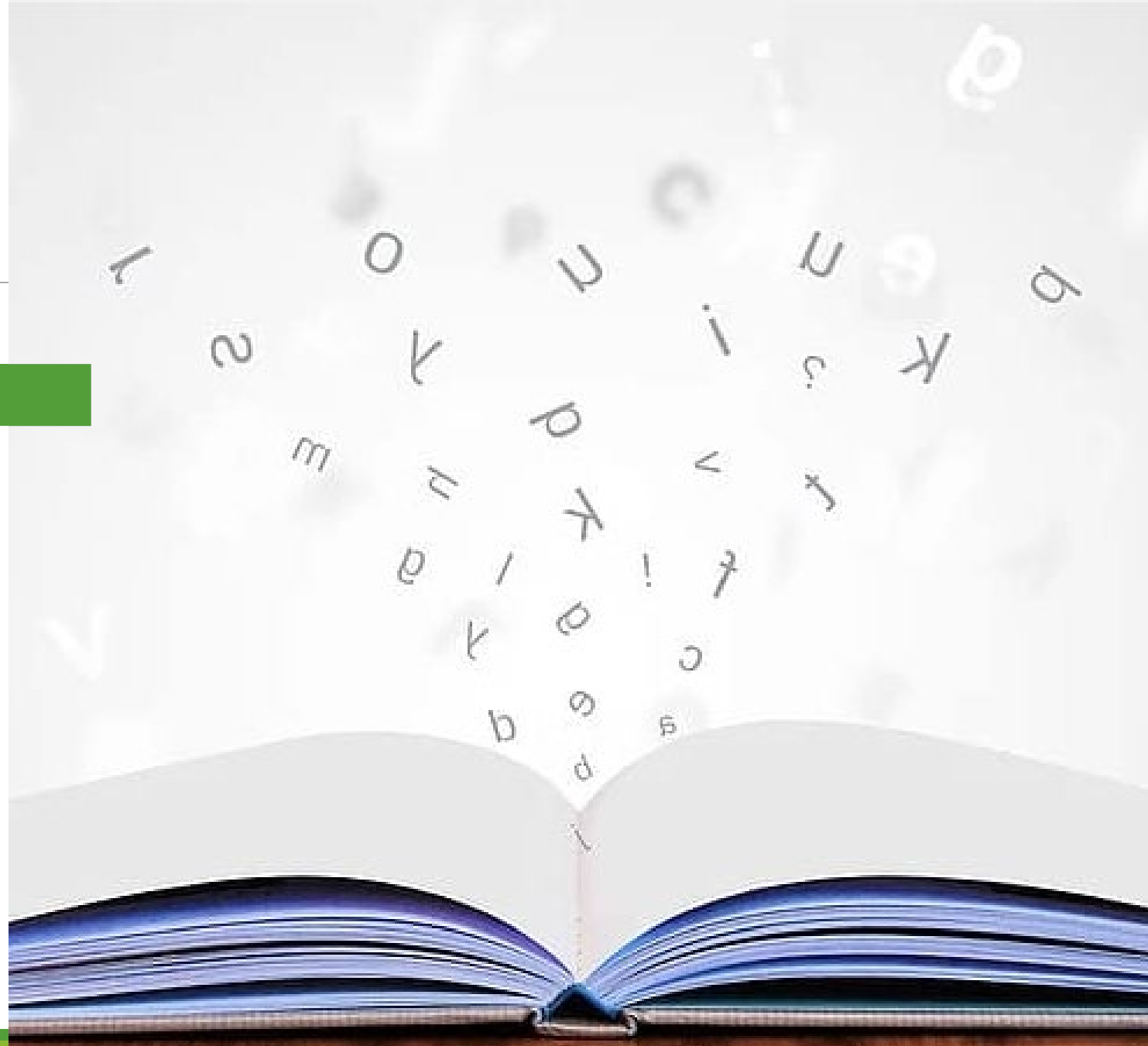
- Conference Theme
- Conference Format
- Ways to Present
- Tools to Use
- Presenter Tips
- How to Submit
- Contact us

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Conference Theme:

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# Breaking Out of your Shelf



Conference will be held as planned from Tuesday 15<sup>th</sup> to Thursday 17<sup>th</sup> September.

Developers' Day will take place on Monday 14<sup>th</sup> September.

All sessions will be hosted on Zoom with multiple Zoom instances to support the usual parallel tracks.

Each session will be 30 minutes long. We suggest a 20-25 minute pre-recorded presentation and to allow for 5-10 minutes for live Q&A

General information about the 2020 conference can be found on the IGeLU website at:

<https://igelu.org/conferences/2020-digital-conference>

# Digital IGeLU2020

# Two ways to give a presentation:

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## PRE-RECORDED

Each presenter will be assigned a 30 minute slot. We suggest making each presentation 20-25 minutes long, and to allow time for live Q&A for the last 5-10 minutes.

We ask that you pre-record your presentation in advance of the conference. This will allow for you to be sure that you covered everything and to stay within the timeframe allotted to you for your presentation.

You are welcome to decide whether to use video or presentation style with voice-over.

VS

## LIVE PRESENTATION

Another option is to provide a live presentation. Each presentation will be 20-25 minutes long, so it is important that you practice your time and to allow for Q&A for the last 5-10 minutes.

We also encourage that you use GoogleSlides or PowerPoint to provide visuals to support your text.

## Suggested software for presentation:

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Microsoft PowerPoint

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Microsoft PowerPoint empowers you to create clean slide presentations and intricate pitch decks and gives you a powerful presentation maker to tell your story.



Google Slides

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Create a new presentation and edit with others at the same time. Can be done from your computer, phone or tablet. Free with a Google account.



Prezi

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Quicktime is an extensible multimedia framework developed by Apple. It is capable of handling various formats of digital video, picture, sound

**Tip:** Both PowerPoint and Google Slides offer live captioning which is a good way to provide audience full access.

# Suggested software for video:

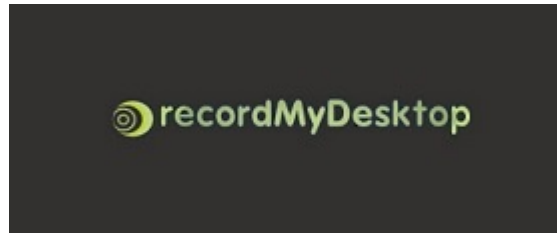
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[Zoom](#)  
*Cross-platform*

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Zoom is the platform that IGLU will use for its digital conference. You can easily use Zoom to pre-record a presentation.



[recordMyDesktop](#)  
*Linux*

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recordMyDesktop is a free and open source desktop screenscasting software application written for Linux.



[Quicktime](#)  
*Mac*

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Quicktime is an extensible multimedia framework developed by Apple. It is capable of handling various formats of digital video, picture, sound



# Presenter Tips:

Structure your presentation with an introduction/outline of what your audience can expect, followed by the body/center of your story (presenting is storytelling!) and end with a conclusion that summarizes the main topics.

- Make sure the audience walks away understanding the following:
  - What the presentation is about
  - The main objective of your presentation
  - What has been done
  - The value your approach provides
  - Next steps, if any

Describe the problem clearly enough for the audience to appreciate the value of your contribution.

Aim your presentation at an audience that is not familiar with your research area, so communicate the importance of your work, rather than simply laying out the results.

Preview your presentation, show it to a colleague or friend you trust to get honest feedback

## Presenter Tips: Speaking to Diverse Audiences

Talk at a pace so that everybody in the audience can understand, regardless of whether English is your first or second language. Remember, there are members in the audience who may have English as their first or second language.

Enunciate clearly: Speak slowly, clearly and loudly.

Be careful with metaphors, idioms, and jargon: Some metaphors appropriate in one culture may be offensive in another one.

Know the meaning of words outside of your native language

Be mindful of body language and eye contact

# Digital Inclusion

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Digital Accessibility is about removing barriers to access by people with disabilities

Remind folks to Indicate who is speaking

- This will assist with captions, transcripts, etc.

If using video, make sure you are facing the camera for those who read lips and for expression

Provide guidance on how to describe things for people who cannot see them

- Doesn't mean read word for word – but don't assume everyone can see your slides, hear you or understand
- Describe charts, visuals, and other video – provide equivalents not what something looks like

Provide guidance on creating accessible materials like presentations, documents and links to materials that are accessible

Remind folks that participants may need breaks



# Making your presentation accessible

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Turn on closed captioning

Avoid small text and use good contrast

Choose non-distracting backgrounds

Use text, images, and charts

Provide alternatives for images

Reduce clutter and distractions



# During the Presentation

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Speak clearly and at a normal pace

Only one person should speak at a time

Use simple language and give people time to process

Make sure your video has good lighting conditions and your face is visible

Describe results of any polls/surveys etc. – e.g. about 1/3 of folks reported this issue, etc.

- Use features like online raise hand and poll feature rather than relying on people raising hands in video
  - Limitations may exist for queues of question

Monitor chat/have someone help monitor chat, etc. if people are having difficulty following along or need support



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Contact us



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