

IGC 2022 Virtual & Hybrid Presentation Guidelines

This guideline has been created for all speakers and presenters taking part in IGC 2022, to assist in building your in-person or virtual/online presentations. If you have any questions on any of the below, please contact events@aut.ac.nz.

Presentation Outlines

The below outline applies to both in-person and virtual presentations.

- Oral/Paper: 25 minutes total. 20 minutes presentation, 5 minutes Q&A
- Workshop: 90 minutes total. Includes any Q&A time
- Poster: no presentation as such. Posters will be on display physically and/or virtually throughout the conference

Please send all PowerPoint presentations (and PDFs for posters) to events@aut.ac.nz by Thursday 23 June.

In-Person Presentations

IN-PERSON Oral/Paper or Workshop - please follow the below instructions.

1. Your presentation slides should be created in Microsoft PowerPoint and set to a **16x9 format**
2. You can check the format by clicking on:
Design > Slide Size > Widescreen 16x9
3. We do not recommend using Google Slides, Prezi or Adobe PDF files
4. If you wish to embed videos in your presentation, you will need to download and embed them into the presentation. We recommend that you do not play videos directly from YouTube or other online streaming services nor embed these streaming services into your presentation. The streaming will affect your internet connection and may result in a lower camera and audio quality

IN-PERSON Posters - please follow the below instructions.

- Printed posters should be prepared in the traditional printed format that will be pinned to a poster board
- Printed posters should be prepared in A0 size (841mm x 1189mm) in portrait orientation, although landscape will fit our display panels
- For your poster to also be viewed by our online participants, we also need an electronic copy. Please follow the directions for preparing an electronic poster (see below)
- If you are not attending the conference in person and would like your poster displayed physically, please let us know via events@aut.ac.nz

Virtual Presentations

VIRTUAL LIVE Oral/Paper or Workshop - please follow the below instructions.

1. Your presentation slides should be created in Microsoft PowerPoint and set to a **16x9 format**
2. You can check the format by clicking on:
Design > Slide Size > Widescreen 16x9
3. We do not recommend using Google Slides, Prezi or Adobe PDF files
4. If you wish to embed videos in your presentation, you will need to download and embed them into the presentation. We recommend that you do not play videos directly from YouTube or other online streaming services nor embed these streaming services into your presentation. The streaming will affect your internet connection and may result in a lower camera and audio quality

VIRTUAL PRE-RECORDED Oral/Paper or Workshop - please follow the below instructions.

1. Your presentation slides should be created in Microsoft PowerPoint and set to a **16x9 format**
2. You can check the format by clicking on:
Design > Slide Size > Widescreen 16x9
3. We do not recommend using Google Slides, Prezi or Adobe PDF files
4. If you wish to embed videos in your presentation, you will need to download and embed them into the presentation. We recommend that you do not play videos directly from YouTube or other online streaming services nor embed these streaming services into your presentation. The streaming will affect your internet connection and may result in a lower camera and audio quality
5. Please record your presentation taking careful note of the times for your presentation – you might want to rehearse and time yourself first. You can record yourself using Microsoft PowerPoint and talk to each slide. The record function is usually in the top right of the screen.

VIRTUAL/ONLINE Posters - please follow the below instructions. Remember, if you do not create your poster virtually, the online audience will not be able to see it.

1. Please send us your virtual poster as a single PDF file with a size limit of no more than 10MB. This will be uploaded on the conference app on Tuesday 28 June.

Q&A

After each in person or live online presentation, the chair will facilitate the Q&A both in person and online. If you are attending online, please submit your questions through the conference app and the chair will endeavor to read on your behalf.

Pre-Recorded – Presenters for all pre-recorded sessions may not be available after their presentation due to time zone limitations. If you do have questions, please leave these in the session via the ‘Ask a question’ function.

Posters - If you do have questions, please leave these on the conference app in the session via the ‘Ask a question’ function.

We strongly encourage all presenting authors to check and answer the ‘Ask a question’ section of all sessions they are presenting.

Online Technical Rehearsals

In the week prior to the conference being Monday 20 to Thursday 23 June, we will arrange online technical rehearsals for those presenting online.

Post Conference

Unless otherwise requested by you, all received presentations received will be converted to PDF and uploaded against your presentation slot on Whova (the conference app) as well as the IGC 2022 conference website. Due to the 10MB file size limit in Whova, we may need to reduce the quality of some images before uploading. Videos will not be able to be uploaded.