

Preparing for your TAC Conference Session

Tips for preparing your presentation

- Presenters should use their own PowerPoint template which may include your organization's logo.
- When designing your slides, avoid simply repeating your text. Use visuals – images, graphs, charts, and PowerPoint 'smart art' – that represent and complement, not repeat, your vocal presentation to engage the audience.
- Don't put too much text or too many bullets on any one slide.
- If you must prepare your presentation in software other than PowerPoint, [please advise TAC](#) in advance so we can ensure the presentation can be converted to an acceptable file type.

For Presenters Providing a Recorded Presentation (most presenters)

Adding voice narration to your PowerPoint

When your PowerPoint presentation is completed, and you're ready to record your voice, ensure that your headset with mic is plugged into your computer and ready to record your voice onto each slide of your PowerPoint presentation.

- A [sample video explaining how to narrate your PowerPoint](#) is provided for reference. Do not speak while the slide is in the process of changing, as the record function pauses during slide changes.
- An overview of how to add narration to a PowerPoint presentation will be given as part of the training webinar for TAC Conference presenters providing a recorded session.

Saving your Narrated PowerPoint as an MP4 File

After you've added narration to your PowerPoint, save it as an .mp4 file using EITHER OF THESE TWO OPTIONS:

<ol style="list-style-type: none">1. Under File, choose 'Export'.2. In the Export options, choose 'Create a Video'.3. In the Create a Video options, choose (or leave as) 'Presentation Quality' and 'Use Recorded Timings and Narrations' in the drop-down lists.4. Click the 'Create Video' button.5. Leave (or choose) the output as MPEG-4 (.mp4) and name the file using the format 'Session code_Presenter first initial+ last name_presentation.file format' (e.g. RS1_GCOLE_presentation.mp4).6. Ensure the MPEG-4 (.mp4) video file is not larger than 4GB.	<ol style="list-style-type: none">1. Under File, choose 'Save as'.2. Browse to where you will store the new file.3. In the window that appears, name the file according to the TAC naming convention in the 'File Name' field.4. In the 'Save as type' dropdown menu, select MPEG-4 Video from the list.5. Click the 'Save' button at the bottom right of the window.6. Ensure the MPEG-4 (.mp4) video file is not larger than 4GB.
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Submitting your Final Presentation and Files to TAC

We've prepared a brief demo video that walks you through the steps of how to upload your final presentation and files to [TAC's Online Conference Submission Portal](#).

[View the Demo Video](#)

All final presentation materials are due:

If you present Sept 21-25

no later than September 11

If you present Sept 28-Oct 2

no later than September 18

If you present Oct 5-8

no later than September 25

Visit the webpage [Sessions and Presentations Information](#) for materials required, and other helpful information.

Setting up for a Successful Session

Any changes to content or presenters must be conveyed to TAC in advance, and TAC reserves the right to reassess suitability.

All 2020 TAC Conference sessions will be run using GoToWebinar. **Presenters and moderators** will need the following to participate successfully in their session:

- A quiet location where you won't be interrupted
- A computer with a reliable Internet connection, ideally a cabled connection instead of WiFi, of at least 1 Mbps
- GoToWebinar desktop app ([JavaScript enabled](#)) installed on your computer IN ADVANCE OF YOUR SESSION DATE
- 2GB of RAM (minimum), 4GB or more of RAM (recommended)
- Webcam for HDFaces
- Microphone and speakers (USB headset recommended). **Please do not use speaker phone or your computer's speakers!**
- Your PowerPoint presentation (.pptx format) open and ready in 'presenter view'. (Just-in-case if you provided a recorded version, and ready-to-present if presenting live.) Close all other files on your computer.
- DO NOT log in to TAC's Conference Event Portal when presenting in or moderating a session

Joining your Session on Presentation Day

1. **The week before your session/presentation**, presenters and moderators will receive an email invitation link to participate as a presenter/staff in your session through GoToWebinar. This link is unique to you – please don't share it.
2. **Click the link in your email invitation to join the session NO LESS THAN 20 MINUTES BEFORE** the scheduled session start time. It can take up to 2 minutes for the GoToWebinar player to open and activate, so plan for this extra time.
3. When you join the session, you'll automatically be in 'practice mode'. This allows the organizer, moderator and presenters to speak among yourselves until you are ready to allow the attendees to join you.
4. Attendees listen to the session via their computer speakers, and are automatically muted during the session. To interact with the presenters, attendees type their questions and comments into a chat box.

Session Timing on Presentation Day

Timing	Activity
AT LEAST 20 minutes BEFORE start time	Organizer, Moderator and Presenters join the session
5 minutes BEFORE scheduled start time	Attendees login
At the scheduled time	Attendees are invited in to the session to start
5 minutes	Welcome/housekeeping <ul style="list-style-type: none"> • Organizer provides a welcome, and explains webinar features and procedures to attendees (2 minutes) • Moderator introduces the session and the first presenter (2-3 minutes)
26 minutes max	Duration of EACH presentation <ul style="list-style-type: none"> • (1 minute) Moderator introduces the Presenter • (15-20 minutes max) Presentation recording is played by the Organizer and everyone is automatically muted while the video plays. If the presentation is being delivered live, the Presenter is provided screen control and presents their PowerPoint for attendees • (5-10 minutes) The TAC Organizer will let the audience know that questions will be asked out loud after the presentation. Attendees can raise their hand to be unmuted OR they can send questions directly to the Organizer through the 'Questions Pane'. After each presentation, the TAC Organizer will read questions that have been received out loud. The Presenter will then answer questions asked to them by the Attendees. • NOTE: The length of time available for the Q&A depends on the amount of time taken by the presentation; a 15-minute presentation should leave 10 minutes for Q&A and a 20-minute presentation will leave only 5 minutes for Q&A.
IF ANY TIME REMAINS after ALL of the presentations (recorded or live) and their individual live Q&A, the TAC Organizer & Moderator <u>may</u> run a general Q&A until the scheduled end time.	

