

Instructions and Suggestions for Pre-Recorded Presentations 2021 Virtual IEEE Aerospace Conference

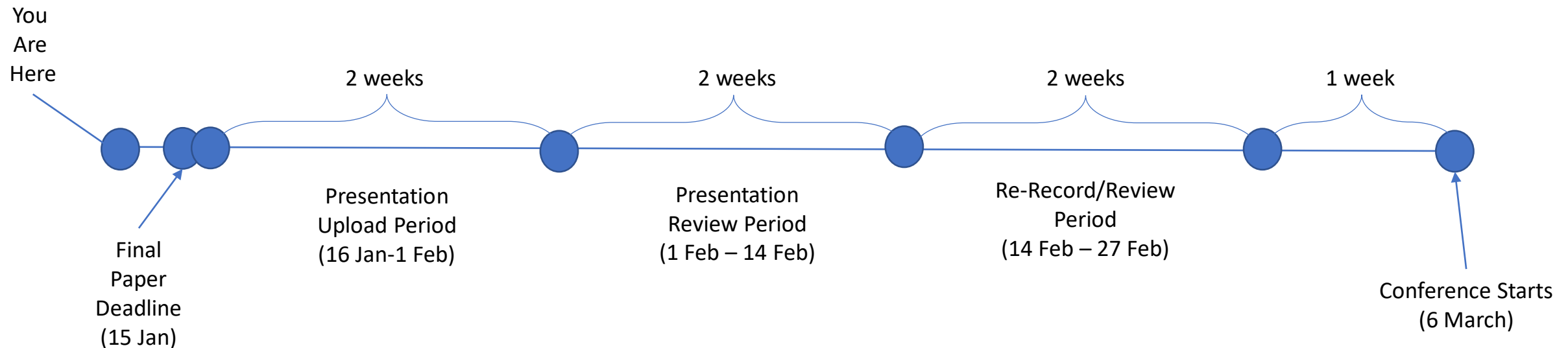
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IEEE Aerospace Conference

Key Dates

- Final paper deadline: **15 Jan**
- Open for presentation upload: **16 Jan**
- Presentation deadline: **1 Feb**
- Reviews of presentations by SOs due: **14 Feb**
- Final deadline for presentations that require changes: **27 Feb**
- Conference Opens **6 Mar**



Instructions

- Presentations should last 20 minutes
 - We will ask you to re-record or will truncate your presentation if it goes long – please be aware of the time
 - The template you use is at your discretion – most presenters use the standard template that their company/project uses
 - You can make your presentation in any format that you'd like (.ppt, .pdf, etc.) since you will be projecting it and we will be saving the .mp4 video file
- First slide – visual bio
 - Leave up for ~15-20 seconds
 - No talking – your slide should introduce **YOU!**
- Introduce your presentation with a standard title slide
- Leave your contact info up on the last slide for ~15-20 seconds
 - Thank everyone for listening
 - Encourage them to contact you if they have questions – either using the chat functions available from the conference or directly through your email/phone
- Use the AeroConf website (which relies on Zoom in the background) to record your presentation
 - More details on the next slide

How to Record Your Presentation

- It is recommended that you have Zoom installed on your computer, and you are signed in
 - There are instructions for how to record your presentation using a web interface to Zoom if you are unable to install Zoom on your computer
- *****Details with screenshots are available in the instruction document*****
- Sign in to www.aeroconf.org and navigate to the paper for which you want to record a presentation
- Click on “Add New Video Presentation” and a Zoom meeting window will open
- Share your screen, enable audio and video
- Record your presentation
- Stop sharing your screen and click “End Meeting For All”
- The Zoom interface window will close and you’ll see the conference website
- You’ll get a “waiting” message for a minute or two while it saves, and then you’ll see “recorded”
- It will be saved as an .mp4 file on the AeroConf server
- You can watch the video again, and re-record as many times as necessary (only your top 5 will be saved, if you need more than that, please delete one before trying to record another one)
- Once you are happy with your presentation
 - Submit your final version by clicking on “Submit for Review”

After You Submit Your Presentation

- Your Session Organizer will spot check it for satisfactory audio/visual quality (we can hear and see you, your slides are progressing as expected, etc.) and length
- They will accept or reject the presentation and have the ability to provide comments (as appropriate)
- You will receive an automated email from the AeroConf system indicating if your presentation was accepted or rejected
 - If it was accepted, you're done!
 - If it was rejected, please review the comments and correct the items necessary and upload a new version
- We will make it available to conference registrants and will also link it in a "play list" with the other presentations in your session so participants can listen to all presentations back-to-back in a session if desired

Suggestions

- Smile! 😊
- Take your time!
 - Speak slowly and clearly
- Stand when you present
 - This will help you project
- Have good lighting from behind your computer (not behind you) to light your face
- Use a GOOD QUALITY microphone.
 - We cannot accept videos with substantial background noise, hissing or voice that's not clear
- If possible, have someone listen to your presentation while you give it
 - In the room: friend, spouse, cat, dog
 - Remotely on Zoom or over the phone: SO, colleague, etc.
- Try, try again!
 - You can re-record your presentation as many times as it takes to get it perfect!

Top 10 Tips for Polished Presentations

- **1. Remember the audience is not out to get you.** You have information to share, and they are in that room because they want to learn it. Acknowledge your expertise (at least to yourself).
- **2. Think conversation – not presentation.** We are all more comfortable talking to someone about something (opposed to presenting) – that’s all you’re doing (just to a few more people). Think of this as a conversation – with a lot of people.
- **3. Use your voice.** Think about what you want to emphasize and use pitch, pace and volume to add meaning to your words.
- **4. Use your body.** Use your hands and facial expression to infuse power into the presentation.
- **5. Use your words.** Key phrases such as “If you remember one thing...” can help call attention to important information.
- **6. Stay positive.** Choose words that are neutral or positive in your phrasing. If you are going to use judgmental language – make sure it is has a positive conclusion.
- **7. Talk to the audience.** Not to the wall, the floor, or the slides.
- **8. Maintain eye contact.** This helps the presentation feel conversational, maintains audience attention and projects confidence. Look directly at your camera so that your audience feels like you’re speaking to them.
- **9. Use silence.** A powerful way to draw audience attention is to stop talking. Use pauses throughout to emphasize information and allow the audience to process the content.
- **10. Practice, practice, practice** – it kicks fear’s butt every time.



Thank you!

If you have any questions, please feel free to contact me!

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