

2022 Cal-IPC Symposium

Instructions for Lightning Talk Presenters

Deadline: Please submit your presentation by Monday, October 24, 5:00 PM.

Length: Lightning Talks must be no longer than 5:00 minutes.

Recording your Talk: How you do this is up to you (see instructions below for doing it using a free Zoom account or through PowerPoint). Some recommendations:

- Use a headset for better audio.
- Speak slowly and clearly.
- Rehearse your talk; you might need several takes to improve your presentation.
- See this [Microsoft support link](#) for tips on making your presentation more accessible.

How to Submit: Please submit your video file (.mp4 or .mov format), and a PDF of your presentation through this Dropbox [file request link](#) or to jburger@cal-ipc.org directly. Name your files per the following convention – Yourlastname_LightningTalk_Cal-IPC2022.

Session Attendance: Please be available to interact with Symposium attendees through the “Live Stream” video chat during the Poster/Lightning Talk sessions on Wednesday, November 2, 10:30 – 11:30 AM.

- In our Whova conference platform, we will set up a dedicated virtual meeting space for attendees to talk to you about your presentation. (The link will be posted with your presentation.) Please be in your virtual meeting space for the duration of the Poster/Lightning Talk. If you must step away, please leave a message in the Whova chat window indicating when you will return.
- Have your video and audio on while you are in the meeting space. Welcome attendees that come in. Encourage them to introduce themselves and turn on audio and video if they haven't done so.
- Your virtual meeting space is available via this link throughout the Symposium and can be used for a follow-up meeting with an attendee about your presentation, if needed.
- Answer questions posted in Q&A by writing a response. (Chat is for comments, not questions.)
- Check in to your Lightning Talk throughout the course of the Symposium to answer any new attendee questions.
- If your Lightning Talk title has a “*DPR Credit*” tag, be sure to clearly highlight the answer to the question we've included in the DPR quiz for your presentation. I will send that to you directly.

Speaker Profile: Complete your Speaker Profile on the Whova conference platform with a bio and a photo!

Need Whova Help? You can check out our conference platform's [helpful guides here](#).

THANK YOU AND WE LOOK FORWARD TO SEEING YOU THERE!

Questions: Email Jutta Burger at jburger@cal-ipc.org

Short Guide to Recording a Lightning Talk in Zoom

1. If you don't already have access to an account, you can create a [free Zoom account](#).
2. Open your PowerPoint (or other format) presentation on your computer.
3. Sign into Zoom. Once signed in:
 1. Navigate to "Host a Meeting" and select "Screen share only."
 2. Make sure your video is on and that you are unmuted (you may need to test audio).
 3. Turn on "Record," give your talk, then turn Record off.
4. When you close the meeting, you will see a box saying that the file is being converted, then the folder in which it is saved on your computer will pop up (Documents/Zoom).
5. Watch the video to make sure it works well. Re-record if needed.
6. Rename your .mp4 file and send it to us.

Zoom tips: The Zoom controls are usually found at the bottom of the screen in "Meeting Mode" and at the top of the screen in "Screen Share Mode." You may need to hover over the controls to see them. The "Record" function may be located under "More..." at the right end of the menu.