2022 Cal-IPC Symposium

Instructions for Speakers

Deadline: Please submit your file(s) by **Friday, October 28.**

Files required:
- A pdf or ppt file of your slideshow. Name your file per the following convention: Yourlastname_Session#_Cal-IPC2022. Upload to Dropbox or email your pdf to jburger@cal-ipc.org.
- If you pre-record your talk, please also upload your .mp4 or .mov video file (instructions below) in addition to a pdf. Upload to Dropbox using the same naming convention above.

Length of talk: Talks should be no longer than 15:00 minutes (unless you have arranged a different length with your session chair) in order to allow time for questions. Shorter talks will allow more time for audience questions. Consider pre-recording if you are concerned about time (see instructions below).

Presenting your talk:
- Present from a private, quiet space with strong internet.
- Use a headset or microphone for better audio. Speak slowly and clearly.
- Rehearse your talk to gauge timing.
- If you are new to presenting virtually, prepare for the strange situation of not being able to see your audience.
- If your talk is pre-recorded, we will present it and you will be available for the Q&A.

Testing your setup:
- We will be setting up multiple practice sessions for the week of Oct. 24 so you can check your audiovisual setup, learn about the conference platform, and ask any questions you may have. We will provide calendar invites with links for these.

Logging into your session:
- Confirm the time of your session from the Symposium program on our website or on the Symposium web platform once it is open.
- IMPORTANT: Use the Zoom link you receive from us by email to enter your session.
- Log into the session 15 minutes early so we can make sure everyone's audio and video are working. Cal-IPC staff and volunteers will be present to help with questions and technical issues.

During your session:
- Your Session Chair will introduce you and help you stay on time.
- After your presentation, your Session Chair and Q&A assistant will present you with audience questions to answer.
- If applicable, make sure to cover the topic of any DPR CEU quiz question(s) related to your talk.

Speaker profile: If you haven't already, complete your Whova Speaker Profile with bio and photo.

Need Whova help? You can check out our conference platform's helpful guides here. Or send an email to Jutta Burger at jburger@cal-ipc.org.

Thank you! We look forward to seeing you soon!

How to Pre-Record Your Talk Using Zoom

Here is one way to record your talk:

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.

Let us know if you have any video segments in your presentation.