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# Preparing your presentation for **AZEF ONLINE 2020**



All submissions for full presentations (platform equivalent) or speed presentations (poster equivalent) at this year's virtual conference will be reviewed by the Scientific Portfolio. The purpose is to ensure a high quality and stimulating programme. The key criteria for acceptance of full presentations is quality and relevance or interest to the audience.

# LIMITATIONS



## Speed

**Number of slides:**

4

**Time limit:**

3 mins

**File size limit:**

100 MB



## Full

**Number of slides:**

15

**Time limit:**

12 mins

**File size limit:**

600 MB



## Keynote

**Number of slides:**

20

**Time limit:**

25 mins

**File size limit:**

800 MB

# PREPARING YOUR SLIDES

## Step 1: Check your slides

Before you start recording, make sure that you have finalised edits on all your slides, including any animations, and that you are familiar with their progression. **You will need to run through your slides seamlessly once you start recording.**

## Step 2: Ensure that your sound is clearly audible

Before recording, make sure that you are in a **quiet space** with little or no ambient noise, and that you are not disturbed while recording.



*If possible, we recommend that you use a headset with a functional microphone when recording your presentation.*

## Step 3: Check your lighting

- When recording, there is an option to have your **front-facing camera or webcam on**, showing your face in the bottom-right corner of your slides as you present.



*Making use of this feature is entirely your choice.*

- If you use this feature, please ensure that you have an adequate light source in front of you (daylight is preferable) so that your face is clear. Please also adjust your slides so that no critical information is obscured by the video panel.

## Step 4: Record your presentation

- Record your slideshow using the "Record Slide Show" function in Microsoft PowerPoint.
- **Detailed instructions are provided below.**

# How to record your presentation in



1

- Open your completed PowerPoint presentation
- Click on the "Slide Show" tab
- Select "Record from Beginning"

2

### **Optional**

- Toggle video on/off in the bottom-right corner (Microsoft 365)

5

- Go to File > Save As > PowerPoint show (\*.ppsx). Your filename should follow this format:  
"your surname\_AZEF2020\_type.ppsx"  
(e.g. "Petersen\_AZEF2020\_full.ppsx")

4

- Once you have presented all your slides, a black screen with the words "End of slide show, click to exit" will show up
- Click to exit

3

- Once you are ready to start recording, click the record icon (red circle) in the top-left corner
- Run through your slides, speaking clearly into your microphone

# SUBMITTING YOUR PRESENTATION

## Step 1: Upload using WeTransfer

After you have watched your presentation and are satisfied with the product, you may then submit your presentation to the AZEF Scientific Portfolio.

- Open your web browser and navigate to <https://wetransfer.com>
- Click on “Add your files” and browse for your presentation
- Once you have selected the correct file, click on the “Get a link” button



*If your talk contains an embedded video, please include this file in your upload. If you do not include it, your video will not play.*

## Step 2: Submit via Google Form

Navigate to the AZEF presentation submission **Google Form**, enter your details and paste your WeTransfer link in the space given

If you need further assistance,  
please contact [gill@azef.co.za](mailto:gill@azef.co.za)

