

Instructions for Speakers:

We would like to encourage you to prepare a **PowerPoint presentation in widescreen 16:9 format** whenever possible. We are asking all the speakers to **pre-record the oral presentations** without no exceptions as this will enable us to mitigate internet connection failures or other technical difficulties in order not to deprive other participants of hearing your talk you have put effort into preparing. Each oral presentation will have a **15 min time slot** (12 min for the pre-recorded presentation + 3 min for live discussion). Please submit your recorded talk at latest on the 13th of August 2021.

The IT service provider, Event-Tech-Partner, who is taking care of the conference platform called "Hubilo" and is also responsible for the technical part of the conference, has assembled guidelines and tips to facilitate the recording of the PowerPoint presentation. The video-conference tool on the platform will be ZOOM (which almost everybody by now is very much familiar with). Please refer to the attached PDF document entitled "Recording PowerPoint Presentations". Furthermore, a link in the PDF file is referring to a YouTube clip which provides you further assistance on how to record your oral presentation using the PowerPoint software.

All scientific sessions will be live-streamed and the pre-recorded oral presentations will be used. The speakers and the session organizers will be present in the live-streamed session to support the discussion within the session time slot. After the scientific session, we will set up a "Meet the Speakers" session (also called debate lounge) to facilitate further discussions. In terms of the discussion during the scientific session, the audience has the opportunity to ask questions via the Q&A chat function. All questions will be monitored by the session organizers and they will address selected questions to you. As mentioned above, we will set-up virtual debate lounges (called "Meet the Speakers") that will provide the opportunity to meet the session speakers and the session organizers for another 20-30 minutes. This debate lounges are organized by using ZOOM which provides the opportunity for a virtual group face-to-face meeting.

Please also note that all scientific sessions will be recorded on the day when they are livestreamed so that they are available in a video-on-demand format immediately after the scientific session and up to 30 days after the congress has finished. All videos-on-demand are accessible to registered GfÖ conference participants.

1. Follow the instructions provided (PDF) "[Recording of PowerPoint Presentations](#)"
2. **Duration of your talk:** max. 12 minutes
3. **Size:** max. 2GB
4. **Format:** .mp4 file, 1080p recommended
5. **File name:** session number_ talk number_name.mp4 (e.g. *session01_02-003_John Doe.mp4*)
You have received the submission number of your presentation in the letter of acceptance.
6. **Technical Support queries :** gfoe_support@event-tech-partner.com
7. **Deadline:** please submit your recorded talk at latest **by 13 August 2021**
8. Please upload your talk to the following link which has been provided by Event-Tech-Partner, our IT service provider, who will take care of the IT related GfÖ conference arrangements.
Upload your talk to <https://www.dropbox.com/request/nXZjVYQjYGfcxTxwcy>
Review: The submitted presentations will only be checked for **playability** and **duration**. There will be **no** check of the audio / video quality.

In case you need any technical support please contact Event-Tech-Partner gfoe_support@event-tech-partner.com

In case you have questions please don't hesitate to contact info@gfoe-conference.de

Best wishes,
The organizing team

50th Annual Meeting of the Ecological Society
of Germany, Austria and Switzerland
"Ecology - Science in Transition, Science for Transition"
30 August – 1 September, 2021
Virtual Conference
<http://www.gfoe-conference.de/>
info@gfoe-conference.de

Speaker best practice

Audio

- Use headset or external microphone for optimal sound quality
- Avoid disturbing noises during the recording (colleagues, family, pets)

Video

- Webcam at eye level, look into the camera
- To optimise the video quality, use an external camera

Lighting

- Good illumination, light from the front, the face should be clearly visible
- Absolutely avoid a single light source from above - even a desk lamp brings great improvements
- Often artificial light is more controllable than daylight

Background

- Neutral environment. Remove everything that you do not want to be shown
Caution: The camera sometimes shows more than the preview image suggests
- Are there details in the background that should be recognisable (e.g., logos, certificates, pictures)? Please align accordingly
- Inform family or colleagues about webcast dates
- Possibly virtual background planned. Provide images beforehand
- Avoid doors, mirrors, busy backgrounds or patterns, family photos, bright windows

Network Connection

- Wired connection / LAN recommended
- Home office? Clarify with family that no large amounts of data are moved during this time. Possibly define prioritization for own computer
- For a good quality at least 10 Mbit down / 5 Mbit up

Presentation

- Clarify special features of the presentation (e.g., embedded video, external URL....) in advance.
- Do not run through your presentation. Make some breaks. The audience is from around the world, and it is important that everyone understand your journey.
- Keep your audience engaged with your passion and energy. Tell your story and be yourself, it should feel right for you.