



PRESENTER GUIDELINES / SPEAKER SUPPORT FOR THE 2021 GWD GROUNDWATER CONFERENCE

Congratulations! You have been confirmed as a speaker for the upcoming Groundwater Conference (17 – 20 October 2021) and we need to start engaging about the process. I will be your primary contact from the Conference Secretariat in the lead up to the Conference and will be coordinating the technical support before and during the event.

As a valued speaker, you are offered three options for the delivery of your presentation, i.e. pre-recorded, or live via a dedicated Zoom channel, or live (in person at a venue in Pretoria). All options are acceptable to the online audience and give them the same level of engagement and learning via the online platform. We would, however, request that all speakers make a pre-recording of their talk available, irrespective of whether you will be electing to present in-person.

The online platform that will be used for this Conference is EventsAir's **OnAIR**. This is mentioned in case you have prior experience of this platform operation, but if not, we will guide you step by step through the engagement process.

I'm reaching out to you for 5 reasons:

- a) To solicit your preference for a pre-recorded or live (zoom or in-person) presentation on **the day of your scheduled session**,
- b) To inform you that a platform demonstration and speaker briefing on presenting via the Zoom meeting platform will be scheduled with all speakers,
- c) A reminder that you must register for the conference where you will be also asked that you submit your bio and head and shoulder photo,
- d) To advise you where to send supporting documents for your presentation, and
- e) A reminder to inform us of any changes to the abstract submitted and approved, by no later than **31 August 2021**.

1. Pre-recorded presentation:

From experience, we have found that most presenters opt to pre-record their presentation because they have more control on how the content gets delivered (i.e. correct errors or make content/presentation adjustments). Should you opt for a pre-recorded presentation, we would need the content delivered to us by **15 September 2021** via a Google Drive shared folder or We Transfer. Please refer to attached guidelines with regards to preparing for your pre-recording.

You are kindly reminded that most sessions will end with a 5-minute live Q & A session, for which you will need to be live in the Zoom room (even if pre-recorded). Your presence will be required in the zoom room for the full session as presenters can be asked to answer questions either following directly after their presentation or as part of a panel at the end of the session. Questions from delegates will be shared with you for your response.

Some of the benefits of a pre-recorded presentation are:

- Ensuring broadcast of the event continues in the event of a power failure or other factors causing loss of connectivity.
- It facilitates accurate presentation time management; and
- It serves as a risk mitigation measure should anything prevent you from connecting to the live platform on the day of the conference.

To pre-record, please consider the following:

- 1.1 You can self-record your presentation on Zoom.
- 1.1.2 Use natural light as far as possible.
- 1.1.3 Use the feature on Zoom to “touch up my appearance”.
- 1.1.4 Try to use a microphone with good sound quality and speak into the microphone.
- 1.1.5 Keep your background as neutral and as neat as possible to prevent from distracting viewers.
- 1.1.6 It is advisable to position your camera slightly higher than eye level and look into the camera, not into the screen.
- 1.1.7 Please turn on the airplane mode on your mobile phone and laptop to prevent unnecessary interruptions, distractions, or software updates.
- 1.1.8 Clean your camera lens to ensure a clear image.
- 1.1.9 Should you record your presentation and then need to be online for live Q & A on the day, please note that you need to dress exactly the same for both the recording and the Q & A, be seated in the same position/spot in the same room. This is not essential, but advisable.

2. Live presentation (via zoom):

This will be explained during the briefing, but should you not be able to attend the briefing these guidelines will be helpful. We will also share a recorded version of the briefing with you.

- 2.1 Live presentations are done via a dedicated Zoom room. A link to the speakers' room will be shared with you. This link is for presenters only and we request that this not be shared with anyone else to ensure a professional and quality output for the event.
- 2.2 The technical and support team will meet you in the Zoom room, with a countdown to “live”, when you will start your presenting.
- 2.3 Screen sharing will be enabled during your presentation.
- 2.4 Please note that should you experience any problems with your connection during this live presentation, the organisers will start your pre-recorded presentation within 1 minute of the interruption. Strict time management will apply.
- 2.5 The best quality online presentation requires the following:
 - 2.5.1 A device with the ability to capture video such as a webcam
 - 2.5.2 A Microphone to capture audio.
 - 2.5.3 A stable internet connection (5 but preferably 10 mbps up/down or higher) *Test speed here* [LINK](#)
 - 2.5.4 A second screen/dual display (*optional*) to follow discussions on the platform.
- 2.6 The presentation will be broadcasted to Events Air's OnAIR platform, where the delegates will view your presentation in real time. They will also be able to post questions and comments in a chat box, which you will be able to see if you are using a second screen. If not, then a support team member will convey these questions and comments to you via the chat box in Zoom.

3. Live presentation (on site):

We request that irrespective of your intention to attend the Hybrid Conference at the venue in person to deliver your presentation, you still share with us a pre-recorded version of your presentation as well. This will serve as a back-up in the event of any unforeseen circumstance.

- 3.1 Presentations that will be deliver on site will follow the same format as a normal Conference presentation. Please provide the technical team with a copy of your power point presentation so that it can be set up and ready to use.
- 3.2 For your session, you will be seated on the stage and will be called to the podium at the scheduled time for your presentation.
- 3.3. Strict time management will apply.

3.4 The presentation will be broadcasted to the OnAIR platform, where the delegates will view your presentation in real time. They will also be able to post questions and comments in a chat box, which you will be able to see if you are using a second screen. If not, then a support team member will convey these questions and comments to you via the chat box in Zoom.

You are welcome to forward any material you wish to share as “handouts” during or after your presentation, to the Secretariat on or before **30 September**. This will then be available to viewers for downloading during or after the event.

To brief you on the broadcast platform and the process of presenting at this - Conference, we have scheduled a speaker briefing session:

31 August 2021 at 10:00

You will be invited to an online speaker briefing and it is recommended that you attend this briefing session. A meeting request will also be sent to you, with the link for this online meeting. Although we will be recording the briefing and this will also be shared with you, it is always better to attend in person to ensure that you are comfortable with the process.

4. Template for your PowerPoint presentation

The Groundwater Conference organisers can share a set of branded slides with you that you may use for your presentation but the most important feature would be the use of the GWD Conference Logo that must be on display on each slide (Front page (top right) and subsequent slides on the bottom right). The Conference logo for use can be downloaded (listed as a resource on the Conference Homepage).

Use an easy-to-read font like Calibri or Arial to make your presentation accessible to a wider audience. Use a larger font size for each title (36-48 pt., depending on the font), and a smaller font size for the content (20-28 pt., depending on the font). We can also recommend Helvetica, Garamond or Futura font in the following sizes: 60 pts for headings, 24 pts for words.

Should you have any questions about your presentation, please to reach out to Hanlie Delport (hanlie@confsa.co.za) at the Conference Secretariat.

Yours sincerely,



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