

### **How to book your appointment to record your presentation for the conference.**

Authors that have been invited to present a paper at the Conference will be invited to book an appointment to record their presentation.

Appointments to record the presentations will be available **between 7<sup>th</sup> April and 14<sup>th</sup> April**

- Appointments are made on a first come first served basis so early booking is recommended to give yourself the widest options of dates and times.
- Please leave at least 24 hours' between when you select your appointment to the appointment itself. This is needed so the recording session can be set up and your joining instructions sent.
- Each appointment will start promptly and is for one presentation only.

### **What you have to do before your recording.**

- Use the conference template power point to prepare your presentation. Download the template from the authors information page <https://ior.org.uk/events/netzero/abstract2021>
- The presentation must **not be longer than 15 minutes in length** and must have no more than 15 slides. Please test it in advance and make sure it will not over run.
- Your presentation must be finalised by the time you make your recording. You cannot update the presentation once you have made the recording. The presentation you record in the pre-record session will be the one that is played to delegates during the conference.
- You will run the presentation from your own computer. If you are using a VPN to access your work computer make sure that you have left the VPN and are using the computer where you are rather than a remote access to your work computer. We will not be using webcams but you will need a good quality microphone. We recommend using a headset if you have one available.

### **Details about recording your presentation.**

- You will be sent a panellist link to your recording session from Go To Webinar. This will be sent when the session is set up and again on the day of your recording.
- Make sure you are somewhere quiet, with your phone turned off and that you will not be disturbed.
- Have a clock or a countdown timer somewhere you can see to make sure you do not exceed **15 minutes**.
- Once you begin to give your presentation behave as if you are speaking to a live audience. There will not be time to start again and there is no plan to edit the recording.

### **How your webinar recording be used.**

Your webinar recording will be played in the session that your paper is being presented in. Once the recording has been played during the live conference you will be invited to answer audience questions. The recording will also be available to delegates from the IOR Webinar Library

Please to contact the conference team If you have questions.