**INSTRUCTIONS FOR THOSE GIVING LIVE PRESENTATIONS**

Note: If you were invited to give a live webinar or other live presentation, the Foundation will send you these instructions by email. If you would like the original email re-sent to you, send your request to symposium@beckman-foundation.org.

Following are instructions to assist you with preparing your live presentation:

Creating the Presentation:

1. Presentation slides should be created using only PowerPoint 2007 or later (.ppt or .pptx). We recommend using a font size of 28 or larger. Set your slide aspect ratio to standard 4:3 size or widescreen 16:9 size. Note: Other programs such as Keynote, Google Slides, etc. are not supported.
2. GIFs and animations can be used on slides. Do not embed videos or audio into slides. If you would like to include a video, it will need to be submitted as a separate file (must be at least 15 seconds long with audio track, saved as MP4).
3. To include a YouTube link, place the link on the slide so the audience can click on it when told to do so.
4. If you would like to include the Arnold and Mabel Beckman Foundation logo, please see the attached JPEG and PNG versions.
5. Notes/comments cannot be seen when slides are uploaded. Please keep that in mind if you intend to use notes while presenting.
6. Save your PowerPoint (.ppt or .pptx) using the following naming convention (omit brackets): [Firstname]\_[Lastname]\_LiveWebinar\_BeckmanSymposium\_PPT
7. If you are giving multiple presentations, please distinguish your submissions by adding a numeral after the word Webinar in the file name (i.e. Webinar1, Webinar2, etc.).
8. Submit your slideshow and any additional video files to the Google Drive folder (link coming soon!) no later than July 16 (firm).

Live Webcasting Setup:

1. Links and passwords will be included in a calendar invitation provided to you along with a phone number for calling in.
2. On the day of your presentation, you will click the link provided to access the webcasting platform. Close all browsers except for the webcasting platform: Virtual Studio.
3. Log in and select “Live Presenter Studio”. Then select “connect using my webcam”.
4. Select your microphone and camera. Confirm that both are working.
5. Test the audio output by clicking “PLAY TEST SOUND”.
6. A Production Manager will be on with you if you need to resolve any issues.
7. Your session will be moderated. Note: You may be part of a session with multiple speakers. Beckman Foundation will email you in advance with the speaker order and the moderator will handle introductions. Most sessions allow for Q+A from the audience. These can be answered during your presentation or after.

*OPTIONAL: Diagnostics tests to check if your systems work:*

*System:* [*https://event.webcasts.com/test*](https://event.webcasts.com/test)

*Webcam Audio:* [*https://www.webcasts.com/webrtc/*](https://www.webcasts.com/webrtc/)

Helpful Webcam Do’s and Don’ts:

* DO NOT:
	+ Use a blank wall as the background
	+ Use back or side lighting
	+ Have bright lights and/or bright window behind you
* DO:
	+ Have webcam at eye level
	+ Have lighting in front of you/facing you

Dress Code:

* Attire should be business or business casual.



JPEG



PNG