SACAIR2020 Virtual, 22 – 26 February 2021
Instructions for Presenters

SACAIR2020 will use the Zoom online meeting application and the Slack communication platform to encourage interaction before and between Zoom conference sessions.

I.   GENERAL

- **Length of speaker slots:**

Please note that talks at the main conference will not be allowed to go over 12 minutes. Slots are 20 minutes, but we have to allow for introductions, sharing of screens and other possible technical hiccups and the Q & A. So ideally one has 1 minute for introduction and screen share, 12 minutes for the talk and 7 minutes for Q & A. Any time for technical glitches will go off from the 7 minutes Q & A.

- Please join us on Slack **DAILY** at least 20 Minutes prior to the start of the, **UNCONFERENCE, TUTORIALS AND CONFERENCE SESSION** in which your presentation is scheduled.

- The Zoom meeting links are only accessible via the SACAIR2020 Conference workspace on Slack

- Conference attendees will only be able to view the **DAILY ZOOM LINK** and obtain the **Daily Zoom Password** when logged into the Slack SACAIR2020 Workspace.

- **Slack and Zoom Test Sessions for presenters:**
  We will be hosting two test sessions on Slack and Zoom for all presenters:

  1. **Wednesday, 17 February 2021 from <u>10:00 to 12:00</u>**
  2. **Wednesday, 17 February 2021 from <u>16:00 to 18:00</u>**

  You will be able to join at any time during this session via the Slack application. Please make use of this session!

II.   **SLACK**

All Slack invitations will be distributed by Monday, 15 February 2021

If you are registered to attend the SACAIR2020 conference the conference organiser will send you an invitation to join the SACAIR2020 Workspace. Click on **Join Now** and follow the prompts. You can participate in Slack in your browser, but we recommend you download the Slack application and proceed to create a profile for yourself. (Slack can be downloaded and used free of charge on desktop and mobile devices)
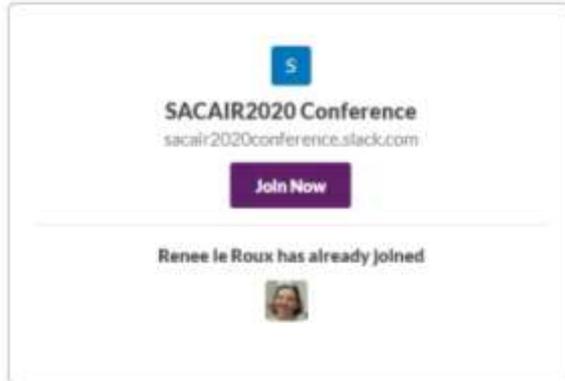
We wish to encourage conference participants to create a Slack profile to ensure other attendees can recognise and locate you in Slack by your name and profile photo.

For more information and to download Slack application you can visit the Slack website here: https://slack.com/intl/en-za/help/categories/360000049043-Getting-started#slack-for-desktop-mobile

Should you not have registered and not have received your Slack invitation – please email Renee le Roux at rleroux@mongoose.co.za.

III. ZOOM

We will use the Zoom Conference Meeting Platform

Please proceed to Download Zoom (Free Edition) — You may download Zoom and test sharing your camera, audio and screen by using Zoom's free edition. Please register at: https://zoom.us (Access to the daily Zoom Session is only provided via the SACAIR2020 Conference Workspace)

IV. PREPARING FOR YOUR PRESENTATION

- **Slide Template:** Please use your own template, no standard slide template is required. Slide/PowerPoint Presentation – 16:9 widescreen format is required for all presentations.

- **Presentation back-up:** Presenters are requested to e-mail a copy of their PowerPoint slides to the organiser by noon on the day prior to their speaker slot. This is a back-up measure. Should you wish to provide a pre-recorded version of your presentation, you may upload your presentation to YouTube and email the link to the presentation to the organiser at rleroux@mongoose.co.za.

- **Sharing your screen to start your presentation:**
  - Please ensure your presentation is ready to be shared. (Ensure all other applications on your desktop are closed).
  - Select "Share Screen"
  - A new window will open.
  - In the pop-up window, select your PowerPoint presentation and click, "Share"

  - Once you have selected the document you wish to share, click *Share* and then bring your presentation to full screen.
  - If you need to share more than one application, have all applications open and use *New Share* for a seamless transition from one to the next.
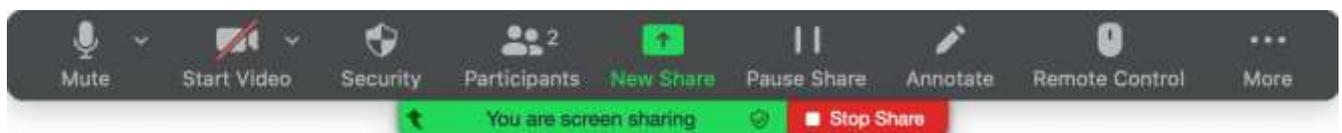
  - You are now sharing your screen
  - For more information on how to share your screen – please click here: https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen
  - If you have audio/video in your presentation click *Share computer sound* at the bottom left of your screen before you click *Share*. (**It is highly recommended that you practice playing your video through a free or paid Zoom account prior to the meeting).** Have another person join you in the meeting (or you can join) on a different device and ask for their feedback on their viewing experience.

  - When you have completed your presentation click the red Stop Share button in your meeting control bar. This will allow the next presenter to share their screen as this meeting is configured to allow only one participant to share their screen at a time.

- A live Q&A session will follow the presentation.

- Each Zoom session will be Chaired. The Chairperson will assist with the management of the Q&A's. Should attendees have additional questions they will be encouraged to ask these in the Slack Channel.

- **Stream or play a video clip and sound during your Zoom presentation, you will need to do the following:**
  - Only follow these steps if you are screen sharing a video clip. If you are not sharing a video, make sure you turn off the option to optimize for full-screen video clip

  - **Prerequisites to effectively share your video:**
    - **At least 1.5Mbps uplink and downlink for Full Screen HD**
    - **Play video clip at full screen**

  - **Starting a New Screen Share and Optimizing for Full-screen Video**
    Click the Share Screen button located in your meeting controls.

  - Select the screen you want to share and select Optimize for full-screen video clip.
  - Click Share Screen.
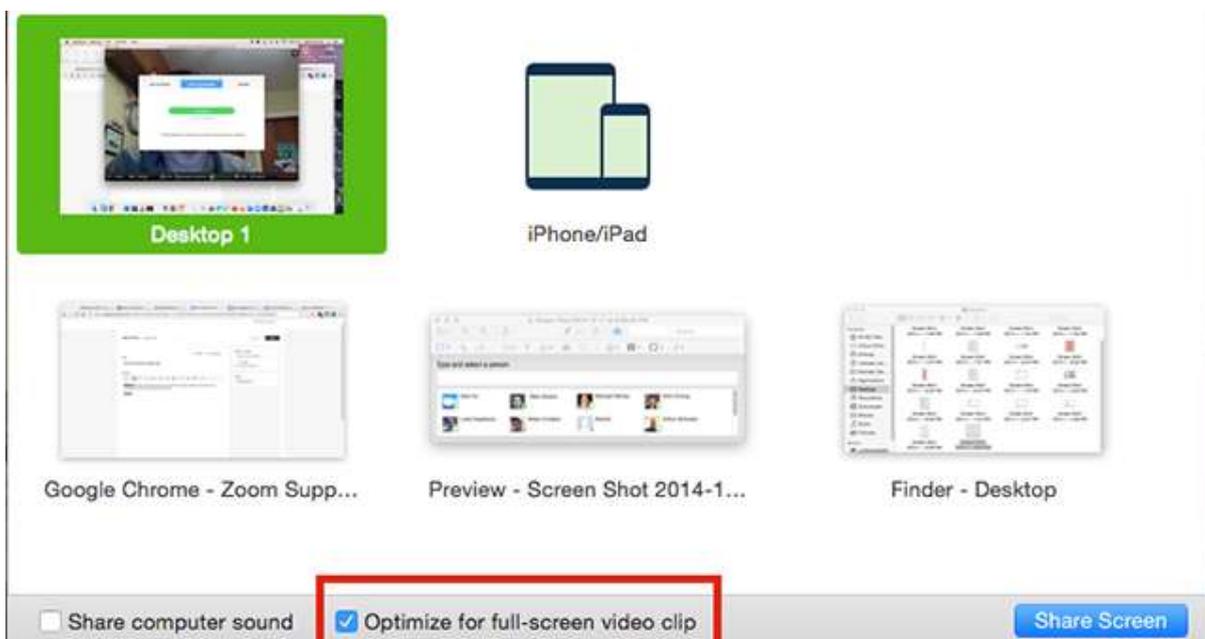
  - Select the screen you want to share and select Optimize for full-screen video clip.

- **Click Share Screen.**
  - Start playing your video in full-screen while sharing your screen.
- **Optimizing for full-screen video while screen sharing**
  - Click More in the screen share controls.

  - Click Optimize Share for Full-screen Video Clip to enable it.
  - Start playing your video while sharing your screen.

- **Follow these steps should you wish to prerecord your presentation:**
  - Start a Zoom meeting as the host.
  - Click "Record."
  - If there is a menu, select "Record on this computer."
  - There will be a recording indicator in the top-left corner while recording is active.
  - After you have ended "the meeting", Zoom will export the recording so you can access the files.
  - Once the exportation process is complete, the folder containing the recorded files will open.
  - By default, the audio/video file (MP4) will be named Zoom_(meeting ID).mp4. The audio only file (M4A) will be named audio_only.m4a.
  - By default, all recordings will be placed in a Zoom folder found in the following file path:
  - PC: C:\Users\User Name\Documents\Zoom
  - Mac: /Users/User Name/Documents/Zoom

- **Recording of your presentation by the SACAIR2020 Conference host.**
  All presentations will be live in Zoom followed by a Q&A. The conference host will record all presentations on Zoom. (These recordings will be uploaded to a designated SACAIR YouTube Channel). Links to the recorded presentations will be made available on the SACAIR2020 conference website. Should you **NOT** wish to have your presentation recorded please email the organiser, Renee le Roux at Email: rleroux@mongoose.co.za.

V.   SACAIR SOCIALS

The SACAIR Socials will be held in Zoom breakout rooms. (Zoom breakout rooms cannot be accessed via Slack). You will have to first enter the Zoom Session, and from there you will be able to access the Zoom Breakout Room of your choice.

To join a Breakout Room:

Click the **Breakout Rooms** option in your meeting controls.

This will display the list of open breakout rooms created by the host.

Click **Join** next to the Breakout Room you wish to participant in, then confirm by clicking **Join** again.

Repeat as necessary to join other breakout rooms or click **Leave Room** to return to the main session.

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We are super excited about the conference and are looking forward to meeting all of you and other attendees in just a few day!!

Emma Ruttkamp-Bloem
Chairperson of the SACAIR2020 Local Organising Committee