

Virtual RECS 2022 Emerging Scholars Speaker Guidelines

Thank you for agreeing to present at the Virtual Research and Evaluation Conference on Self-Sufficiency (RECS) 2022. We are honored to have a distinguished group of experts participating.

This year’s conference will be held virtually from June 1-3, 2022. Virtual RECS 2022 will feature sessions delivered live during the event, and no sessions will be pre-recorded. All sessions will begin with a 30-minute tech check with producers, immediately followed by the live session. All sessions will feature moderated question-and-answer (Q&A) with the audience.

General attendees of RECS 2022 will join sessions from the virtual conference venue, while Emerging Scholars will join directly from a Zoom link. All Emerging Scholars’ calendar holds for RECS sessions will be updated with the link to their Zoom session no later than the morning of the live session. If you have any questions, please contact Jessica Cruttenden at RECS@air.org.

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Tips and Best Practices for Virtual Presentations

Required Equipment and Internet Connectivity

- You will need a computer or laptop with a camera and audio system.
- Ideally, connect through a hard-wired Internet connection.
- If relying on Wi-Fi, you will need a strong broadband wireless Internet connection. Sit as close to your Internet HUB/ROUTER as possible.

Connect for your Session

- Please use Firefox, Chrome, or a Safari web browser (NOT Microsoft Edge or Internet Explorer).
- Close all browsers and unnecessary connections one logged into Zoom. This includes email, video playback sites such as YouTube, and websites that utilize a lot of bandwidth.
- You will be sent an Outlook calendar invitation for the scheduled date and time of your session, plus 30 minutes before the session starts so that the producer can check your video and audio. This invitation will include a Zoom link. When it is time to log in to your session, click the link in your Outlook invitation to be taken directly to the Zoom room for your live session.

Audio Setup

- The session producer will connect to your built-in or external microphone
- We recommend an external mic. While not required, using headphones will enhance audio quality, resulting in a more polished presentation.
- Wired headsets with a microphone are preferred to limit background noise or echoing.
- When using Bluetooth headphones, some people experience interference. If that becomes an issue, resetting the connection can help. All Bluetooth headphones should be charged prior to your session.
- Back-up Audio: If your connection is poor, you can connect via your cell phone. Please have access to your slides (printed or on your computer) for your reference – the slides will continue to present as you speak through the back-up audio.

Camera/Video Setup

- Be sure to be centered in the camera shot and place the camera at eye level. It may help to elevate your laptop on a stand or a stack of books.
- If working with two monitors, make sure the presentation is on the laptop/monitor with the camera (so as not to look away while presenting).
- If you have notes, try to keep them just under the camera so you are not looking down throughout the presentation. You may consider using a teleprompter web app such as

<https://cueprompter.com/>, open in a separate window from Zoom.

Lighting

- Avoid having natural lighting or reflective surfaces behind you.
- Lighting should be coming from the direction of your camera. If you are using natural light, try to avoid direct sunlight or shadow lines from blinds.
- A desk lamp placed behind the computer is typically sufficient for additional lighting.

Presentation Background

- Find a decluttered space as a backdrop. A well-organized bookshelf is a great option, but neutral walls also work well.
- Try to avoid virtual backgrounds, if possible. If a virtual background must be used, please test the quality by moving around. If you experience flickering outlines or disappear into the backdrop, try adjusting your lighting for more even coverage.

Preparing Your “Studio”

- Choose a quiet, distraction-free location to participate in the session.
- Close the door and ask your housemates to minimize noise and not to use the Internet if possible.
- To keep your image sharp on camera, we recommend wearing solid colors.
- To minimize background noise, avoid clothing or jewelry that makes noise when you move or gesture.
- Turn off all notifications on your computer.
- Mute your cell phone and landline.
- Have water nearby.

Session Process

What to Expect Right Before Show Time

- The producer will work with you to optimize your connection and video shot.
- The producer will go through the run-of-show for the session and confirm that your slides are correct.
- We will review how the Q&A and any other audience interactivity pieces will work.
- The event producer will monitor timing for the session as a whole, including time allotment for each presentation.

- You will have time to discuss with the other presenters in the session any last-minute thoughts about the session.
- With about 5 minutes left before the start of the program, the producer will ask everyone to mute their microphones and get into “show mode.”
- The producer will count the first speaker down and say “Go!” to begin via the group chat box.

Support During the Session

- A moderator will kick off the session, briefly introduce each Scholar, and facilitate Q&A with the audience at the end of the session.
- There is the chat window in Zoom where Scholars and producers can send messages. The producers will use this to send private messages to you as well. This chat window is visible to attendees when messages are sent to “Everyone,” so please be sure to send messages only to the producers and other Scholars. The logistics team member on your session will create a chat group that includes the Emerging Scholars, moderator, and producer. Time notifications will be sent from the producer to this group chat, so it is important to keep an eye on the chat box throughout your presentation.
- The event producer will provide a countdown to ensure that all Scholars know when they are live.
- The event producer will admit participants from the Zoom waiting room.
- A member of the logistics team will advance all slides for the presentations.
- At least 15 minutes of live Q&A with the audience will immediately follow the presentations.
- Participants will enter questions throughout the session into the Zoom chat box, which will be viewable by everyone in the session. During the Q&A portion, the session moderator will select questions to verbally pose to the Scholars. The Scholars will answer questions verbally, as they would at an in-person conference session.
- Scholars will receive an “all clear” by the event producer at the end of the event via the group chat box so that they know when they are no longer live.

Delivering a Great Presentation

We know most of you are already pros, but here are some helpful tips:

- Look directly into the camera.
- If you are presenting slides, please let the producer know to advance the slide by saying, “next slide please... in the next slide you’ll see... the next slide shows...”
- Please be sure your microphone is muted when you are not presenting.
- Please be sure your camera is on during introductions by the session moderator, and while you are presenting.

- Once you are finished presenting, it is nice to throw it to the next Emerging Scholar, “...*that’s it from me, now let’s hear from Janet.*” You will receive a list that includes the names and presentation order for the other Emerging Scholars in your session.

Session Format

- Three concurrent Emerging Scholars Lightning Talks sessions will take place on Wednesday, June 1 from 4:00-5:00 pm ET. You will be assigned to one of these Zoom rooms in advance of the conference, and the password-protected Zoom link added to your Outlook invitation the morning of your session will direct you to the correct room.
- Each Emerging Scholars Lightning Talk session will feature 6 or 7 Emerging Scholars. It is recommended that each Emerging Scholar limit their presentation to 5-6 minutes and use no more than five slides each. Emerging Scholars’ presentations will immediately be followed by 15 minutes of moderated Q&A with the audience.

Emerging Scholar Responsibilities

- **Registration**
All Emerging Scholars will be registered for the conference by our conference logistics contractor. **You will not need to take any steps to register.** In late May, you will receive an email from our virtual conference platform with instructions on how to access and update your profile in the virtual venue.
- **Bios and Headshots**
All Scholars are asked to submit their updated biography (500 words max) and headshot (PNG or JPG format) to RECS@air.org, no later than **Monday, May 2**. If you presented at RECS 2020, we have a headshot on file and there is no need to submit a new photo. If you are part of a session that was submitted to the Call for Proposals, you were sent your bio as an attachment to your speaker invitation. If you do not provide an updated bio by May 2, the bio submitted with your session submission will be used in conference materials.
- **Presentation Slides and Materials**
Emerging Scholars are invited to submit up a PowerPoint presentation including up to five slides as well as other relevant materials (e.g., a longer PowerPoint slide deck, digital poster, draft paper, or link to a website) to be included in an area of the virtual venue dedicated to Emerging Scholars. All PowerPoint slides must be in widescreen format (16:9) and cannot contain animations. **Our logistics contractor will compile all slide decks in presenter order and send the final deck back to all Scholars for approval, so it is imperative that all slides and other materials are submitted no later than Sunday, May 15, 2022.** A Box link where presentations and other materials can be uploaded for your session will be shared on May 5.
- **Speaker Orientation Webinar**
A speaker orientation webinar is scheduled for Tuesday, May 3 from 2:00 to 3:00 pm ET, and an

invitation is forthcoming. Emerging Scholars are welcome to join this session. The webinar will include best practices for presenting your live session and will be recorded. The recording will be sent to all speakers following the webinar.