

WFOT Congress

28 – 31 August, 2022

Paris Convention Centre
(Paris Expo Porte de Versailles)
1 Place de la Porte de Versailles
75015 Paris

SHORT ORAL PRESENTER GUIDELINES

WFOT Congress 2022 Office:

Think Business Events

Unit 17, 3 Westside Avenue
PORT MELBOURNE VIC AUSTRALIA

P + 61 3 9417 1350

E WFOTCongress@thinkbusinessevents.com.au

W wfotcongress2022.org

PARIS 2022



18TH WFOT CONGRESS
OCCUPATIONAL R-EVOLUTION
28 – 31 AUGUST 2022

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Prepared by the WFOT 2022 Congress Office

Think Business Events

Unit 17, 3 Westside Avenue
Port Melbourne VIC 3207, AUSTRALIA

Phone: +61 3 9417 1350
Email: WFOTCongress@thinkbusinessevents.com.au



Introduction

The Scientific Congress Committee thanks you for accepting the invitation to present at the upcoming WFOT Congress at the Paris Convention Centre (Paris Expo Porte De Versailles) from 28 – 31 August 2022.

This document has been prepared to assist you with planning a successful presentation for the Congress.

Should you have any questions about the requirements outlined in this document please do not hesitate to contact the WFOT Congress Office at WFOTCongress@thinkbusinessevents.com.au

Checklist

Please refer to the checklist below:

	Due date	Complete
If required, request any additional AV requirements via email WFOTCongress@thinkbusinessevents.com.au	15 August	
In-person and virtual presenters: The AV provider will send an email to presenters with instructions on how to upload your presentation.	Presentation must be uploaded by 15 August	
In-person presenters: Please also save a copy of your PowerPoint presentation onto a USB and bring with you to the Congress, even if you have uploaded your presentation prior.		

About your presentation

Presentation Length

Presentation Type	Total Length	Present	Q & A	Slides
Short Oral	8 minutes	7 minutes	1 minute	7 (recommended) <i>*Please ensure your title slide has your name, all authors and affiliations and presentation title</i>

Please check the programme to see which session you have been scheduled to present.

<https://wfotcongress2022.org/programme/full-programme>

All sessions will start and end on time, and this will be strictly enforced by the session Chairs. Timing devices will be used to show you when your time limit is approaching and when you must stop speaking. Please ensure you familiarise yourself at the Congress with how this device will indicate your time limit.

Note: Please ensure that your presentation does not go over your allotted time, as every minute that you go over your maximum presentation time is a minute less for other presenters.

Presentation Upload

The AV provider will send all presenters a link to upload presentations via a slide centre (*recordings for virtual presenters and PowerPoint slides for in person attendees*) in **July**.

Audio Visual (AV)

All rooms will be set up in theatre style seating, and contain the following standard AV:

- Lectern
- Microphone
- Timing Device
- Fold back monitor
- Data projection equipment including computer (PC) equipped with Microsoft Office PowerPoint, remote mouse (with laser pointer), computer audio and a **16:9** projection screen.

When you go up on stage, you will see your name and presentation title on the screen at the lectern. Click on this and it will open your presentation. A remote mouse will be provided to forward your slides.

A roving technician will be on hand for assistance with AV.

To request requirements beyond the standard AV equipment provided, including internet access for your presentation, please email your request to WFOTCongress@thinkbusinessevents.com.au by Monday 15th August 2022. Requests cannot be guaranteed and will not be considered after this date.

Your session

Please be at the **appointed session room at least 10 minutes before the beginning of your session** to meet with the Session Chair and confirm how the session will run. You may want to:

- Learn how to use the AV equipment
- Familiarise yourself with the timing equipment
- Discuss how the question time will be handled
- Discuss how and when to distribute any handouts (if you brought any with you)

Arriving early to your session gives you the best chance to feel comfortable with the Congress space, presentation technology and management of the session.

Presenters should sit in the front row during your session.

At the start of the session the Session Chair will introduce themselves, the topic and general format for the session. All presenters will be introduced by the Session Chair as per their details in the programme in the Congress Handbook.

When you are introduced and invited up to the stage, you will see a screen on the lectern with your name (and presentation title). Click on this to open up your presentation and move it forward using the remote mouse.

Short oral presenters have been allocated 8 minutes, which includes strictly 7 minutes for presentations and 1 minute for questions. Delegates can ask questions through the

Congress App. The Session Chair will ask you questions whilst you are still at the lectern immediately after your presentation.

Presentations can be made in either English or French (the two official languages of the WFOT Congress) and they will be simultaneously translated into the other language.

Images and Video files

Presenters are encouraged to use images in their presentations, where relevant, however it is the presenters' responsibility to ensure they have the relevant copyright.

If your presentation includes any online video playback requirements (e.g. YouTube) please go to Speaker Preview Room as soon as possible upon arrival, and the technician will aim to download video and embed into your presentation to ensure simpler playback procedure.

Presentation Format

The Congress audio visual will use Microsoft Office PowerPoint, in 16:9 format.

Any video clips within your presentation are to be in either AVI or WMV format playable in PowerPoint. Please check that the video has been tested with an AV technician before your session to ensure it loads quickly enough during the presentation.

If your presentation was created on a MAC and converted to run on a PC, you must convert your files (e.g. QuickTime etc.) to AVI or WMV files. Please test it before you come to the Congress. Make sure that the hyperlinks still function.

If you require assistance with the file conversion, please send a request to WFOTCongress@thinkbusinessevents.com.au

As presentations will be screening from a computer via a projector, presentations with large file sizes or photographs should have the photos compressed to 96dpi for screen/web. This will decrease the file size without affecting the image quality. This feature is available within PowerPoint in the picture toolbar.

Recording your presentation (virtual presenters)

To record a voice over, we recommend using **PowerPoint's record function** or **Zoom** as they are easy to use. Please click on the links below and watch the video demonstration on how to record your presentation:

Using PowerPoint: <https://support.microsoft.com/en-us/office/record-a-presentation-2570dff5-f81c-40bc-b404-e04e95ffab33>

Using zoom: <https://www.youtube.com/embed/ktJllex07MAw>

Hints and Tips

- You will need a microphone, webcam, good internet connection and a quiet space to record your presentation (no background noise). Check these before recording.
- The calibre and professionalism of your presentation should be the same as if you are presenting on stage with a microphone and lectern.

- Speak clearly and loudly
- Keep a good pace
- Wear smart casual clothing if you intend to appear on the video
- Record against a plain blank wall if possible (or blur your background)
- Ensure there is no movement happening behind you as it can be distracting
- Have your camera at face height if possible and look at the camera rather than the screen
- If you must share your screen, make sure your computer work space is 'clean' – remove any personal or sensitive information. Ensure you “Share Computer audio” if you have video clips or other multimedia content with audio the audience needs to hear. If sharing a web browser, share a NEW window without any extra tabs.
- **Ensure your presentation is 7 minutes.** If your presentation is over, it will be cut off. All pre-recorded presentations will play for the allocated length of time only. There will be no live virtual Q & A at the end of your presentation. However there is an opportunity to provide written answers to questions received from delegates through the Congress App. Instructions will be sent closer to the time.
- Once you are finished recording, play it back and ensure all the above is taken into account before you upload it to the Slide Centre.

Speaker Preview Room

An AV technician will be available in the Speaker Preview Room to upload your presentation onto the system if you have not uploaded it via the link provided. All in- person presenters are required to check in to the Speaker Preview Room at least two hours prior to their session or the day before to allow time to ensure their presentation can be opened and uploaded onto the Congress AV network.

The Speaker Preview Room will be located at the Congress venue and will be open during the following times:

Sunday 28 August	0700 - 1730
Monday 29 August	0700 - 1700
Tuesday 30 August	0700 - 1700
Wednesday 31 August	0700 – 1500

Handouts

In-person presenters: If you wish to provide materials for delegates at the Congress, you need to bring these with you as there will be no photocopying facilities available onsite.

Virtual presenters: If you wish to provide materials for delegates at the Congress, please email the handout (pdf) to the WFOT Congress Office at WFOTCongress@thinkbusinessevents.com.au by **Monday 15th August 2022** and it will be added to the virtual platform.

On Demand presentations post Congress

Presentations will be accessible on demand for 90 days post Congress. They may also be uploaded to the WFOT website. If you do not want your presentation made available on demand or uploaded to the WFOT website post Congress, please send an email to

WFOTCongress@thinkbusinessevents.com.au by Monday 15th August 2022.

Registration

All presenting authors must be registered by June 23 2022 in order to remain in the programme. There are no discounts for presenters, simply select the registration type that best suits your current status.

<https://wfotcongress2022.org/registration>

Further Information

If you require further information on the programme, please visit the Congress website or contact the Congress Office.

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