

## Instructions for Virtual Lightning Talks

Lightning talks are quick and informative. They hit the highlights and provide the audience with the most important takeaways. Don't forget to include key management applications or research implications.

This session includes 12 lightning talks. The first 6 pre-recorded talks will be played consecutively, followed by 7.5 minutes of live Q&A with the audience. As the talks are playing, the audience is encouraged to type questions in the chat. During the Q&A period, the moderator will choose questions from the chat and the presenter will answer audibly. The next 6 pre-recorded talks will be played consecutively, followed by their 7.5 minutes of live Q&A with the audience. The entire session is 75 minutes long.

### Things to remember:

- Video Presentation Due Date: on or before **May 21, 2021. This is a hard deadline.** Unfortunately we cannot accept late presentations since we need time to view and edit session presentations together. Please do not wait until the last minute and ask for an extension.
- Length: Your presentation must be 3:30 (3 minutes and 30 seconds) to 4 minutes long. If you are not within that time window, you will be asked to submit again. Sessions begin and end at set times and talks must be within this window.
- Format: **.mp4** (save your file as LastName.mp4).
- Upload your presentation to the [Speaker Resource Center](#) on or before May 21.

### Step by step:

- 1) **Prepare** your presentation just as you would for an in-person conference. You may use PowerPoint, Prezi, or any other standard presentation software. You must have a microphone connected to your computer.
- 2) **Practice.** As you talk, start a timer and make sure your presentation is within the allotted time length.
- 3) **Record.** You may record in PowerPoint, Zoom, or any recording software you prefer, as long as the file can be saved as .mp4. *Begin by introducing yourself and your presentation.*
- 4) **Save** your presentation as **LastName.mp4**. Confirm that the length is 3:30 (3 minutes and 30 seconds) to 4 minutes long.
- 5) **Playback.** Play your presentation and make sure the audience can clearly hear you speaking. You may need to adjust your volume. If you can't hear or understand the audio, the audience can't either. Try adjusting the microphone for better audio quality and recording again.
- 6) **Upload** your presentation to the [Speaker Resource Center](#).

[View guidance for recording your presentation here.](#)