GUIDELINES FOR VIRTUAL PRESENTATIONS
IN TECHNICAL SESSIONS

45th International Technical Conference on Clean Energy
July 26 to 29, 2021
Sheraton Sand Key – Clearwater, Florida, USA

INTRODUCTION

The Conference Committee appreciates your patience and support of our annual conference in these very uncertain times. These *Guidelines* will assist you in preparing your oral presentations either live or recorded. Even if you will present live, we are asking for a .pdf recording should technical problems arise. We don't anticipate this; but we want to be prepared for any eventuality.

When recording or speaking live, be in a room that is quiet without any distracting noises. Be certain that your equipment is functioning.

Instructions for Speakers

You should do the entire presentation live from your computer. This gives you maximum control. We will be using the Cisco Webex platform for this year's conference. We want a recording "just in case." That is why we are collecting backup files of presentations, which should be submitted in the PDF format. Many of you may have already given talks on this platform, but here are a few notes and guidelines:

- Be prepared to do your presentation from your own computer.
- You will be sent a Panelist link to connect to your webex session. Once in the Panelist section, you will have the ability to unmute and mute your audio. The Host (a member of the conference staff) will also have this ability.
- When it is time for your presentation, the Host will make you the presenter – give you the Webex ball that designates you as the speaker. This will be done as you are being introduced.
- Once you have presentation rights, you can share from your computer. If there is a problem, we can share the PDF file that you provided to us. You will have the ability to advance the slides.
- There will be opportunities to test for your presentation – A dry run for your session, in the week before the conference, and before your session begins.

Another alternative: We will offer your submission in your session at the time of your presentation. Please use your in-house facilities to make the recording, and submit to us in the MP4 format. Many of our speakers are in Australia, China, Sweden, UK, etc. and the time difference isn't workable. To accommodate these speakers we are offering this option.

VERY IMPORTANT

Submit your presentation in PDF format by July 22nd. Send these to Mike Antkowski mjantkowski@gmail.com and include the session in which you are speaking.

(The PDF will be a backup file that we can use for your presentation if needed.)

DAY OF YOUR PRESENTATION

Use the Panelist link; which we will supply to you at a later date.

Close all other applications and do not use virtual backgrounds (these interfere with the visual and audio of the presentation);

Arrive early to test your audio and presentation;

Problems or questions: contact Barbara Sakkestad at barbarasak@aol.com or call 240-751-0900; or Mike Antkowski mjantkowski@gmail.com or 412-606-2604