



Presenter Guide

Table of Contents

Dates to Remember	1
Overview.....	2
Provide speaker and presentation information.....	2
Concerned about bandwidth? Pre-record your presentation	4
Upload your presentation*	4
Rehearse your live presentation.....	5
Day of livestream (what to expect).....	5
Day of Instructions.....	6
Contact information.....	7

*Sharing your presentation on the [conference website](#) as well as [The Tropical Soybean Information Portal \(TSIP\)](#) is optional.



Dates to Remember

November 1st: Speaker and presentation information due

November 17, 8:00-9:00 a.m. CST: Open Rehearsal and Tech Check 1

November 19, 10:00-11:00 a.m. CST: Open Rehearsal and Tech Check 2

November 20th, Upload your presentation for inclusion on the website

November 23, 2:00-3 p.m. CST: Open Rehearsal and Tech Check 3

November 24, 9:00-10:00 a.m. CST: Open Rehearsal and Tech Check 4

One week prior to your live presentation: Presentations due

Overview

The symposium will be held online from 8:00-11:00 a.m. CST (UTC-06/Chicago, USA) on November 30, December 1–4 and December 7–11.

Each session will be composed of several oral presentations—25 minutes each with a 2 to 3-minute question and answer session immediately following. A 20-minute panel discussion with that day’s speakers, facilitated by the Session Moderator(s), will conclude the session. All live presentations will be recorded and available on the [conference website](#) as well as [The Tropical Soybean Information Portal \(TSIP\)](#).

You are encouraged to give your presentation live. However, should your internet connection be unstable or bandwidth low, please pre-record your presentation and it will be played live during your time slot.

AOCS will provide you with a comprehensive “Run of Show” document which outlines the entire session (i.e. who speaks, in what order, and for what duration). This document will be provided to you by julie.may@aocs.org approximately 1 week before your scheduled session.

Speakers and moderators will join the live stream via a Zoom meeting 30 minutes before the stream begins at 7:30 a.m. CST (UTC-06/Chicago, USA). Access information will be provided to you by julie.may@aocs.org approximately 1 week before your scheduled session. This is not the same URL that you use to view other presentations.

Symposium attendees view the live stream on the conference website and will not be in the Zoom meeting with presenters. Attendees may ask questions using a chat module. AOCS staff will copy and paste all questions into a Google sheet shared with the session moderator who will read aloud select questions for the presenter to answer.

Provide speaker and presentation information

Information to populate your speaker profile and promote your presentation is collected via an online form. Please visit <https://fs10.formsite.com/AOCS/AOCSoybean/index.html> to provide:

- Contact information
- Speaker biography
- Presentation title

- A brief description of your presentation
- Learning objectives/ key issues covered in your presentation
- Speaker photo

You will also need to agree to the [AOCS Speaker agreement](#).



Please provide speaker and presentation information by November 1st

Preparing your presentation

Please prepare your 25-minute presentation in widescreen/ 16:9 orientation.

A branded Soybean 360 template* is available for download at https://www.aocs.org/documents/Meetings/SIL/Soybean360_Presenter_Template.pptx

**The template is provided for your convenience, use is optional*



Do you hope to create a presentation that produces an impact on an audience? Watch '[Making Your Presentation Engaging and Memorable](#)' presented by Eric "Rick" Theiner, AOCS Annual Meeting program chair.



Preparing to Build the Presentation

- Do your homework
- What story do you want to tell?
- Identify the key points

What is the goal of your presentation?
Who is your audience?
What is the venue?





Transitions, animations, and embedded video typically do not work well once rendered in the live stream. They will cause a lag or delay in the presentation.

- Video files may be supplied to AOCS for playback. Please send the video file or URL to Amy Garren at amy.garren@aocs.org at least **one week before** your scheduled lecture so it can be prepared for playback.
- Animations for a slide build may be replicated by duplicating the slide and adding the desired content.
- To remove transitions: 1) select the Transitions tab, 2) select 'None', 3) select 'Apply to All', and 4) Save.

Concerned about bandwidth? Pre-record your presentation

If your internet connection is unstable or bandwidth low, please pre-record your presentation and it will be played live during your time slot.

Presentations may be pre-recorded in PowerPoint or using a screen share application like Zoom.

Instructions for recording your presentation are included below:

- [Self-record in PowerPoint](#)
- [Self-record in Zoom](#)

Please upload your pre-recorded presentation at

<https://fs10.formsite.com/AOCS/Soybean360Presenter/index.html>



Please provide your pre-recorded presentation at least one week prior to your scheduled presentation time.

Upload your presentation*

If you would like your presentation shared with the public on the [conference website](#) as well as [The Tropical Soybean Information Portal \(TSIP\)](#) please upload at <https://fs10.formsite.com/AOCS/Soybean360Presenter/index.html> **prior to November 20th.**

- ✓ PPT, PPTX, PDF and mp4 may be uploaded



If you do not wish to upload and share your presentation please email a copy to Amy Garren (amy.garren@aocs.org) **at least one week prior to your presentation**. Should you experience an internet outage, AOCS will provide a call-in phone number and advance slides on your verbal cue.

*Sharing your presentation on the [conference website](#) as well as [The Tropical Soybean Information Portal \(TSIP\)](#) is optional.

Rehearse your live presentation

Rehearsals will provide an opportunity to familiarize your self with the Zoom meeting controls, test your audio and webcam, and practice sharing your screen. An overview of what to expect will be provided and staff will be available to answer any of your questions about presenting virtually.

Open call rehearsals are available the following dates and times. You may join anytime during the indicated hour. Access information will be provided Annette Donnelly (annette5@illinois.edu) via email.

- November 17, 8:00-9:00 a.m. CST (UTC-06/Chicago, USA)
- November 19, 10:00-11:00 a.m. CST (UTC-06/Chicago, USA)
- November 23, 2:00-3 p.m. CST (UTC-06/Chicago, USA)
- November 24, 9:00-10:00 a.m. CST (UTC-06/Chicago, USA)

Should you be unable to join any of the open call rehearsals, please visit <https://my.timetrade.com/book/4N2X6> and select your desired date and time to schedule your private rehearsal.

Day of livestream (what to expect)

Presentations will be delivered via Zoom. You will be able to see and hear your session moderator, as well as AOCS staff who are managing the live session within the Zoom meeting.

Speakers will join the live stream via a Zoom meeting 30 minutes before the stream begins at 7:30 a.m. CST (UTC-06/Chicago, USA).

Symposium attendees view the live stream on the conference website and will not be in the Zoom meeting with presenters. Attendees may ask questions using a chat module. AOCS staff will copy and paste all questions into a Google sheet shared with the session the moderator who will read aloud select questions for the presenter to answer.

To communicate with AOCS staff or other presenters please use the chat within Zoom. The Zoom chat is *not* accessible by session attendees.



Only join the live stream with the Zoom meeting link. Please do not open or join the live stream on the AOCS website as this will cause audio feedback.

Day of Instructions

- Join the meeting muted and with your webcam off
- It is preferred that all speakers join the livestream 30 minutes prior to the beginning of the session (7:30 AM CST | UTC-06). Should that not be possible, please join the livestream at least 30 minutes prior to your presentation time for a system check and instructions.
- Google Chrome is the preferred browser to access the livestream.
- Connect your laptop to power (do not use battery only).
- Plug computers into a hard internet line with an ethernet cable, if possible. If using Wi-Fi, please move as close to the router as possible.
- Shut down VPN, email, instant messaging, and any programs not being used. This will insure a strong internet connection throughout the stream.
- Turn off desktop notifications on the presenting computer.
- Turn off or mute all phones.

Contact information

If you have questions about the 360 Symposium, please contact Annette Donnelly, Visiting Research Specialist at the Soybean Innovation Lab, at annette5@illinois.edu or +1 217-377-8317.

If you have questions about giving your live presentation or need technical support, please contact Amy Garren, Director, Brand and Digital Strategy with AOCS, at amy.garren@aoacs.org or +1 217-898-0033 (mobile).