# RCN International Nursing Research Conference

The value of nursing research in a time of global crisis.
7-9 September 2021

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## Concurrent session guidelines
## Step 1, pre-recording your presentation

As a presenter please take a few minutes to read this information to understand what we expect from you and to help you make best use of your time. Presentations will be pre-recorded to minimise the risk of technical issues and shown on the day followed by live Q&A.

### Key points:

- The deadline for pre-recording/providing your 15-minute presentation is strictly **Monday 26 July** (6 weeks prior event date).
- The lead presenter is responsible for co-ordinating a time with co-presenters to pre-record presentations
- Concurrent sessions can be recorded on your local or preferred platform and transferred to Research@rcn.org.uk in **MP4 format using** https://wetransfer.com/
- Our AV team can make minor edits to trim the beginning/end where required.
- Guidance for the live Q&A element will be sent before the event.

### Presentation slides

When preparing presentation slides please remember this event has an international audience and delegates may be viewing on a small screen

- use a clear font such as Arial, Public Sans Light, minimum font size 14
- keep language clear and concise
- avoid unnecessary italics and animations
- do not embed YouTube or video links in your slides. These will not play
- link separate presentations so there is one overall slide show. Please ensure each speaker is identified on an intro slide.

### Top tips for presenting virtually

- please do not over-run the 15 minutes allowed for the presentation as this will impact the 5 minutes allowed for live Q&A on the day
- use an up-to-date browser, either Google Chrome or Firefox
- joining the platform from an incognito browser window is recommended
- close other programmes such as Outlook
- ensure co-presenters use similar sound levels for good audio quality and listen back to the recording to check
- check your lighting, the best option is to place a lamp slightly in front and to the side of the screen
- consider your location
  - what are you happy for viewers to see?
  - outside or home sounds that could break through
  - limit distractions (phones), use a 'do not disturb' sign
- raise your device to eye level so you are speaking to the camera

- consider standing up to present, this generates more energy
- be enthusiastic to generate motivation, engagement
- have a glass of water to hand
- practice makes perfect

**No access to pre-record facilities.**
If you are unable to access local pre-record facilities/software, there is an option to use the RCN's MS Teams software.  Please email Research@rcn.org.uk to request access to MS Teams to film your presentation, giving us your abstract number, name, any co-presenter details and the time and date you would like to record.  We will respond with supporting information and confirm or suggest alternative dates.

**If you have any queries, not answered here please email Research@rcn.org.uk quoting your abstract reference number.**