

RCN International Nursing Research Conference

The value of nursing research in a time of global crisis.

7-9 September 2021

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Symposia 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. Symposia will be pre-recorded to minimise the risk of technical issues and delivered on the day followed by live Q&A.

Symposium	Total duration	Pre-recording	Live Q&A
3 – 4 papers	1 hour	45 mins	15 mins
5 papers	1 hour 15 mins	1 hour	15 mins

Key points:

- The deadline for pre-recording/providing your symposia presentations is strictly **Monday 26 July**.
- Symposia can be recorded on your local or preferred platform and transferred to RCN Events in **MP4 format using <https://wetransfer.com/>**
- Papers can be recorded separately or all together. If together, the lead presenter is responsible for co-ordinating a time with co-presenters to pre-record.
- Note the recommended pre-recording duration above – if your recording is longer than this, it will be deducted from your 15 minute live Q&A time.
- 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 time allowed to present all papers and the Q&A. Overrunning will impact the time allowed for Q&A
- 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. RCN Events will edit the start and end of the video post recording before uploading to YouTube. We regret we are unable to share recordings before uploading.

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