



# Authors' Presentation Guide

## KEY REMINDERS

- Upload Presentations by Oct. 4, 2020: authors will be sent an email (to [vtol.org](mailto:vtol.org)) with link and pass code.
- Adobe presentiaons preferred and highly recommended for fluidity and stability of presentations.
- Videos MUST NOT be embedded and separate MP4 files – GoToWebinar will NOT support otherwise.
- Videos limited to one (1) video per presentation.
- Animations are allowed, correctly embedded to PDF preferred.
- Presenters can ask for mouse/keyboard control to present if preferred.
- Limit to two (2) presenters/speakers per presentation.

See further information below

[www.vtol.org/forum](http://www.vtol.org/forum)

## **Clarifications and Updates: REV 2 (dtd 23 Sept. 2020)**

**Forum 76 on Oct. 5-8 will be a *live* event and therefore none of the sessions or presentations will be pre-recorded.** The sessions will be recording during the event and available to registered attendees for up to one-year after the Forum.

The conference tool that will be used is [GotoWebinar](#) – towards the bottom of the page are *Getting Started* and *Explore Features*. **Make sure you have the best available internet connection possible.**

Due to the virtual environment, there are some restrictions and additional instructions to be aware of as Presenting Authors – **please read thoroughly.**

### Presentation Guidelines

- Upload presentation by deadline – **October 4, 2020**. You will receive an email from VFS (Julie Gibbs) with link (to vtol.org page) and passcode information to upload
- **PDF presentations preferred and highly encouraged** so that there is continuity of presentations vs. switching from PDF to PowerPoint can lead to instability and fluidity of presentations.
- **Videos CANNOT be embedded and must be separate files – the GoToWebinar will NOT support an embedded video.**
  - **There is limitation of four (4) videos per virtual room, so only one video file will be allowed per presentation – contact Jim Sherman ([jsherman@vtol.org](mailto:jsherman@vtol.org)) and your Session Chair if you plan on having one (1), include your paper number and session.**
  - If you are including a video it should be uploaded with your presentation as a zip file.
  - Videos must follow these formats:
    - MP4 Format
    - File Size: 4GB
    - Resolution: 720P
- Animations are acceptable, but again preference is that they are properly embedded within a PDF presentation if at all possible.
  - These are the PowerPoint features such as slide transitions (fade out, slide in, etc.). Many of these will be maintained during the conversion to .pdf.
  - Individual slide component animations (i.e. slide build) features are not maintained. These are features such a single bullet points being shown at a time, or graphic reveals.

- Other animations that will likely to work are *.gif animations* or simulation outputs. Caution: these outputs may still be *jumpy* due to the way the system broadcasts the presentation.
- Number of Presenters: we ask that there be no more than two (2) presenters per presentation.
  - There are limitations to speaker/panelist access to each virtual room and having multiple presenters on one presentation could cause issues with fluidity in a virtual environment.
  - All presenting authors need to be registered for the Forum.

#### Virtual Room Attendance for your Session

- **Presenters will receive a separate *Panelist* invitation with a link to their session virtual room:** plan to join 15-minutes before the session starts. You will not need to go through VFS Forum 76 virtual platform to join your session – you still need to be registered for the Forum in order to join the virtual room.
  - **If an author chooses to join any other sessions you will need to join via the [Forum 76 Virtual Event Platform](#).**
- The Senior Student Volunteer (SSV) or Session Chair will be projecting all the session presentation slides.
  - For continuity, connectivity and stability, preference is that you instruct them to advance slides.
  - **However, if the author's preference is to advance their own slides, the SSV/Session Chair can give presenters *mouse/keyboard control*.**
  - If you have a video to run, the SSV/Session Chair will have to run it regardless.
  - Your camera and microphone should only be engaged when you are presenting.
  - Have presentation available on laptop/computer in event Session Chair and SSV have problems.

Forum Attendance: **just like an in-person Forum you must be registered for the Forum in order to present and gain access to your virtual session.** If you have not already done so, please register ASAP at [Registration Forum 76](#).

- If you have co-authors or colleagues who want to be observe your presentation, they will need to register. Note: all attendees will have access to all the other sessions and events, online Proceedings and the recorded events after the Forum.

Presentation Upload: You will be provided email instructions with link to upload page on vtol.org and passcode on and how to upload your presentation – **which are due October 4, 2020**. This is the same upload tool used last year.

Joining your Session to Present: you will be provided an invitation to join the session as a *Panelist*. Please plan to join your session at least 15-minutes early to perform audio/video system check.

- When the session begins please remain on mute with your webcam off (if using one — not mandatory).
- Be sure you have the best available internet connection possible.
- Have your presentation available and ready on your laptop or computer. In the event that both Session Chair and SSV have problems.

Presentation During Live Session: The Senior Student Volunteer (SSV) will have downloaded the session presentations and will be sharing for broadcast. The Session Chair(s) will also have the presentations and will be back-up to the SSV in the case of loss of connectivity or any other problem.

- Once the Session Chair introduces you at the start of your time-slot, you should un-mute your microphone and share your webcam (if using one).
- After this introduction, begin your 20-minute presentation – **you will need to verbally request the SSV to advance by saying “Next Slide” or “Next”**.
  - **However, if the author’s preference is to advance their own slides, the SSV/Session Chair can give presenters mouse/keyboard control.**
- Once you have completed your presentation, the session chair will enable his/her webcam, and begin moderating the Q&A. The audience will be muted – the chair will read questions that audience members have typed in Questions box.
- Once this is complete, please disable your webcam and mute your microphone.

**Forum 76 Virtual will be a “live” event taking place in US Eastern EDT (UTC-4) time zone.** This time zone is the same as the original Montreal/Virginia Beach schedule and is the best compromise for everyone supporting/working the event, including VFS staff. For those joining from a different time zone, Europe, Asia, Australia, US Pacific etc., VFS know this is not ideal and apologizes for the inconvenience. Obviously, this is a no-win situation (as much of 2020 has been), so we hope that everyone is understanding.

A virtual event now means that more people will have the opportunity to participate and with much of the world working remotely, connect to the Forum. The technical sessions will be recorded during the live event and will be made available to all Forum 76 registrants for up to 1-year after the Forum.

VFS will go live with their Forum 76 Virtual platform very soon. The site will host our exhibitors and session/author information such as bio, paper information and also where presenting authors will upload presentations. A communication will be sent to authors with link and password.

### **Presentation Information**

- The VFS Forum is open to all interested parties of all nationalities and all organizations. **Therefore, absolutely no classified, sensitive or otherwise restricted material may be presented in conjunction with your Forum presentation.**
- VFS does not publish Forum presentations only your written technical papers, which are published in the Proceedings. Your presentations will however be available for viewing to Forum registrants for up to 1-year after the Forum.
- **Presentations need to be uploaded by October 4, 2020 - make note of that very hard deadline.**
- The presentations will be pre-loaded to the virtual room – hence why it is **critical** to meet the Oct. 4, deadline - where a Senior Student Volunteer (SSV) will control the presentations on behalf of the presenting author.
- To find out when your presentation is scheduled see [vtol.org/annual-forum/technical-session-schedule](http://vtol.org/annual-forum/technical-session-schedule) – **contact your Session Chair for questions about your session schedule.**

### **Delivery**

- **Presentations are on a 30-minute cycle:**
  - 5-minutes for introduction (Session Chair)
  - **20-minutes for the presentation**
  - 5-minutes for questions
  - Complete your talk at least 5 minutes before the end of your time to allow for questions.
- Virtual rooms will be one screen (1) projection of the presentation.
- Preference will be for session chair to be on camera when speaking and switch to speaker during presentation, but not mandatory.

- The 30-minute cycle must be observed in accordance with the published program to allow audience migration between sessions.
- A speaker who appears as if he or she may run over their time will be warned and, if necessary, stopped to preserve the schedule.

### Virtual Session Room Roles

- Your Session Chair will moderate the session, including speaker introductions and leading Q&A.
- A Senior Student Volunteer (SSV) will be assigned to each technical session and will be in control of the submitted presentations, prompted by the speaker.
- Additional Student Volunteers will also be in attendance supporting/backing-up the SSV and moderate.

### Presentation File Format Overview

- Your electronic presentation should be either **Adobe Acrobat PDF (preferred) 6.0 or later or Microsoft PowerPoint (pptx) 2007 with a maximum file size of 50 MB.**
- There is no required Forum presentation template and is left at the discretion of the presenting author, however, it must follow the above formats.
- Videos are allowed but CANNOT BE EMBEDDED into your presentation and must be in separate file(s) and MUST adhere to these parameters:
  - File Format: MP4
  - File Size: 4GB
  - Resolution: 720P
- While videos are allowed there is a limit to how many the virtual room can support, please contact your Session Chair and copy Julie Gibbs ([jmgibbs@vtol.org](mailto:jmgibbs@vtol.org)) if you plan to have video as part of your presentation. Do consider the bandwidth and stability of a live virtual event – none of which can be predicted and/or controlled.
- **Presentations should be optimized for 9:16 widescreen.** Older 4:3 ratio slide shows should still project, but authors are encouraged to design their slideshows for 9:16.
- As indicated above, VFS will be using [GotoWebinar](#) for the virtual sessions. Please see below for the operating and connection details.

### Join a Classic or Standard GotoWebinar

<b>Operating system</b>	Windows 7 - Windows 10 Mac OS X 10.9 (Mavericks) - macOS Catalina (10.15) Linux Google Chrome OS Android OS 5 (Lollipop) - Android 9 (Pie)
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	iOS 10 - iOS 12 Windows Phone 8+, Windows 8RT+
<b>Web browser</b>	Google Chrome (most recent 2 versions) Mozilla Firefox (most recent 2 versions)
<b>Internet connection</b>	Computer: 1 Mbps or better (broadband recommended) Mobile device: 3G or better (WiFi recommended for VoIP audio)
<b>Software</b>	GoToWebinar desktop app GoToWebinar mobile app JavaScript <a href="#">enabled</a>
<b>Hardware</b>	2GB of RAM (minimum), 4GB or more of RAM (recommended) Microphone and speakers (USB headset recommended)
<b>Mobile device</b>	iPhone 4S or later iPad 2 or later

## **Presentation Appearance**

### Every chart should:

- Carry the message in a concise, condensed, and technically correct manner and be legible.
- Standardize the typeface throughout and use bold face characters. In general:
  - All upper case is **ONLY** acceptable for the title, but Title Case is preferred
  - Sentence case is recommended for the body of the presentations i.e., first letter of first word of a line is capitalized; everything else in lower case.
  - "Title Case" is also acceptable (i.e., first letter of all words [except short words like "a", "the", "and"] is capitalized; all other letters are lower case).
- Use simplification and clarification of a printed figure(s).

### Suggestions for having readable charts:

- Your presentation charts should not be crammed or overly full. The chart should only be a prompt for the speaker and not text for the speaker or audience to read.
- Letters and numerals should be large a minimum of 14-point (16-point font preferred).
- Avoid vertical legends (and Y-axis labeling).
- Multiple lines on a graph should be individually labeled, not cross-checked to a legend.
- Avoid charts with complex equations.
- Use a concise title at the top of each chart. The title can be a declarative

statement to inform the audience of what can be learned from the image.

- A boxed statement at the bottom of a chart with a very concise statement/major point can be effective.
- A number of attendees could potentially be colorblind. Red–green color blindness affects up to 8% of males and 0.5% of females of Northern European descent. Red-green “stoplight” charts should be avoided, as well as red-green color-coding where possible. Use of different symbols is preferred to lines of different colors.

**Be sure to:**

- Present selected parts of your written paper so that your oral presentation is compatible within the allotted time and questions/answers.
- Conduct a dry run to rehearse timing, delivery and content.
- The presenter is also strongly encouraged to rehearse the presentation at least once.
- **Do not read your speech or your charts verbatim and avoid a monotonous, uninteresting delivery.**
- Refer only to abbreviated notes of your presentation.
- When introducing a plot or graph on an image, briefly describe the abscissa and ordinate axes, before you get into an interpretation of the results.
- **Avoid commercialism and sales nuances.**
- Include “Proprietary” or similar appropriate marking on your slides.