



Authors' Presentation Guide

[Updated 5/4/2021]

KEY INFORMATION & TO DO LIST

- Email with login/access information to access your virtual author profile sent on April 26 and May 3 to presenting authors. *Check your spam folder for "Welcome to Forum 77 Virtual Site" in subject line.*
- Bios: **ASAP and NLT May 5** – under your profile information in the virtual www.eventscribe.net/2021/Forum77/
- **Zoom Tech Check: schedule ASAP.** Schedule directly with Live Streaming team by clicking link <https://calendly.com/vfs-forum-77>
- *If you have a government issued computer, it is highly recommended you use a personal computer to avoid Zoom issues and difficulties*
- **Authors will be presenting and in full control of their presentations from their own laptop or desktop.**
- Upload Presentations: for back-up purposes only by Sunday, May 9 and absolutely NLT then **day before** your live presentation.
- PowerPoint and Adobe presentation formats.
- Limit to two (2) presenters/speakers per presentation.

**PLEASE READ BELOW FOR FURTHER AND
MORE DETAILED INFORMATION**

www.vtol.org/forum

Forum 77 will be a *live* event taking place from May 10 to 14, 2021 in US Eastern EDT (UTC-4) time zone.

vtol.org/annual-forum/technical-session-schedule

www.timeanddate.com/worldclock/personal.html

The Forum 77 Virtual platform is where ALL of the Forum events will take place

www.eventscribe.net/2021/Forum77/

Forum Attendance: you must register for the Forum in order to present and gain access to your - and all - virtual sessions. There are reduced speaker rates available to you.

- If you have not done so, please register ASAP at vtol.org/annual-forum/forum-77-registration-rates

Presenting Live: the virtual live conference streaming tool will be *Zoom*.

- **Speakers will present directly from their computer or laptop and be in full control of their presentation.**
- **Speakers will receive a unique Zoom link (from Julie Gibbs) to join their session as Speaker on Friday, May 7th.**
 - **This link will be unique to you as a technical session speaker and should not be shared. Only identified presenters will be allowed access to the virtual room to present.**
- Join 30-minutes before your session is scheduled to start – all sessions start at 9:00 am US Eastern EDT (UTC-4).
- Schedule a Tech Check directly with the Live Streaming team **ASAP and NLT, Friday, May 7th.**
- No more than two (2) presenters per presentation.
- See *Presentation Technical Check* information below for more detailed information and link to schedule your Tech Check with the team.

Bios and Other Author Information: the virtual site is where your author/presenter information such as bio, contact, paper information etc. will be hosted.

- **A separate email communication was sent to presenting authors on April 26 and May 3 (from Julie Gibbs) with link and access code to your profile on the event page.**
 - **Subject line is *Welcome to Forum 77 Virtual Site* – PLEASE CHECK YOUR SPAM folder.**
- Bios: speaker bios are due **ASAP and NLT May 4th** so that Session Chairs have the information in timely manner before Forum week.
- If you were a speaker at Forum 76, that biography information will have transferred to Forum 77, which can be updated as required.

Back-up Final Presentations: as stated above, presenting authors will be in full control and presenting from their own laptop or desktop. However, we are asking that presentations be uploaded as back-up. Presenters will upload in the same virtual site profile as stated above. Again check you spam folder for email

- **Presentations should be uploaded by Sunday, May 7th and absolutely NLT then day before your scheduled session.**
 - For example if your session is on the Monday, May 10, you must upload your presentation Sunday, May 9. vtol.org/annual-forum/technical-session-schedule
- Uploaded presentations will be used as back up (Student Volunteer will have the backup presentation) in case a speaker loses connectivity and/or has problems sharing their presentation.
- There is no required presentation template and is up to the discretion of the presenting author.
- See *Presentation Information* below for more details.

Presentation Technical Check: schedule your 15-minute tech check appointment ASAP. Scheduling a tech check will help in ensuring your computer equipment and connectivity work properly during your live presentation.

- Schedule an appointment using the following link <https://calendly.com/vfs-forum-77>
- Appointments are available Monday through Friday from 9:00 am to 5:00 pm US Central Time. <https://www.timeanddate.com/worldclock/personal.html>
- Plan to have your tech check from the same desktop computer or laptop that you plan to use for your presentation.
- The tech check is designed for one-speaker rather than a group.
- It is highly recommended that you download [Zoom](#) to your computer or laptop before the appointment. *Many more setting variables are possible in the downloaded version vs. coming into Zoom through a web browser.*
- If a web browser is the only option, **Chrome or Firefox are the recommended browsers.**
- ***If you have a government issue computer, it is highly recommended you use a personal computer to avoid downloading Zoom issues and difficulties***
- Your tech check support will discuss:
 - Assessment of your internet connectivity
 - Optimum audio and video settings in Zoom
 - Physical surroundings in terms of lighting, sounds and background
 - Knowledge of how to share a screen if needed

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.*
- There is no required presentation template and is left to the discretion of the presenting author(s)
- Presentations must be in PowerPoint or PDF format and 16:9 ratio.
- **Videos are allowed in MP4 format**
 - Smaller videos can be embedded but may still be slow or jumpy in the virtual environment.
 - Larger videos should be uploaded as a separate MP4 file with your presentation. **Please notify Julie Gibbs (jmgibbs@vtol.org) that you have uploaded a separate video file.**
- 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.
- Upload your presentation under your author profile on the Forum 77 virtual conference platform – see guidance above.
- Back-up presentations should be uploaded by Sunday, May 9th and absolutely NLT day before your session is scheduled - make note of that very hard deadline.
- To find out when your presentation is scheduled see vtol.org/annual-forum/technical-session-schedule – **contact your Session Chair for questions about your session schedule.**

Presentation 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 speaker to be on camera 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 Student Volunteer (SV) will be assigned to each technical session assisting the Session Chair with Q&A will have a back-up of your presentation available.

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 40 MB and 16:9 ratio.**
- There is no required Forum presentation template and is at the discretion of the presenting author, however, it must follow the above formats.
- Animations are allowed.
- Videos are allowed but must be:
 - MP4 file format
 - File Size: 4GB
 - Resolution: 720P
 - Any larger videos should be uploaded as a separate file with your presentation. Please notify Julie Gibbs (jmgibbs@vtol.org) that you will have a separate video file so the Zoom technician is aware.

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.**