

## DeepTest 2020 Guidelines for Virtual Presentations

Your session time slot is noted in our online program schedule; search on your talk into the Program section at <https://deeptestconf.github.io/>. If you need to cancel your presentation, please contact the conference organizers.

### SESSIONS

- Each session will have a session chair who briefly introduces the speakers, facilitates transitions and moderates the Q&A. The session will also have a Zoom host who will help with any Zoom issues and who will help the session chair keep an eye on the chat.
- Each presenter will be given up to 20 minutes for their presentation which will be followed by Q&A session.
- All session chairs and presenters should show up in the Zoom room 15 minutes before their session is scheduled to start checking their presentations and coordinate transitions.
- Zoom allows you to share your screen with participants during your presentation, at the same time as your camera view can be visible in a small window. This means that you can show slides or any other program on your computer during the presentation.
- Other people will, of course, be able to see and hear your presentation, including your camera view. If presenters allow, there is the possibility of recording sessions in Zoom. Participants can record sessions using their own software, even if the organizers strongly discourage it.
- If you are concerned about the quality of your bandwidth, you can pre-record your presentation. Please make sure the presentation follows the guidelines as outlined here. If you have a pre-recorded presentation:
  - Save it as MP4 or another common file format which can be opened on Windows or Mac.
  - Send it to [deeptest2020@easychair.org](mailto:deeptest2020@easychair.org)
  - We need to receive your file no later than 24 hours before your presentation.
- Transitions between presentations should be coordinated to keep the session on time. One way to ensure timely transitions is to swap presentations/shared screens during the Q&A period at the end of each presentation, thereby allowing the next presenter to be ready when the preceding Q&A is over. Zoom hosts will assist if needed. In no case will a presentation go beyond its allotted time. Any presenters going over time limits will have Q&A periods curtailed or even eliminated at the end of the affected presentations. We will, however, be flexible if technical problems occur.
- Make sure you are in the Zoom room for the Q&A after the presentation, even if your presentation was pre-recorded.

## TIPS FOR AUDIENCE

- **Introduce Yourself:** State your name and affiliation prior to speaking, build a connection with the presenter and the rest of the audience.
- **Be Patient:** The session chairs will do their best to ensure a smooth transition and management of the workshop. Use the “raise your hands” mechanism, be patient if you are not allowed to talk immediately.
- **Take notes:** Note down your questions, and try to reference a specific slide number. This would simplify the management of questions, should many arise.
- **Be Early:** Access the session call in advance of the start time so you can iron out any technical issues in advance and get them familiar with the technology.

## TIPS FOR PRESENTERS

- **Accessibility.** Make text and visuals large enough so that it is easy to read. Make sure you speak at a pace and make use of pauses to allow listeners who are not native speakers to follow the argument. Remove audio distractions: cell phone, e-mail pop ups, rustling papers. Rehearse, rehearse, rehearse.
- **Be Brief, But Be Clear.** DeepTest is a workshop to share ideas, and we do not want to impose severe time constraints. Since presenters will be given plenty of time, we would suggest to prioritize clarity, without thinking too much about time. Though, the session chair will warn you if you are going overtime.
- **Body Language.** As it may sound unnatural, try looking straight into the camera and stand when you present, even though your audience cannot see you. This allows you to stay focused and use good presentation delivery skills such as belly breathing, vocal variety, and pausing. Light yourself well and from above. If possible, invest in a good microphone.
- **Be Prepared.** Practice delivering your presentation with your technology way in advance of your talk. Make sure all of the features of the technology work. Record your practice using the recording feature of your tool. Watch and listen to learn what works and what you can improve.
- **Be Connected.** Imagine your audience even though you cannot see them.
- **Be Early.** Encourage your audience to access your call or webinar in advance of the start time so you can mitigate technical issues in advance and get them familiar with the technology.
- **Engage the Audience.** Typically, audiences begin to lose attention after roughly 10 minutes of hearing from the same presenter. Keep your slides simple, e.g., avoid too many words, graphics and animation features, as they may distract the audience. You must connect what you just said to what is coming next when you move from point to point. Transitions between topics and slides are good opportunities to get people reengaged to your talk. If you feel confident, use interactive activities to keep your audience engaged (for example, take a poll, give quizzes, or ask audience members for their opinions via chat).