**FORECAST Conference 2022**

# **Plenary Speakers & Presenters Instructions**

**Instructions**

1. If you are using slides or presentation aids, share it with the Forecast Team as backup
2. Have a second laptop or device to do the presentation from.
3. Login early to the zoom session ensure connectivity. The direct link to your session will be provided to you via email via the Gather platform team.
4. Practice using your webcam if you have never done an online presentation (UWItv Virtual Presentation Guide will be provided to assist in this process).
5. Ensure you are in a quiet room when presenting.
6. Please upload a video version of your presentation to (insert email repository/link for presenter video upload site).
   1. A zoom video recording guide will be provided.
   2. If you are not a live presenter. For the persons that are to do live presentations may and wish to provide a video presentation to serve as a contingency plan may do so.
   3. File format should be MP4 only

### Please offer videos before or on August 5, 2022.