

**INSTRUCTIONS**  
for  
**virtual ORAL presentation**

# Introduction

**EFCF 2022 will take place as a physical conference, in Lucerne.**

**However, for those authors who are unable to travel, virtual presentation is possible, allowing you to share your work with a motivated, international audience.**

## Virtual presentation - pre-recorded:

To avoid any transmission problems, your virtual presentation, with a maximal duration of 13 minutes (program window minus a minimum of 2 minutes for Q&A), should be pre-recorded in advance, and submitted as a **mp4 file**. Additionally, there will be the opportunity to answer live online questions after your pre-recorded presentation has been shown.

The pre-recorded presentations will be used alongside the live presentations, all of which will be recorded.

The entire conference (live & pre-recorded presentations, plus poster presentations) will be available online in the Member Zone, to allow registered participants the opportunity to view the sessions on demand at a convenient time.

# INSTRUCTIONS for virtual ORAL presentation

## Before the conference:

1. **Prepare mp4 video** Duration: Program window minus 2-5 minutes Q&A! for smooth running of your presentation, preventing transmission issues.

I. **Deliver an mp4 file** displaying slides + video/audio of the speaker →

Use your own, or one of the virtual backgrounds provided (see pg 4)

Name mp4 file: **EFCF-2022\_Pres\_EFCF-ID\_Short-title\_Family-name.mp4** similar to extended abstract

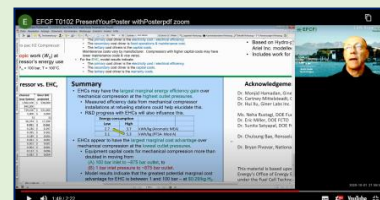
e.g.: **EFCF-2022\_Pres\_A0902\_CurDensity-Stacks\_Liu\_Chien.mp4**

II. **Upload by Wednesday 29 June** lunch time at the latest

via [www.EFCF.com/UploadPres](http://www.EFCF.com/UploadPres). The password is "BFupload" →

A special window for drag and drop will open in the internet browser.

Just in case: There is a "Fall Back Solution" described- see next page.



## At the conference:

2. Follow the "Instructions for virtual attendance at EFCF", which will be available before the start and **join the correct session (A/B)**, at your allocated **presentation time** (see Program [www.EFCF.com/FA](http://www.EFCF.com/FA)).

Your **MP4 presentation** will be played at the time scheduled in the program.

3. At the end of your presentation be ready for **questions**. To **answer**, your microphone will be un-muted.



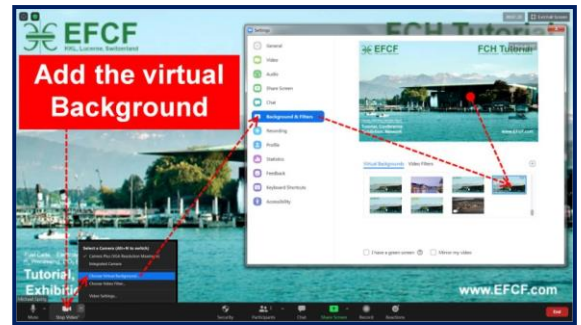
## Additional Tips & Info

- ✓ **Zoom** will be used for the conference and can also be used for **recordings**, however you can use any tool that produces an output in mp4 format.  
Free download of Zoom → [www.zoom.us](http://www.zoom.us)

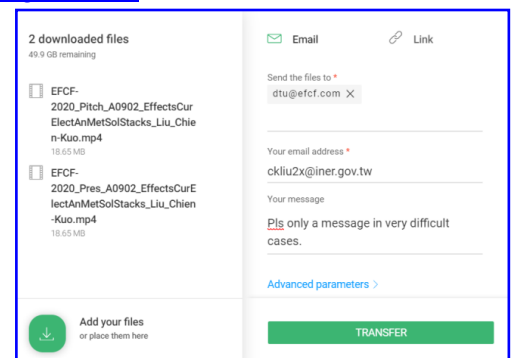
To add a virtual background behind you see this here →  
**Zoom Help Centre:** <https://support.zoom.us/hc/en-us>

For local recording:

<https://support.zoom.us/hc/en-us/articles/201362473-Local-recording>



- ✓ If you intend to use a different format to **mp4** [CEA@EFCF.com](mailto:CEA@EFCF.com) must be informed before you submit the file. This allows us to test the file and ensure it works correctly in advance.
- ✓ Please note that all session times will be **UTC/GMT +2**.  
Inform us via [CEA@EFCF.com](mailto:CEA@EFCF.com) if you are unable to be online during your assigned presentation time.
- ✓ If you are unable to be online at your scheduled presentation time, please add a final slide with your **contact details**, so people who have further questions about your work can contact you easily.
- ✓ Your virtual presentation will be handled in the same way as the proceedings of the conference. It will remain **online in the memberzone** to allow registered EFCF participants/members to view it at a convenient time.
- ✓ You will need to have a **valid registration** → [www.EFCF.com/Registration](http://www.EFCF.com/Registration) to be able to access the conference and presentations
- ✓ If you have any **questions** or need further assistance.  
We are here and happy to support you [CEA@EFCF.com](mailto:CEA@EFCF.com)
- ✓ **Upload fall back solution**  
If [www.EFCF.com/UploadPres](http://www.EFCF.com/UploadPres) does not work, send your file via [www.SwissTransfer.com/EN](http://www.SwissTransfer.com/EN) → to [CEA@EFCF.com](mailto:CEA@EFCF.com). This is an easy & tested file transfer portal.



Remember that a **well recorded presentation** is a great way to share your work with others.

### Some important points to consider before you press record include:

- Set up your **equipment** properly. Test the position of your camera, sound levels & lighting.  
Do a trial recording to become comfortable with the technology.
- **Speak freely**, like live. Do not read down a script, which is not inviting to listen to. Small errors are natural. Pause and do not forget to smile sometimes into the camera, the audience likes it 😊
- Stick to the **time limit** for your presentation.  
Just as for the physical EFCF presentations, time limits will be strictly adhered to.
- **Remove all distractions**. Turn your phone to silent and close the door. It may sound obvious, but you don't want your phone to ring two minutes before you complete your word-perfect presentation.
- **Consider also standing** rather than sitting when recording your presentation.  
This is a more natural position and can allow for more relaxed delivery and body language.
- **Dress appropriately**.  
Don't forget to check how your chosen outfit looks alongside the provided background.



# Suggested Virtual Backgrounds

**VB1 →**



**VB2 →**



**VB3 →**

