AARES 2022 Conference

Mini-Symposia – Uploading Presentation Recordings

If you are a presenter in a Mini_Symposium, please follow these instructions to upload your recording.   Note the **due date for uploading recordings is midnight AEDT, Wednesday 2 February**.

- Use this naming convention: *MS_ID_SURNAME_Paper title.mp4*
- *e.g. MS_12_SMITH_The economics of resilience in a time of uncertainty.mp4*
- The preferred format is .mp4, other acceptable formats are .wmv, .mov, and .avi
- Limit the file size to less than 2 GB if possible

To upload your video click on this link: AARES 2022 Conference Dropbox

If this link does not open, copy and paste the following URL into your web browser: https://www.dropbox.com/request/4fQqSIp73GZ8NpH6iFTg

- Drag and drop your video file where prompted
- Enter your name and email address where prompted to receive a confirmation message
- Click upload
- Check your inbox for your confirmation message (and your Junk Folder in case the message is diverted there)

The Mini-Symposium program is available here https://www.aares.org.au/Events/AARES-2022/conference-program/

More information about your session is available on the next page. Please contact office@aares.org.au if you have any questions or issues.

With regards,

The AARES 2022 Local Organising Committee.

Format of your Session

Your Mini-Symposium session will last 90 minutes in total. You should check the starting time and duration of your presentation with your Mini-Symposium Organiser.

- The session will start live at the allocated time with the Chair introducing the topic and the presenters, as well as explaining how the session will run.
- It is expected that all presenters and discussants will be connected to the session throughout and be ready to participate.
- The Chair will stream your presentation at the assigned time within the program.
- Questions and discussion will take place live.
- The timing of questions and discussion within the session is up to the organiser, please make sure you are aware of the plan.

Instructions for presenters to connect to their sessions through the Conference platform will be available on the website.

General tips for recording your presentation

- We suggest that you use Zoom to record your presentation.
- If you are using a PowerPoint or screen sharing during your presentation, ensure that it is zoomed in or the text is large enough for the audience to clearly see the information.
- It is important that you use a head set or reliable microphone to ensure the audio is clear.
- Set up your computer or laptop at your desk with a comfortable chair that supports good posture.
- Do not sit too far away or too close to the camera, and position the camera at eye level.
- Check your background and ensure it is tidy and aesthetically pleasing.
- Make sure your face is well lit – natural lighting or overhead light work well. Avoid having harsh light or light coming from behind you.
- We suggest that you wear block colours. Avoid wearing patterns or stripes or extreme colours.