



SACAIR2022 | HYBRID Conference (Onsite & Online) 5 – 9 December 2022 Instructions for Presenters

SACAIR2022 is a Hybrid conference and will use the Slack communication platform to communicate with ALL attendees and ZOOM to accommodate online attendees.



SPEAKER SLOTS GENERAL

Your presentation may be 20 or 15 minutes – PLEASE CHECK THE PROGRAMME!

15 If your presentation slot is 15 minutes long, you have 10 minutes for your presentation and 5 minutes for a Q&A.

20 If your presentation slot is 20 minutes long, you have 15 minutes for your presentation and 5 minutes for a Q&A.

✓ The tick on the programme indicates that you are presenting online. (As a back-up measure we request all online presenters send us a copy of their presentation to rleroux@mongoose.co.za at least one day prior to your presentation).

All sessions will have an on-site and online Chair to facilitate the Hybrid event.

ON-SITE PRESENTERS

On-site presenters are requested to give their presentation to the AV team on a USB memory stick - in the venue where they will be presenting – during one of the breaks, **at least two sessions ahead of your presentation. Please indicate to the technical team where your presentation is scheduled to take place in the programme.**

There will be a **dedicated presenter's laptop** on the lectern in each venue. Your presentation will be displayed on this laptop when it is your turn to speak. You may choose to make use of a clicker or press the “enter” button on the laptop to move between slides.

Slide Template: Please use your own template, no standard slide template is required. Slide/PowerPoint Presentation – 16:9 widescreen format is required for all presentations.

All attendees will be requested to join us on Slack where all communications and programme changes will be shared with attendees.

ONLINE PRESENTERS

- Please join us on Slack **DAILY** at least 20 Minutes prior to the start of the **UNCONFERENCE, TUTORIALS AND CONFERENCE SESSION** in which your presentation is scheduled.
- The Zoom meeting links are only accessible via the SACAIR2022 Conference workspace on Slack
- Conference attendees will only be able to view the **DAILY ZOOM LINK** when logged into the Slack SACAIR2022 Workspace.
- **Slide Template:** Please use your own template, no standard slide template is required. Slide/PowerPoint Presentation – 16:9 widescreen format is required for all presentations.
- **Your presentation will be displayed onsite by the AV team as it appears in Zoom – you only need to focus on your presentation in the Zoom room. The online Chair will liaise with you in Zoom and will facilitate questions from both online and onsite attendees.**

I. SLACK

All Slack invitations will be distributed by Thursday, 1 December 2022

If you are registered to attend the SACAIR2022 conference the conference organiser will send you an invitation to join the SACAIR2022 Workspace. Click on **Join Now** and follow the prompts. You can participate in Slack in your browser, but we recommend you download the Slack application and proceed to create a profile for yourself. (Slack can be downloaded and used free of charge on desktop and mobile devices)

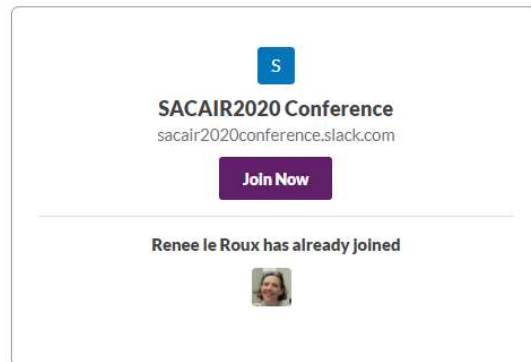
We wish to encourage conference participants to create a Slack profile to ensure other attendees can recognise and locate you in Slack by your name and profile photo.

For more information and to download Slack application you can visit the Slack website here: <https://slack.com/intl/en-za/help/categories/360000049043-Getting-started#slack-for-desktop-mobile>



Join your team on Slack

Renee le Roux (sacair2021@gmail.com) has invited you to use Slack with them, in a workspace called **SACAIR2020 Conference**.



What is Slack?

Slack is a messaging app for teams, a place you can collaborate on projects and organize conversations — so you can work together, no matter where you are. [Learn more about Slack](#)

Should you have registered and not have received your Slack invitation – please email Renee le Roux at rleroux@mongoose.co.za.

II. ZOOM

We will use the Zoom Conference Meeting Platform

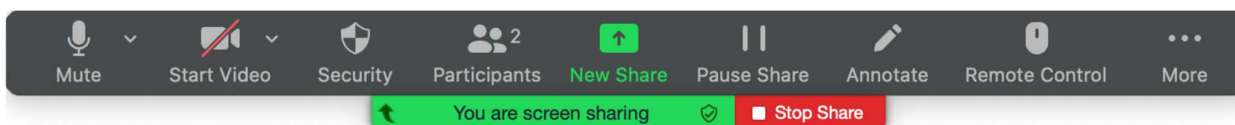
Please proceed to Download Zoom (Free Edition) — You may download Zoom and test sharing your camera, audio and screen by using Zoom’s free edition. Please register at: <https://zoom.us> (Access to the daily Zoom Session is only provided via the SACAIR2022 Conference Workspace)

III. PREPARING FOR YOUR PRESENTATION

- **Slide Template:** Please use your own template, no standard slide template is required. Slide/PowerPoint Presentation – 16:9 widescreen format is required for all presentations.
- **ONLINE Presentation back-up: Online Presenters** are requested to **e-mail a copy of their PowerPoint slides** to the organiser by noon on the day prior to their speaker slot. This is a back-up measure. Should you wish to provide a pre-recorded version of your presentation, you may upload your presentation to YouTube and email the link to the presentation to the organiser at rleroux@mongoose.co.za.
- **Sharing your screen to start your presentation:**
 - Please ensure your presentation is ready to be shared. (Ensure all other applications on your desktop are closed).
 - Select “Share Screen”
 - A new window will open.
 - In the pop-up window, select your PowerPoint presentation and click, “Share”

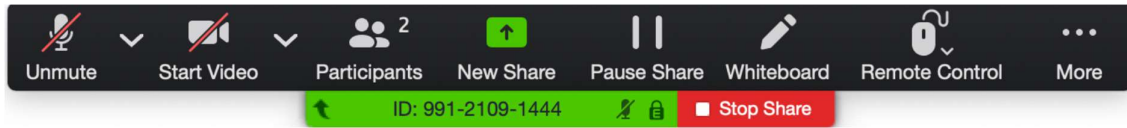


- Once you have selected the document you wish to share, click **Share** and then bring your presentation to full screen.
- If you need to share more than one application, have all applications open and use **New Share** for a seamless transition from one to the next.

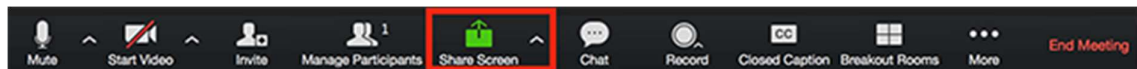


- You are now sharing your screen
- For more information on how to share your screen – please click here: <https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen>
- If you have audio/video in your presentation click **Share computer sound** at the bottom left of your screen before you click **Share**. **(It is highly recommended that you practice playing your video through a free or paid Zoom account prior to the meeting)**. Have another person join you in the meeting (or you can join) on a different device and ask for their feedback on their viewing experience.

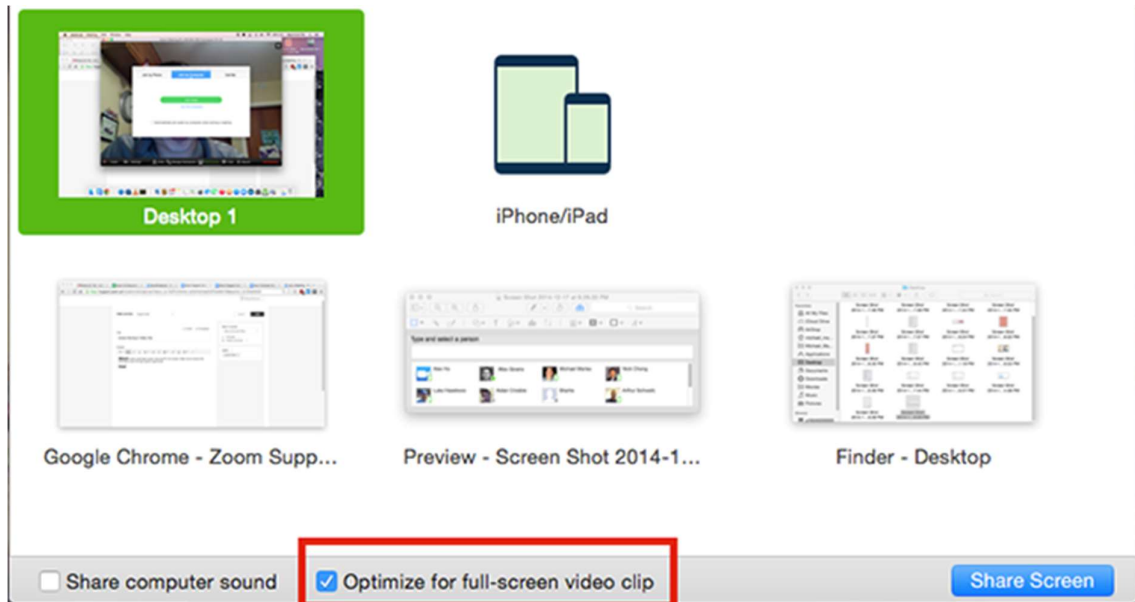
- When you have completed your presentation click the red Stop Share button in your meeting control bar. This will allow the next presenter to share their screen as this meeting is configured to allow only one participant to share their screen at a time.



- A live Q&A session will follow the presentation.
- Each Zoom session will be Chaired. The Chairperson will assist with the management of the Q&A's. Should attendees have additional questions they will be encouraged to ask these in the Slack Channel.
- **To stream or play a video clip and sound during your Zoom presentation, you will need to do the following:**
 - Only follow these steps if you are screen sharing a video clip. If you are not sharing a video, make sure you turn off the option to optimize for full-screen video clip
 - **Prerequisites to effectively share your video:**
 - **At least 1.5Mbps uplink and downlink for Full Screen HD**
 - **Play video clip at full screen**
 - **Starting a New Screen Share and Optimizing for Full-screen Video**
Click the Share Screen button located in your meeting controls.



- Select the screen you want to share and select Optimize for full-screen video clip.
- Click Share Screen.



- Select the screen you want to share and select Optimize for full-screen video clip.

- **Click Share Screen.**

- Start playing your video in full-screen while sharing your screen.

- **Optimizing for full-screen video while screen sharing**

- Click More in the screen share controls.



- Click Optimize Share for Full-screen Video Clip to enable it.
- Start playing your video while sharing your screen.

- **Follow these steps should you wish to prerecord your presentation:**

- Start a Zoom meeting as the host.
- Click “Record.”
- If there is a menu, select “Record on this computer.”
- There will be a recording indicator in the top-left corner while recording is active.
- After you have ended “the meeting”, Zoom will export the recording so you can access the files.
- Once the exportation process is complete, the folder containing the recorded files will open.
- By default, the audio/video file (MP4) will be named Zoom (meeting ID).mp4. The audio only file (M4A) will be named audio only.m4a.
- By default, all recordings will be placed in a Zoom folder found in the following file path:
- PC: C:\Users\User Name\Documents\Zoom
- Mac: /Users/User Name/Documents/Zoom

We are look forward to seeing you in Stellenbosch and online!

Alta de Waal and Bruce Watson
Co-chairperson of the SACAIR2022 Local Organising Committee