ARCE Presenter FAQ

Can presenters Pre-Record their talks?

For both production quality and internet delivery, we encourage presenters to present their talks live. If you choose to pre-record your talk, you will need to play the recording from your own computer. This is not recommended. Note that it actually uses more bandwidth to play a video on Zoom using share screen, as compared to simply sharing your screen. ARCE staff or OpenWater cannot be responsible for slow video playback or internet issues.

What time is my presentation?

The finalized Session Schedule is available on arce.org. You will need to access your session on the virtual meeting platform 15 minutes prior to your presentation.

When will I be able to visit the platform?

We will send out an email containing the link to the platform early next week to all registered attendees and speakers. Feel free to log in using the instructions that will be provided in the email (also in your presenter cheat sheet, attached), and tour around the whole site in advance.

Should presenters provide PowerPoints to ARCE ahead of time or are we giving them through Share Screen?

All presenters should be using the “share screen” function on Zoom to deliver their presentations. This allows for the most seamless delivery and best viewing capabilities for attendees of your session.

Will PowerPoint animations work? Will the images load quick enough? What about video?

PowerPoint animations should work, but we encourage presenters to keep their slides simple for ease of delivery. Images on slides should appear normally. Video playback is the one item that is most likely to experience delays over Zoom due to presenter’s internet stability.

Please note that technical difficulties can and will occur. Both ARCE and OpenWater staff will be present to assist you as best as possible. Please note that they cannot fix items associated with your personal computer hardware or internet stability.

Does it matter if we use Google Slides or PowerPoint for our presentations?

Either format works well.

How long are actual presentation without Q& A? And the Q&A?

Sessions are 20 minutes in length, followed by a 10-minute question and answer session. ARCE staff will notify you in the chat of time intervals of 5, 2, and 0 minutes. If your presentation goes over your 20-minute time limit, that will cut into Q&A. All sessions will end exactly at the allotted end time.
of 30-minutes regardless of the presentation or Q&A status. Given the nature of using the virtual conference platform, we must adhere to a strict time schedule. No session can exceed the 30-minute time limit.

**Will the ARCE staff member opening the session serve as moderator? Will speakers be responsible for deciding which questions in the chat we want to answer?**

ARCE staff will verbally instruct attendees to use the chat function for Q&A. As ARCE staff are not subject matter experts, we encourage presenters to monitor the chat to select the questions to answer given the time frame. ARCE staff will help you in terms of time management, chiming in with suggestions such as “we have time for one more question.”

**Is there a way for the presenter not to show their face, so that viewers are only seeing the shared power point and not have the PPT obscured in the corner?**

Yes, simply turn off your video on Zoom.

**I want to inform the attendees that my photos are copyrights to me as they are unpublished. How can I do that before my presentation?**

We suggest verbally stating this at the start of your presentation. You may also include a watermark on your slides. Recorded presentations will not be published anywhere outside the platform without the written permission from the authors. If you do not want your presentation recorded for copyright infringement purposes only, you must submit a written request to Dr. Fatma Ismail (arceam21@arce.org) 48 hours in advance of your presentation.

Additionally, all presenters and attendees must agree to the following when they register:

*That the Event presentations and materials are original works of authorship by the presenters and are the individual property of the respective presenters.*

*Not to record, publish, transmit, distribute, share, resell, post or otherwise make available via the internet, or in any other way exploit Event presentations or materials without the advance, written authorization of the respective presenter.*