FMCS 2021 Virtual Symposium Contributed Presentations Checklist

- ✓ Presentation Guidelines, Instructions, and Accessibility Considerations to make your asynchronous (non-live/web posted) contributed presentations
  - o Handouts
    - ▪ Virtual Presentations Overview
    - ▪ Virtual Traditional Talk Presentation
    - ▪ Virtual Lightning Talk Presentation
    - ▪ Virtual Poster Presentation
    - ▪ Please Consider Making Presentations Accessible
      - • https://www.section508.gov/create/presentations/training-videos
      - • https://www.w3.org/WAI/teach-advocate/accessible-presentations/
      - • https://www.section508.gov/sites/default/files/MS%20PowerPoint%202016%20Printable%20Accessibility%20Checklist-AED%20COP.docx
      - • https://www.section508.gov/sites/default/files/MS%20PowerPoint%202016%20Printable%20Accessibility%20Checklist-AED%20COP.docx
- ✓ Make your presentations
  - o Types
    - ▪ Virtual Traditional Talk Presentation (12-minute YouTube video)
    - ▪ Virtual Lightning Talk Presentation (5-minute YouTube video)
    - ▪ Virtual Poster Presentation (JPEG of Poser + 3-minute YouTube video)
  - o Handouts
    - ▪ Microsoft PowerPoint to Video
    - ▪ ECHO360 Presentation and Recording
    - ▪ ZOOM presentation and Recording
    - ▪ Elements of Posting a YouTube Recording
    - ▪ Please Consider Making Presentations Accessible
      - • https://www.section508.gov/create/presentations/training-videos
      - • https://www.w3.org/WAI/teach-advocate/accessible-presentations/
      - • https://www.section508.gov/sites/default/files/MS%20PowerPoint%202016%20Printable%20Accessibility%20Checklist-AED%20COP.docx
      - • https://www.section508.gov/sites/default/files/MS%20PowerPoint%202016%20Printable%20Accessibility%20Checklist-AED%20COP.docx
- ✓ Remember to Save
  - ✓ your Poster JPEG using LastName_FirstInitial_Event_PresentationType_Year format (e.g. Christian_A_FMCS_Poster_2021)
  - ✓ Your YouTube videos as LastName_FirstInitial_Event_PresentationType_Year format and to use "Public" or "Unlisted" security/privacy settings (This is very important)
    - o Traditional: (e.g. Christian_A_FMCS_Traditiona1_2021)
    - o Lightning: (e.g. Christian_A_FMCS_Lightning_2021)
    - o Poster 3-minute message (e.g. Christian_A_FMCS_YT3MM_2021)
- ✓ Submit your YouTube URL and or Poster JPEG by deadline
- ✓ Practice your Presentations
- ✓ Good Luck