

FMCS 2021 Virtual Symposium Contributed Traditional Talk Overview and Steps

- I. Virtual Traditional Talks Technical Requirements
 - a. The Virtual Traditional talks should not be more than 12 minutes in length.
 - b. Traditional talks should
 - i. Your Traditional Talk should be a 12-minute YouTube video presentation.
 - ii. All Traditional talk YouTube videos will be embedded on the symposium web page
 - iii. Your talk can be a Lecture (non-slide presentation) or PowerPoint (slide presentation) video:
 1. Lecture style is a more traditional format, with the video featuring the speaker on screen during the talk, rather than audio playing over slide set or visual aid.
 2. Slide bases style uses images or another presentation format as the feature of the video, with voice recorded over the presentation/images.
 - c. Initial recordings should be saved as MPEG-4 video (*mp4) formats
 - i. See handouts list below
 1. Make sure to record you initial recording using MP4
 - d. Create a Traditional YouTube video with the following considerations
 - i. See Handouts list below
 - ii. Set your privacy settings to “Public” or “Unlisted”. This is very important otherwise your YouTube will not be viewable
 - iii. Save your YouTube using the following naming
 1. **LastName_FirstInitial_Event_Year_PresentationType_Year format (e.g. Christian_A_FMCS_Traditional_2021)**
 2. **Submit your YouTube URL**
 - e. You will be asked to upload your YouTube URL and your YouTube will be embedded in the symposium web page.
 - f. During the FMCS 2021 Symposium, we will ask that several times a day monitor your Question and Answer section on the FMCS 2021 Symposium web page during the meeting duration (8 am Eastern US on Monday, April 12, 2021 to 8 pm Eastern U.S. on Wednesday, April 12, 2021) and respond in written format to posted audience questions and answers
 - g. See handouts or videos:
 - i. Handout: Microsoft PowerPoint to Video
 - ii. Handout: ECHO360 Universal Capture Steps
 - iii. Handout: ZOOM Presentation and Recording
 - iv. Handout: Elements of Posting a YouTube Video
 - v. Videos
 1. Microsoft PowerPoint to Video
 - a. <https://youtu.be/D8JV3w4TOVw>
 2. Adding Voiceover to Google Slide Presentation
 - a. <https://youtu.be/7D1WmjZncyl>
 - vi. Please Consider Making Presentations Accessible
 1. <https://www.section508.gov/create/presentations/training-videos>

FMCS 2021 Virtual Symposium Contributed Traditional Talk Overview and Steps

2. <https://www.w3.org/WAI/teach-advocate/accessible-presentations/>
 3. <https://www.section508.gov/sites/default/files/MS%20PowerPoint%202016%20Printable%20Accessibility%20Checklist-AED%20COP.docx>
 4. <https://www.section508.gov/sites/default/files/MS%20PowerPoint%202016%20Printable%20Accessibility%20Checklist-AED%20COP.docx>
- II. FMCS Virtual Traditional Talk Design Guidelines
- a. Be less than 12 minutes long
 - b. Slides/Props Format
 - i. For research projects, consist of typical slides of introduction, Purpose/Goals/Expectations, Methods, Results, and Discussion
 - ii. Avoid background images and watermarks that may detract from the ability to read your slides if applicable
 - iii. For other types of projects, use appropriate formats
- III. Important information to consider including in your presentation
- a. Include the following components in your oral presentation:
 - i. Title and Author Information:
 1. Your name and co-authors
 2. Author organization affiliation
 3. Title of your talk
 - ii. Logos
 1. Add author and funding source logos as desired
 - iii. Potential Research Slides Content/Organization (may vary by field; not all are necessary):
 1. Illustrations (Tables, Figures, Diagrams, Maps; often main part of contemporary posters)
 2. Slides to consider
 - a. Introduction
 - b. Research Question/Hypothesis
 - c. Methods/Methodology
 - d. Results
 - e. Discussion
 - f. Conclusion/Summary
 - g. Acknowledgements and Questions
 - b. Your lightning talk should have the following components
 - i. Have the following minimum attributes
 1. Introduce yourself by name, institution, major, and research group/mentor as appropriate
 2. The “hook”
 - a. Something personal, emotive, or human that builds the bridge between your scholarly activity and everyday life
 3. A beginning
 - a. A brief introduction/background that is important and the goal or expectation of your scholarly activity
 4. A middle

FMCS 2021 Virtual Symposium Contributed Traditional Talk Overview and Steps

- a. The approach you took, study design, or experimental design
5. An end
 - a. The major finding(s)
6. The wrap up
 - a. The significance and how it relates back to your “hook”
- ii. Things to remember
 1. Make sure your presentation has a beginning, middle and end
 - a. Try to come full circle, aka back to your hook, just like a good comedian or storyteller
 2. Use your slides as props, but they should not have too much information.
- iii. Resources
 1. Handout: Elements of an Oral Presentation
 2. Handout: Microsoft PowerPoint to Video
 - a. <https://youtu.be/D8JV3w4TOVw>
 3. Handout: ECHO360 Universal Capture Steps
 4. Handout: ZOOM Presentation and Recording
 5. Handout: Elements of Posting a YouTube Video
 6. Videos
 - a. Adding Voiceover to Google Slide Presentation
 - i. <https://youtu.be/7D1WmjZncyI>

This handout Modified from:

Scholar. 2020. Knowledge Base: Creating Your Virtual Lightning Talk. Web page: https://cgscholar.com/cg_support/en/docs/25 Accessed 17 March 2020.