FMCS 2021 Virtual Symposium Contributed Lightning Talk Overview and Steps

I. Virtual Lightning Talks Technical Requirements
   a. The Virtual Lightning talks should not be more than 5 minutes in length.
      i. Additional time uses up valuable memory and will be downgraded during awards evaluations.
   b. Lightning talks should
      i. Your Lightning Talk should be a 5-minute YouTube video presentation.
      ii. All Lightning talks YouTube videos will be posted 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
      ii.
   d. Create a Lightning 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_Lightning_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 Virtual Symposium, we will ask that several times a day monitor your Question and Answer section on the FMCS 2021 Virtual 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 <u>respond in written format to posted audience questions and answers</u>
   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. Lightning Talks Overview
            a. https://youtu.be/z7fYseU02fw
         2. Microsoft PowerPoint to Video

          a.   https://youtu.be/D8JV3w4TOVw
      3. Adding Voiceover to Google Slide Presentation
          a.   https://youtu.be/7D1WmjZncyI
    vi. Please Consider Making Presentations Accessible
      1. https://www.section508.gov/create/presentations/training-videos
      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 Lightning Talk Design Guidelines
    a. Be less than 5 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
            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
            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. Lightning Talks Overview
                i. https://youtu.be/z7fYseU02fw
            b. Adding Voiceover to Google Slide Presentation
                i. https://youtu.be/7D1WmjZncyI