



As you are now aware, papers will be presented at SMAANZ Week 2020 in a combination of two formats. You would have recently received an email from Sarah Wymer (SMAANZ Week Conference Manager) with details on your approved format:

1. **LIVE FORMAT:** This will allow you to interact in real-time with participants, answer questions, and present your research focused on interaction. The timing of these sessions will be sent closer to the event dates.
2. **PRE-RECORDED VIDEO:** Each accepted paper will prepare a 10-minute video and upload to YouTube (unlisted). Attendees can watch these videos at anytime during the conference and interact via a message function.



## How will SMAANZ Week run?

The virtual conference will operate on HopIn (see our *HopIn Guide*). Live presentations have been assigned to a theme and we have created a virtual 'session room' for each theme. A chair coordinates each theme. There will be four live presentations per theme (10 minutes each with 5 minutes questions). Following the presentations, the chair has 30 minutes to run a panel, or special discussion surrounding the theme. There will only be one live session running at a time, and attendees will be able to enter the session room and view the presentation of their choice.

We have dedicated five minutes per live presentation for questions and discussion after each of our four presentations. Attendees will be able to use the session room chat function to ask questions during, and right after, the presentations. The theme chair will then select a few questions, depending on the time for discussion, and will read them to the presenter, who will be able to answer verbally. The presenter will also be able to answer, after their session, any remaining questions via the chat.

All live sessions will be recorded and made available for watching online, only to those who have registered for SMAANZ week up until December 31, 2020. This will allow all attendees to catch up with content.

On HopIn, pre-recorded videos will be uploaded to the "expo" room where attendees can view content at anytime throughout SMAANZ Week 2020 and up until December 31, 2020. Each presentation will be pre-recorded and uploaded by the presenter as an 'unlisted' video on YouTube and shared with the SMAANZ Conference Manager. This will create a 'booth' for each presentation which will offer a chat function. This will allow attendees to leave comments on presentations and we encourage presenters to check their booth and answer questions or engage with viewers throughout the week.



## Preparing your live presentation

Those who have been accepted to present in **live format** should prepare their presentation on PowerPoint (or equivalent) the same way as they would for an in-person conference.

All presenters must register for SMAANZ Week 2020, **no later than NOVEMBER 20, 2020**. Once you register on HopIn, you will be made a “speaker” by SMAANZ Administration and added to your relevant session room.

At the time of your presentation, you will need to enter the “session room” and request access for video/microphone at the time of your presentation. The theme chair, will allow you to have access and you will share your computer screen showing your presentation with the audience, along with your video/audio of you presenting (*Please see HopIn User Guide for further details*).

Presentations must be no longer than 10 minutes



## Preparing your pre-recorded presentation

Those who have been accepted to present in **pre-recorded format** should record and upload their presentation by **no later than NOVEMBER 20, 2020**. Pre-recorded presentations are not listed within our schedule, however they will be uploaded into our “expo” area (*Further details about Booths & Expo can be found on our HopIn guide*) which will create a unique ‘booth’ for your video presentation that can be viewed and interacted with during SMAANZ Week and up until 31 December, 2020. We encourage you to remain present throughout the week on your booth, and you will receive notifications via email when you have comments or questions on your presentation (*you may want to add a “rule” to your email account to filter these emails from your inbox*).

1. **Record** a video of yourself presenting your talk while showing your slides. You are free to record your presentation with any software that you feel most comfortable with we suggest Loom or Zoom).
  - a. [ZOOM: How To](#)
  - b. [LOOM: How to](#)
2. The total recording must not exceed **ten minutes** in total. Please triple-check the quality before progressing to step three
3. **Upload** your video to YouTube, making sure to specify your video as **Unlisted**. This ensures that no one can see your video, except those that you share the link with. You will need a YouTube account to upload your video.
4. **Complete** the following [form](#), including inserting your YouTube link.
5. Your uploaded presentation will be available for viewing November 30, the first day of SMAANZ Week 2020 and will only be viewable by those registered for the conference. It will remain viewable by conference registrants until 31 December 2020 unless you request that it be taken down.