We start these guidelines by reminding you that your presentation isn’t you reading your full paper. There are many ways to prepare and record a virtual presentation, PowerPoint offers a simple way to prepare you recorded presentation. You may use other programs, but make sure we can accommodate it within our current conference setting. All recorded virtual presentations should be in mp4 format unless otherwise noted. The format we suggest for a **10-to-15-minute PowerPoint** presentation follows a very basic design and includes key elements that relate back to your research whether it is quantitative and/or qualitative.

**Ι.** **Layout and Organization:**

1. **Title page**: Title of Paper, Name of Presenter & Affiliation, Conference name/date

2. **Introduction** (1 slide) – introduce an interesting fact during the first 30 seconds or so which should be pivotal to your presentation.

3. **Research Questions/Hypotheses** (1 slide) - you can engage the audience by making your research question a question to the audience.

4. **Literature Review/Theory** (1 slide) – this isn’t a treatise but a broad overview of the literature and/or the theory your research is predicated upon.

5. **Methods & Data Collection** (1 slide) – how and what you did to collect what?

6. **Data Presentation/Findings** (3-5 slides) – however you choose to present your findings/data, your audience should be able to read it and with your help understand it. – It isn’t EVERYTHING you found, but those elements which are noteworthy – graphics and visuals here are often very helpful.

7. **Conclusion** (1 slide) – it is your opportunity to summarize what you’ve done, what it means and says for further action and can set up post presentation questions.

8. **Selected Bibliography** (1 slide) – Key works/articles that someone may find helpful – it is also a slide that can be omitted.

**II. Design and Appearance:**

**1. Template:** Choose a ppt template that suits you and your topic. It can be monochromatic, polychromatic, with or without designs. The font color should be one that can be seen clearly.

**2.** **FONT**: Use a font that is readable from afar in terms of design, size and color. Avoid using small, stylistic fonts. Try to avoid using 3D effects in charts as your goal is for your audience being able to read what is on the slide.

**3. SLIDE TITLE:** Provide a descriptor title as a marker to each of your slides.

**4**. **TEXT QUANTITY:** Avoid massive chunks of text – phrase, key words, short pieces of text and especially images are better retained than words. However, write out a script of what you will say with each slide so that when you do record it you can avoid excessive adlibbing. Here, less is better but do make sure the main point is identifiable.

**5.** **JARGON:** Avoid technical jargon unless it is explained.

**6.** **REVIEW & EDIT:** ALWAYS check for correct grammar, spelling and punctuation.

#### ΙΙ. **Recording Your Presentation in PowerPoint**

1. Rehearse, pace and time your presentation before you do the recording – not too fast, not too slow and definitely not in a monotone.
2. Start by opening Slide Show menu along the top of the PowerPoint window. In the slide show toolbar, click on “Set Up Slide Show”.
3. Enable the Recording tab on the ribbon banner. The video format is MP4, 1920x1080 or 1280x720.
4. To begin recording, select Record Slide Show near the top of the screen. In the drop-down menu, select Record from Beginning.
5. Once you are ready to start, Click on the RED Record button at the top left corner of the screen. This will start a 3 second countdown, then you can begin recording your talk. Either use your script for each slide which you have rehearsed or talk about the points on each slide, then advance to the next, same as you would in a physical presentation.
6. You can Pause the recording if you need to.
7. When you’re done, click Stop on the recording page.
8. Review your presentation!!
9. Save your presentation on the File menu, select Save a Copy. As the file name, you should include a shorten version of your presentation title, and your LAST NAME. On the drop-down menu for file types, select MPEG-4 Video and click Save.

**III. Submitting your Presentation**

1. Once you have saved your recorded virtual presentation ppt/pptx and saved it as a video file, please upload the video to a file sharing service. This could be Google Drive, WeTransfer, DropBox or any other file sharing service.

2. Send the link to both: [liliana.jacott@uam.es](mailto:liliana.jacott@uam.es) and [ciceassociation@gmail.com](mailto:ciceassociation@gmail.com)

3. **Deadline for submission is May 20th, 2023**. This will allow us the time needed to review the presentation to make sure it can be tested on the virtual platform and to get back to you if something more is needed.

Selected source material used in the preparation of these guidelines:

<https://slidemodel.com/conference-presentation-slides/> ; <https://www.semi.org/en/flex-recording-virtual-presentation-in-powerpoint> ; <https://www.acavent.com/powerpoint-presentation-from-research-paper/> ;