GUIDELINES FOR SPEAKERS

Dear colleagues!

Thank you very much for joining us as a speaker at the Filatov Memorial Lectures 2023! We really appreciate it and look forward to meeting you in Odesa.

We have prepared this presentation to inform you about the format of participation in the conference, as well as the requirements for presentations and pre-recorded video materials for the Filatov Memorial Lectures 2023 conference, which will allow the organizers to ensure the smooth running of the conference.

If you have any questions, please do not hesitate to contact us: filatovinstitut@ukr.net

Yours sincerely,
Organizing Committee

IMPORTANT DATES

Please follow the deadlines:

By **01.05.2023** - inform the organizing committee about the format of your participation (on-site presentation, online presentation, or pre-recorded presentation)

By **10.05.2023** - send PowerPoint presentations or pre-recorded videos to filatovinstitut@ukr.net.

23 May 2023 - trial Zoom meeting for online speakers

PRESENTATION FORMATS

ФОРМАТ ДОПОВІДЕЙ

Presentations at the conference can be made in the following formats:

1. **Physical presence at the conference and on-site presentation.**
2. **Virtual presentation**
3. **Pre-recorded presentation**

✓ Please inform the organizing committee about the format of participation (on-site presentation, online presentation, pre-recorded presentation) **by 01 May 2023** to the email address filatovinstitut@ukr.net .

✓ All sessions will be fully recorded for broadcast after the conference. Please note that we automatically assume that the speakers agree to make their presentations available to the participants for viewing after the conference on the FilatovAcademy platform.

On-site presentation format

✓ To make their presentations, speakers must be present in the hall 20 minutes before the start of their session.

✓ Please send your PowerPoint presentations to the organising committee **by 10 May 2023** to ensure the smooth running of the conference at filatovinstitut@ukr.net .

✓ If your presentation has changed or you did not send your presentation in advance, you must provide the organizers with the presentation and video (if available) before the start of the section.

Virtual presentation format

- ✓ Virtual presentations are delivered online using the ZOOM app. Therefore, speakers must be virtually present during their entire session to make a presentation, answer questions and participate in the discussion.

- ✓ The presentation can be pre-recorded to improve the quality of the presentation, avoid wasting time, and avoid any technical issues. However, speakers are still required to be virtually present during the entire session and present their presentation ONLINE.

- ✓ During the presentation, you will use your computer to present your talk using a screen demonstration. However, we still ask you to send your presentation to our interpreters to ensure better simultaneous interpretation.

- ✓ Please send your presentations in PowerPoint format to the organising committee **by 10 May 2023** at filatovinstitut@ukr.net .

Pre-recorded presentation

- ✓ If the speaker is unable to attend either on-site or virtually during the session, the presentation must be pre-recorded.
- ✓ The pre-recorded presentations will be managed and shown as part of the conference program by technical staff.
- ✓ However, whenever possible, presenters should be virtually present during the entire session to answer questions and participate in the discussion.
- ✓ Please send your pre-recorded video to the organizing committee to filatovinstitut@ukr.net

by 10 May 2023.

Creating a presentation in PowerPoint

Creating a presentation in PowerPoint

- ✓ All presentations should be made and presented in Ukrainian or English. Simultaneous translation will be provided by the organizers.
- ✓ The presentation should be created in Microsoft Office PowerPoint.
- ✓ The slide format of your presentation should be **16:9**.
- ✓ We recommend using the PowerPoint template provided by the organizers. Download the template.
- ✓ The first slide of your presentation should contain your name and the title of the presentation. The second slide should be the financial disclosure slide. Download the template.
- ✓ Avoid corporate advertising in your presentation.
- ✓ Promotion of any product or service within the presentation is NOT allowed.
- ✓ No commercials or images. The purpose of this conference and your presentation is to educate.

Creating a presentation in PowerPoint

- ✓ If your presentation includes a video, please attach it separately.
- ✓ Presentations should be sent **by 10 May 2023** to filatovinstitut@ukr.net
- ✓ If you will be presenting on-site, you will need to submit your presentation to the organising committee before the conference. We also ask you to send your presentation in advance to our interpreters to ensure better simultaneous interpretation. If your presentation includes a video, please attach it separately.
- ✓ If you will be presenting online, you will use your computer to present your presentation using a screen share. However, we still ask you to send your presentation to our interpreters to ensure better simultaneous interpretation.

Pre-recorded presentation

Pre-recorded presentation

- ✓ If you are unable to give a presentation in person on-site or online, we ask you to make a pre-recorded presentation.
- ✓ For a pre-recorded presentation, you will need to record a video with a voiceover that will narrate the digital version of your presentation. The recording should include slides and your image.
- ✓ You can use the software or application of your choice to pre-record your presentation.
- ✓ The slide format of your presentation should be **16:9**.
- ✓ We recommend that you record your video in .mp4 format with the highest possible quality.
- ✓ Once you have recorded the video, please send it to filatovinstitut@ukr.net so that it can be uploaded in time.

Pre-recorded presentation

- ✓ If your recording is too large to send via email, please upload it to a file sharing service and provide us with a link to download.
- ✓ Pre-recorded presentations will be managed and screened as part of the conference program by technical staff.
- ✓ However, whenever possible, presenters should be virtually present for the entire session to answer questions and participate in the discussion.
- ✓ Please send your recordings/links to filatovinstitut@ukr.net no later than **10 May 2023**.

Preparing for an online event

Preparing for an online event

- ✓ Plan to use a laptop or desktop PC rather than a mobile device or tablet.
- ✓ For better communication, it is recommended to have a microphone and a quiet place isolated from ambient noise. In addition, a USB-connected headset will provide better sound quality.
- ✓ Make sure you have the latest versions of Google Chrome and the Zoom Desktop app to ensure optimal functionality.
- ✓ Check your internet speed. A wired internet connection is preferable to a wireless connection. If you will be using WiFi, try to be in the same room as your WiFi router to maintain the strongest signal.
- ✓ Check your camera, microphone, speaker, and screen sharing options.

Trial ZOOM Meeting

✓The trial Zoom meeting is scheduled for **23 May 2023.**

✓The link to the trial Zoom meeting will be sent on **21 May 2023.**

✓The organizers will test audio, video and screen sharing with all speakers.

ZOOM MEETING - detailed schedule

ZOOM MEETING - detailed schedule

1. A link to the Zoom broadcast of your session(s) will be sent before **23 May 2023.**
2. We will send you a link like this:

   https://us02web.zoom.us/j/827xxxxxxxxxxxxxxxxxxxxxx

   Conference ID : 827 xxxxxxxxxxxxxxxxxx

   Password: xxxxxxxxxxxxxxx
3. The Zoom meeting for your session will open 20 minutes before the scheduled start of the session.
4. Important: All presenters are asked to join the Zoom meeting **20 minutes before** the session starts.
5. The organizers will connect you when the session starts. Before joining, check the audio and video quality.

ЗУМ-ЗУСТРІЧ - детальний розклад

7. Please remember to mute your microphone when you are not presenting to avoid unwanted background noise/echoes.
8. Remember to activate the video and microphone when it is your turn to present.
9. Unmute the microphone and share your screen when the session moderator introduces you.
10. When you are finished speaking, mute the microphone and turn off the screen sharing.
11. There will be time for discussion at the end of the session, so please stay online until the session ends.

POWERPOINT PRESENTATION TEMPLATE

TITLE

AUTHORS

(Name, degree, position, affiliation)

FILATOV MEMORIAL LECTURES – 2023

24-26 May 2023 – Odesa - Ukraine

ДЕКЛАРАЦІЯ ФІНАНСОВОЇ ЗАЦІКАВЛЕНОСТІ / FINANCIAL DISCLOSURE

	Ні, немає чого розкривати / No, nothing to disclose
	Так, будь ласка, уточніть: / Yes, please specify:

Назва компанії *Company Name*	*Гонорар/ Витрати* *Honoraria/ Expenses*	*Консультування / Експертна рада* *Consulting/ Advisory Board*	*Фінансоване дослідження* *Funded Research*	*Роялті /Патент* *Royalties/ Patent*	*Біржові опціони* *Stock Options*	*Власність / позиція в капіталі* *Ownership/ Equity Position*	*Співробітник* *Employee*	*Інше (будь ласка, вкажіть)* *Other (please specify)*
Наприклад: компанія ”ABC”	x		x		x			