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## Presentation Tips – Virtual Sessions and Events

Thank you for your efforts and commitment to supporting family medicine. We appreciate your contributions to FMF 2020 – the completely re-imagined virtual experience!

**Tips for Recording and / or Live Streaming**

* Make sure you find a quiet place with no distractions or outside noise.
* Your device should allow for up to 2hrs of battery life or be kept plugged in during the recording.
* For the best video, avoid bright lights and windows behind you.
* Natural light is best (in front of you) and will provide a better image.
* Film at eye level or camera angled slightly downwards.
* You should be seated in a comfortable and professional environment for the session duration.
* Try to minimize moving and shifting while recording, eliminating distractions for your viewers.
* Consider everything behind you in the camera view, a neat background is best
* We suggest a natural setting but if you prefer a virtual background, please test it first.
* Backgrounds work best when you present in front of a bare wall with no bright light behind you.
* Maintain eye contact with camera.
* Memorize any speaking notes, try not to read from a page, but if you must, keep it eye level.
* Rehearse your presentation several times prior to recording or going live.
* Make sure to time yourself to ensure you keep within your designated time frame.
* If you screen share slides, keep them simple to ensure they are optimized for any device.
* If you are showing bilingual content, all French and English text must remain on one slide.
* Everything you wish to screen share should be contained in one document.
* Important to introduce yourself and build a connection with attendees.
* Consider your posture, use inflection, body language, small pauses and vary your speed.
* Inject personality! Try to make it dynamic, engaging and exciting for the viewers.
* Think about the audience you are connecting with; you are reaching far beyond your camera!

**Equipment Tips**

* iPhone’s have some of the best cameras on the market, if possible, use an iPhone to record.
* Go to settings > camera > select either 1080p or 720p for your recording.
* For all phones, record horizontally (wide screen, not vertical).
* Walk around with your front facing camera to source the best lighting and location.
* Prop up the phone on books, games etc. and set it up to film in that location.
* Press the record button, take your spot, and start presenting.
* Use data if your Wi-Fi is weak or is not working properly.
* Ensure your microphone is not blocked or muffled.
* If you are using a laptop, close other applications, and mute notifications.
* Mute notifications and sounds from other nearby phones and devices.
* You can use Zoom or another platform and use the record feature to capture your message.
* Use chrome or app versions, test to ensure everything is functioning prior to recording.
* If possible, review your recording on a laptop and on a phone, prior to submitting.

**Send us your final recorded presentation**

* Click this link to submit your video: <https://cfpcca.sharefile.com/r-r5fab821c20947aaa>
* Once uploaded email file name / purpose to [fmfinfo@cfpc.ca](mailto:fmfinfo@cfpc.ca)
* Please try to use common file types such as .mp4 .mov

**For Mainpro+ certified activities**

* [Conflict of interest slides](https://portal.cfpc.ca/resourcesdocs/uploadedFiles/CPD/Mainpro_-_Maintenance_of_Proficiency/CPD_Providers_and_Planners/Disclosure-Slides-Revised-for-national-standard-Aug-2019-ENG.pdf): must be disclosed both verbally and at the start of your presentation.
* Interactivity requirements: Your presentation must include at least 25% interactivity.
* Can be accomplished verbally or by using the text Q&A and/or chat features on the platform.
* A full list of speaker resources for FMF Mainpro+ certified activities can be found [here.](https://fmf.cfpc.ca/speaker-resources/217478/)

**For live streaming sessions**

* Check into the virtual Speaker Ready Room at least 30 minutes prior to your session.
* More information will be provided to you closer to your presentation date.