

## **Research Week Oral Remote Presentation Guidelines:**

Oral presentations are 15 minutes in length with five additional minutes for questions and answers. The schedule is strictly enforced. Remote Oral presentations are held in the Jerry Falwell Library Active Learning Classroom.

### **Notes to Presenters:**

- Visuals include Microsoft PowerPoint by following the guidelines using any of the 16x9 PowerPoint presentation slides.
- The presenter must have a professional backdrop such as an office or blank wall.
- The presenter must be in professional dress.
- Please be on standby for 10 minutes prior to your scheduled presentation time to prepare and set up for your presentation.
- A moderator will be in the front row to track your time and give you a three minute warning.

### **Technical Requirements:**

- Technical services will be on standby for any technical difficulties.
- Access and ability to install Cisco Jabber Guest software. Further instructions for installation will be provided upon acceptance.
- Access to a USB headset (Logitech H540 recommended but others may be used).
- Access to a webcam.
- Both the USB headsets and webcams are available at any Staples or Office Max stores.
- Internet speed for Upload at 5Mbps or higher. Upload speeds of 2.5 Mbps or lower will be degraded service or may not function at all.
- Navigate to [speedtest.liberty.edu](http://speedtest.liberty.edu). Input username and click "Begin Test".

A technical testing day will be scheduled for April 5<sup>th</sup> and 6<sup>th</sup> in the afternoon to make sure you are ready to present remotely. We will have you sign in and review the process for presenting. We will contact you via email to set up your times closer to Research Week.

### **Professional Courtesy**

Please be quiet and respectful of others while they are presenting. We highly discourage leaving the room while a person is presenting. We will not allow anyone to enter the room once a presentation begins.