



ENDO 2021 Presenter Toolkit (Live-Streaming Sessions)

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If you have questions not covered in the information below, please contact the ENDO Education team at (meetings@endocrine.org)

Slide Design

- Slides should remain in the template's widescreen, 16:9 format.
- The ENDO 2021 PowerPoint slide template is available for your use (optional). Visit our [Presenter Resources](#) site to download.
- Minimize the use of builds, animated transitions or videos during your presentation. These will not have the same impact in a web stream and can appear blocky and distorted to the end viewer.

Required Slides

- **Slide #1 – Talk Title** (including your name and institution).
- **Slide #2 – Disclosure Statement**
 - Your disclosure statement should list any commercial relationships relevant to your specific talk.
 - If no financial relationships exists, the second slide must read: "I have no relevant financial relationships to disclose."
- **FINAL SLIDE – Evidence-based medicine (EBM) or Key References.** List three (3) references supporting the key points of your talk. This is separate from any footnotes or bibliography that you may want to include.

Use of Product/Brand Names

- Do not include product/brand names or logos in your presentation. However, institution logos (i.e., non-PhRMA related logos such as university names, associations, and government agencies) are allowed in the body of your presentation. If it is necessary to reference a commonly used brand name or product, the scientific or generic name should be referenced next to it. *Example: Acetaminophen (Tylenol)*

Copyright/Permissions

It is the responsibility of the speaker to ensure that copyright laws have not been violated in the submission of materials for duplication and/or presentation. The Endocrine Society does not assume responsibility for acquiring permissions; however, charts, figures, and pictures are permissible from Endocrine Society Journals – *Endocrine Reviews*, *The Journal of Clinical Endocrinology & Metabolism*, *Endocrinology*, and *Journal of the Endocrine Society* -- so long as their original appearance in the journal does not indicate that copyright is held by a third-party, in which case the speaker will need to contact the copyright holder through Copyright Clearance Center (<https://www.copyright.com>).

Slide Sharing (*Meet the Professor Sessions*)

Attendees rely on slides to utilize information you provided in their personal practices or research. You are encouraged to share your slides in advance of your presentation. Your slides will be shared with attendees as a PDF only. Instructions for uploading your slides for attendees will be provided in mid-February.

Recording Environment

Lights, Camera, Action! For the best video possible please take note of your environment, including the lighting, what you are wearing, distractions in the background

Lighting

- The best lighting is diffused, from both sides and not overly bright.
- Make sure any light source in the room, such as a window or a lamp, is in front of you. Two small lamps on either side of your computer, placed slightly behind the camera, is a simple way to achieve attractive lighting.
- Make sure there is no light source behind you as this may cause your face to appear dark in the camera.
- Avoid having a window behind you.

Clothing

- As a general rule, solid and rich colors look best on video and film. If you wish to wear a dark color, navy is better than black.
- Please remember your outfit and your recording environment. Ideally, you will wear the same clothes, jewelry and be in the same room for your live Q&A.
 - Avoid wearing pure white clothing as it can look overexposed, or striped or checked patterns as they can be blinding on a webcam.

Virtual Backgrounds

- While digital backgrounds are not preferred, if you do decide to use one, test it in advance. It is not uncommon for presenters to disappear in their background.

Before Your Recording/Presentation (24 Hours in Advance)

Whether you are presenting live or recording your presentation, we recommend you run through the following items in advance to help ensure a seamless presenting experience.

- [Download Zoom](#) to the computer you will be presenting. We recommend having the latest version of Zoom installed on your computer.
- [Test your Zoom connection](#) ahead of time, especially your audio and video.
- [Test your camera](#) before the recording. Make sure you are centered inside the frame.
- Ensure you have a professional background behind you and proper lighting in the room. For the best video, avoid bright lights and windows behind you.
- Make sure you are in a quiet space for your recording. If you are presenting from home, please avoid background noise or interruptions to your recordings (pets barking, family members talking, etc.)
- Present from a computer, not from a mobile phone. The computer should be powered with a charging cord (do not use your laptop battery alone).
 - **A wired connection is a more reliable Internet connection** than a WiFi connection.
 - To ensure the highest bandwidth possible, avoid the streaming of other platforms during your presentation (Xbox, Spotify, Netflix, etc.).
- Ensure your microphone, headphone or speakerphone is near you. A wired headset will generally produce the best quality audio and pick up less ambient noise.
- Close email and mute phone and other items that may ding or buzz during the presentation.
- Have a clock handy to keep track of overall time.
 - Oral abstract presentations are no longer than 10 minutes
 - Note, recordings lasting longer than 10 minutes will be stopped.
 - Symposia presentations can vary depending on your session. Please visit the [online program planner](#) to reconfirm your allocated presentation duration.
 - Meet the Professor sessions must be no more than 20 minutes didactic as the remaining time will be for Q&A.
 - Guided Poster Presentations must be no more than 3 minutes and two slides.
 - If you are in a session not listed above, please visit the [online program planner](#) to reconfirm your allocated presentation duration.

What to Expect: Recording/Presentation Day

- After you reserve your recording date and time you will receive a calendar appointment from Endocrine Society staff with a personal Zoom webinar link. You will use this link to join the recording on your reserved day.
- You will receive a second calendar appointment from Endocrine Society staff with instructions for how to join the ENDO 2021 event platform for your presentation.
- A technician will welcome you and confirm your audio and video (camera), review the virtual platform features and sharing of your slides, steps outlined below.
 - To share camera, select the “Start Video” button at the bottom of the Zoom control panel.
 - To share your slides, follow the steps below:
 - Open your presentation in PowerPoint.
 - Open your presentation in full screen mode.
 - Leaving PowerPoint open, switch back to Zoom and select the green “Share Screen” button and select the screen to share. You should select the screen with your presentation in full-screen mode.
- You will have control to advance the slides. Begin your presentation on your title slide.
- When you get to your second slide, which should be your disclosure slide, you do not need to read the slide you can simply say “and here are my disclosures” and then click to the next slide to begin your presentation.
- Present as if you are giving your presentation to an in-person audience.