



ENDO 2021 Presenter Toolkit (On-Demand 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 Options

Recordings must include audio with slides. It is optional if you include your picture or actual video during presentation. We recommend selecting a recording option that you are most comfortable using given your operating system and software version. If you have not recorded an audio presentation before, we have provided below a few suggested options for generating the optional recording to upload along with the PDF of your poster.

Below are only suggestions for those of you requiring the guidance.

PowerPoint or Keynote

Use PowerPoint or Keynote to record your presentation and export a MP4 file

- PowerPoint (Windows, Mac): [Instructions](#) | [How-to-Video](#)
- Keynote (Mac only): [Instructions](#) | [How-to-Video](#)

Record your own (free tool)

- Loom (Chrome Browser on Windows, Mac): [Download](#) | [How-to-Video](#)

Record your own (webinar services)

- Zoom (Windows, Mac)*: [Instructions](#) | [How-to-Video](#)
 - *Payment required for videos longer than 40 minutes.
- Microsoft Teams (Windows, Mac): [Instructions](#) | [How-to-Video](#)
- GoToMeeting (Windows, Mac)**: [Download](#) | [How-to-Video](#)
 - **\$19/month
- Amazon Chime (Windows, Mac): [Instructions](#) | [How-to-Video](#)

Reminders: Make sure your presentation video is saved as a MP4 file. Playback MP4 file to confirm a successful recording prior to submitting. The Endocrine Society is still developing the web site where you will upload the presentation. Once we are ready to accept your presentation, we will let you know for uploading purposes. Presentations will be due no later than February 28.

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.

Environment and Setup

- Turn off your phone.
- If you have pets, partners, roommates or children, take precautions to ensure that they do not disturb your presentation.
If using video:
- Think about what is behind you! The last thing you want is for your audience to be distracted.
- Choose a professional and neutral background where there is little or no possibility someone may walk behind you. A bookshelf or home office environment works well.
- Sit in a comfortable position and ensure that you are centered in the webcam view.
- Look directly into the camera as much as possible when presenting, this will make your virtual audience feel as if you are talking directly to them. People naturally tend to look at the video of themselves while presenting. If this is the case, position the video of yourself on your computer screen as close to your webcam as possible. This will make it look as though you are looking directly into the camera.
- If you wear glasses, they will reflect what is directly in front of you into the camera. Tilt your head slightly or adjust your glasses to eliminate this effect.

Sound and Audio

- Your microphone will pick up any noises around you. Try to eliminate any background noises and mute any telephones or other devices so they will not provide a distraction during the talk.
- If at all possible, use a USB headset during your presentation.
 - Ensure that your headset is charged, if relevant.
 - The microphone will be placed close to your mouth so that background noise is greatly reduced compared to your computer's built-in microphone.
 - A USB headset or a regular pair of headphones can also greatly enhance what you hear with audience participation or questions.

Timing

- Have a clock handy to keep track of overall time.
 - 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.
 - If you are in a session not listed above, please visit the [online program planner](#) to reconfirm your allocated presentation duration.