ANH2020
ORAL PRESENTATION GUIDELINES

Congratulations on being selected to give an oral presentation at the 5th Annual Agriculture, Nutrition & Health Academy Week Research Conference, held virtually from **30 June to 2 July 2020**. Please read these guidelines carefully. They have been prepared to help you deliver a strong and effective oral presentation. Questions? Please contact ANH-Academy@lshtm.ac.uk.

OVERVIEW
In order to strike a balance between maximising content across time zones but not overloading presenters or participants, the Research Conference will include a mixture of **pre-recorded** and **live content**, with presentations uploaded in advance, saving the parallel thematic sessions primarily for live discussion and Q&A.

Pre-recorded presentations:
Presentations should be no more than 7 minutes long and uploaded onto the **ANH Academy website** **no later than Tuesday 23 June** to enable prospective participants to arrive to the session already familiar with your work and ready to talk. Unfortunately, failure to meet this deadline will result in removal from the programme. Guidance and support on how to record and upload your presentations can be found later in this document.

Thematic discussions (live):
Each 60-minute thematic discussion will consist of 3-5 speakers. You will be given the opportunity to reintroduce your work for a **maximum of 3 minutes** which will be enforced by Session Chairs! You may use slides for this purpose. Keeping to the schedule timings is critical to maximizing the active and participatory nature of the online conference. A Session Chair will introduce each presenter and facilitate the Q&A with the audience. A team of ANH staff will be on hand to provide a range of support. To find the thematic session that you have been assigned to **please view the detailed programme here**.

Simplified programme for the ANH2020 Research Conference:

Time / duration	Tue 30 June	Wed 1 July	Thu 2 July
12:00 BST (30 mins)	Opening	Social hangouts	Social hangouts
12:30 BST (30 mins)	Break / spacing	Break / spacing	Break / spacing
13:00 BST (60 mins)	Keynote speech (plenary)	Panel discussion: COVID-19 (plenary)	Interactive discussion: RCTs for ANH Research
14:00 BST (15 mins)	Break / spacing	Break / spacing	Break / spacing
14:15 BST (60 mins)	Thematic discussions (parallel)		
	Ag-nutrition implementation science studies A	Food environments and markets A	Animal source foods
	Ag-nutrition implementation science studies B	Food environments and markets B	Macro-level interventions A
	Political and economic dynamics of nutrition and health A	Innovative approaches A	Macro-level interventions B
	Political and economic dynamics of nutrition and health B	Innovative approaches B	Macro-level interventions C
	Food safety	Innovative approaches C	Climate, seasonablity and spatial studies
15:15 BST (30 mins)	Break / spacing	Break / spacing	Break / spacing
15:45 BST (30 mins)	Social hangouts	Social hangouts	Social hangouts
16:15 BST (10 mins)			Closing ceremony (plenary)

RECORDING YOUR PRESENTATION
We recommend using Zoom to record your presentation, since it is free to set up an account. Once recorded, please upload your recording to our website via this form. Please upload your presentation recording in MP4 format and your slides in PPT or PDF format.

How to record your presentation using Zoom:
- Log in to Zoom on your internet browser.
- If you have not already, download Zoom version 5.0 by clicking on the orange button that says "Get 5.0 Now".
- From your internet browser, click "Host a Meeting" (select "With Video Off" or "With Video On" – either one works)
- Follow the prompts from Zoom to open up the meeting in the Zoom application.
- Test if your microphone is working by clicking the arrow next to the "Mute" button, clicking "Test Microphone & Speaker" and then following the Zoom instructions.
- Check if you see a button that says "Record" in the bottom of your Zoom window. If you don't, you will need to enable your account to record Zoom meetings. Please use these instructions to enable this setting on your Zoom account. Note: If the option is grayed out, it has been locked at either the group or account level, and you will need to contact your Zoom administrator.

If you have a **paid version of Zoom** (for example, a licensed Business or Education account), continue with these instructions:
- In the Zoom application window, click "Record" in the menu at the bottom, and then click "Record to the Cloud" and then click "Continue". More information on recording a Zoom meeting to the cloud can be found here.
- Make sure you are not muted.
- Share your presentation by clicking the green "Share Screen" button in the menu at the bottom and following the steps to share your slides.
- Give your presentation.
- When you are done, click the red "Stop share" button at the top of your screen and then the red "End" button at the bottom right of the Zoom application window.
- Go back to your Zoom account on your internet browser.
- Click "My Account".
- Click "Recordings" and then "Cloud Recordings". You'll see your recording of your presentation at the top of the list. You can download it to watch and listen to see if everything worked.
- Click "Share…".
- Click the circle next to "Publicly".
- Click "Save".
- Click "Copy sharing information to the clipboard".
- Paste that information into a text file or Word document and upload it to our website in the section of the form that says "Pre-recorded video upload (MP4 format)".

If you have a **free Basic version of Zoom**, continue with these instructions:
- In the Zoom application window, click "Record" in the menu at the bottom.
- Make sure you are not muted.
- Share your presentation by clicking the green "Share Screen" button in the menu at the bottom and following the steps to share your slides.
- Give your presentation.
- When you are done, click the red "Stop share" button at the top of your screen and then the red "End" button at the bottom right of the Zoom application window.
- A window that says "Convert" will pop up – wait for that to finish (it may prompt you to select where on your computer you'd like to save your recording – please select somewhere that is easily accessible).
- Navigate to the place on your computer you saved the recording. Watch and listen to it again to see if everything worked. The file you'll want to upload to our website will be entitled "zoom_0.mp4". Please rename the file with your full name before you upload it.

Slides guidance (for both pre-recorded and live presentations):

- Oral presenters are not restricted to using PowerPoint and there is no limit on slide numbers (although presenters should still ensure their presentations are within the time limits). However, all slides must run on Windows operating system and be sharable in the live session via "screen share" on Zoom.
- Please include the following on your first slide:
  - ANH2020 logo - download the logo file here
  - Conference link: http://www.anh-academy/ANH2020
  - Conference hashtag: **#ANH2020**
  - *Optional:* Put any social media handles you have (Twitter, LinkedIn) on your first slide and end slide.
- Make sure you have your notes/talking points accessible by printing them out or by using another computer screen. When you are presenting, you may not be able to use the notes function embedded within PowerPoint.

Tips for presentations:

- **Do** focus on key elements of your research, such as study design, methods, findings and implications/relevance for agriculture-nutrition-health pathways.
- **Do** practice your presentation several times in advance to ensure you can clearly communicate your research within 7 minutes. Do the same for your 3-minute reintroduction talk, remember that Session Chairs will be timekeeping strictly.
- **Don't** spend time on a detailed introduction or description of the country in which the study has taken place.
- **Don't** cram slides full of text. Instead, use them as visual aids to support what you are talking about. Less is more.

Useful links to presentation advice can be found here, here and here.

Open to learning new tips and tricks to improve your presentation?

Watch a recording of our special ANH2020 presenters' webinar, with Jamed Falik, IFPRI's Visual Design and Production lead, who will provide insights and suggestions on enhancing your presentation.

Bandwidth problems:

We understand that data, bandwidth and connectivity may be an issue for some presenters. If you are having, or anticipate problems in this respect, please do let us know as soon as possible and we will make arrangements to provide support.

Preparing for the live thematic session

Practice sessions:

- Presenters will be asked to join a test run on either 26 or 29 June. Instructions will follow soon.

Internet Connection:

- Make sure your internet connection is good. Use a wired Ethernet connection instead of WiFi if possible.
- Test if your microphone is working by clicking the arrow next to the "Mute" button, clicking "Test Microphone & Speaker" and then following the Zoom instructions.
- Test if your webcam is working by clicking the arrow next to the "Stop/Start" Video" button and clicking "Video Settings".

Manage how your webcam looks:

Zoom lets you get face-to-face with your audience, which adds a high level of engagement opportunities for you. Take advantage of this by optimizing your meeting space for video.

- Lighting should be bright and even and preferably come from in front of you and never behind you to avoid casting shadows on your face.
- Your background should not be distracting.
- Try to look at your camera instead of a screen or paper. This will give the effect of eye contact and visual engagement. Use the gestures and mannerisms that you would typically use in person.

Starting your presentation:

Please arrive in the Zoom room for your designated session at least **10 minutes** prior to the start. Specific links to each parallel room will be shared with all presenters and participants 2 hours prior to the event for security purposes.

Q&A session:
The session chair will facilitate approximately 30-40 minutes of Q&A during your thematic session and will address specific questions to you for a response.

Presentation prize:
Prizes, based on popular vote, will be awarded for the best virtual presentation at ANH2020.

Please get in touch if you have any questions at all, we look forward to seeing you at the test run!

Kind regards,
ANH Academy Team
ANH-Academy@lshtm.ac.uk