

World Glaucoma Association

The Global Glaucoma Network

www.worldglaucoma.org

Speaker Recording Guidelines

- Preparation of your presentation materials
- The review process
- Before the recording

Watch the Instruction video [here](#).



Preparation of your presentation

Microsoft PowerPoint

Use Microsoft PowerPoint version 2010 or later and only use widescreen (16:9).

PowerPoint Template

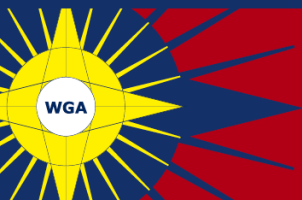
Download [this PPT template](#) to prepare your presentation.

Title Slide

Include your presentation title and name on the title slide.

Conflict of Interest (COI)

Use the COI disclosure slide to declare if you have any conflict of interest (industry grant/honoraria/etc.). If you do not have a COI, simply tick the box “No, nothing to disclose”.



Preparation of your presentation

Font

The default font for WGA is Source Sans Pro or Arial. This font is embedded in the PPT template you use for your presentation. We ask you to use a minimum font size of 18 pt. and avoid too much text on each slide (60% of the viewers view WGA content on their cell phones).

Quality of videos, photos and charts

When using videos, photos or charts in your presentation, make sure they are of the highest quality possible. Videos may be formatted in MPEG, AVI, WMV, or QuickTime (MOV) with a maximum resolution of 1280×720. Do not use DivX compression.

Back-up plan for videos

Make sure that you have downloaded any video files you present during your presentation and have them ready on your computer before you start your recording, in case the video you included in your presentation does not work.



Preparation of your presentation

Speaker video

When preparing your presentation in the PPT template provided, do not add any text or images over the icon in your presentation as shown here on the right side. Your video will be added here.



Presentation time & length

Keep your allocated presentation time of **8 minutes** in mind when preparing your slides (try not to include more than 15 slides). It is crucial that presentations are kept within these set times.

Video example

Find [here](#) an example of how your video will look like in the end after it has been edited.



Preparation of your presentation

Description, categories and keywords

Kindly provide a short description of max. 150 words on your presentation. We will add this description to the WGA website, below your recording.

In addition, we ask you to provide categories and keywords for your presentation, so your video can be easily found in the WGA Video Library. Provide us with your description, categories, and keywords [here](#).



Preparation of your presentation

Provide a summary of your presentation

Kindly provide a text summary of your presentation of 500 words maximum. This text summary may include up to 5 references and should include the key messages you plan to give during your presentation. This summary will help the peer-reviewers understand what you are planning to present during your presentation and will also be available on the WGA website together with your video for the viewers to download.

We ask all speakers to include the following in their presentation and Summary:

- A step-by-step instruction on how to do the procedure
- Incorporate what instruments/sutures are used
- Include information on how to avoid intraoperative complications
- Include any special pre-operative preparations (when applicable)
- Include information on post-operative treatment with dose and duration



The review process

- Step 1.** Your PPT Presentation, summary and description will be critically evaluated by the WGA Education Committee based on current evidence-based literature and adherence to standard surgical protocols.
- Step 2.** You receive the feedback given on your presentation, summary and description and we ask you to incorporate any necessary changes. Afterwards, we may ask you to resubmit your adjusted slides, summary and description depending on the feedback you received for a second review before starting the recording of your video.
- Step 3.** After your presentation has been recorded, the recording will be reviewed. Should this be necessary, we may ask you to re-record your presentation.

Note: *We have this extensive review process in place, to review everything to the best of our ability before recording the presentation, to prevent as many re-recordings as possible.*



Before the recording

1. Sound & Image

- Use a headset, earbuds, or an external USB microphone to prevent unnecessary (background) noise.
- Use a laptop for your presentation with integrated or USB webcam (no mobile phone or tablet).

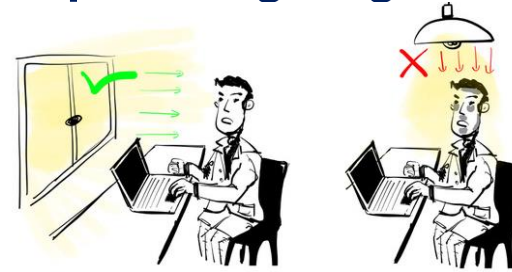
2. Dress code

- Dress as you would for a physical congress.

3. The right position



4. The perfect lighting



5. The ideal background

- Use **this virtual background** (or a neutral background when a virtual background does not work for you).
- Limit any distractions.

6. A stable internet connection

- Test the speed of your internet connection **here** to ensure that you have a minimum speed of 10 Mbps.
- Whenever possible, use a wired connection instead of WIFI.

