

SVU VIRTUAL CONFERENCE  
**VISION 2020**



Good afternoon SVU Virtual Conference Presenter,

We would like to thank you again for participating in the inaugural *SVU Virtual Conference: Vision 2020*.

Below you will find some helpful information to assist you with prerecording your presentation.

- Access the PowerPoint slide template here: [PPT Presentation Template](#)
- **“Nah, I’m Good”** --- If you are able to record your presentation yourself, Congrats and Thanks! Please be sure the recording output is a **MP4 file type**.
- You can record your video alongside your slides; or just record your slides with audio voiceover -whatever you are more comfortable with.
- **For Best Audio**-- we suggest using a simple USB-plug-in microphone. Even the cheapest (\$10) plug-in mic will be a huge improvement over the laptop’s native microphone.
- **SHHH!** Record at a quiet time of day, with minimal chance of interruption or distraction. Early morning works great!
- If you need help recording, let us know ASAP at [svuinfo@svu.org](mailto:svuinfo@svu.org) ! We can record you remotely using Zoom. But to avoid scheduling hassles, it’s easier to record it yourself.
- **Test your setup** - Do a brief demo for yourself to check audio and video quality before recording your entire presentation.
- **Lighting** – Record in a well-lit location. Be sure there is no silhouette or shadows. Align your face and upper torso to appear onscreen, with an uncluttered background.
- **Smile** – A smile says it all.... It’s the best way to connect with your audience right off the bat!
- **Hand Gestures** also help you connect to your audience while onscreen. Show your passion for your topic! Practice with a friend so your gestures seem natural, and mesh with what is being said.
- **Voice Inflection** – Keep your learners engaged by changing the tone of your voice throughout your talk. This cannot be overemphasized! If you sound boring, you will be perceived as boring. Again: Practice makes perfect!
- **Say What?** Ask yourself a question or two during your delivery that you would anticipate an audience asking you. This re-engages the learner and tunes them back in. For example: “You may be asking yourself...” Or: “Why did I do X, instead of Y? Well, for one reason...”
- **Pre-script your talk**, or create bulleted talking points, to keep your content concise and meaningful; keep you focused; and avoid rabbit holes. Don’t forget the obvious – state saying your name, credential, employer and city/state, and the topic of your presentation. And – you guessed it – PRACTICE your entire presentation.
- Incorporate **humor** only if you feel comfortable doing so. This is tricky because you won’t be able to hear audience laughter, so smile during your delivery and even chuckle to signal that humor is intended.

- **Practice, record, and watch** - It may be helpful to practice, record yourself, and watch to check for the suggestions above. Have a colleague view your practice presentation and provide feedback. In general, the more you practice, the less nervous you will be, resulting in the better final product.
- **Timing is everything!** Be sure your practice sessions run on time! The conference schedule is tight, and we don't want your final presentation cut-off before it's done.
- **All presentations and recordings will be reviewed by SVU prior before they are posted to the Event Website. Retakes may be necessary in some cases, to ensure optimal learner experience.**

Once you have completed your presentation, please click on this link: <https://conference.svu.org/submit-your-speaker-information/> to upload it. Our admins will check it out before posting it 'live' so expect a short delay before you will see it online.

Along with your presentation, please upload your:

-High Resolution profile picture

-Brief biography

- Additional documents that might be helpful to learners (be sure not to violate any copyrights!)

Thank you once more. Without your participation and that of your colleagues and peers around the nation and the world, there would be no SVU Conference this year. Let's set a high bar for the SVU Vision 2020 Virtual Conference. Our goal is to lay the groundwork this year for future conferences – augmenting our In-Person conference, and virtual stand-alone conferences on specialty topics.

Best regards,



George Berdejo, BA, RVT, FSVU

SVU Virtual Conference: Vision 2020 Chair