Conference Lecturer Checklist

Proceedings are web based seminars pre-recorded for access after the conference event.Usually it will comprise of a speaker presenting a series of PPT (Microsoft PowerPoint) slides. The slides should naturally follow the topics selected for the webinar.

If you want to show videos (max. 20), please send them to your host prior, as they can only be transmitted in the correct quality if we upload videos to the software before recording.

It is easier if the lecturer is using a USB headset connected to the computer but usually standard headsets also work fine. During the presentation, only the voice of the speaker is heard – there is no accompanying video. The webinar can be delivered from any venue providing that there is access to a computer with a reliable internet connection.

The webinar should last for 45 to 50 minutes, unless otherwise agreed with us and can be recorded with us and your host will guide you through the process if you are new to presenting. You are welcome to record yourself and send us the completed webinar (preferably an mp4) via WeTranfer

Delegates will be required to take a test consisting of 5 Multiple Choice Questions, which should be sent to us by the speaker for vet-webinar at least 3 weeks before the required completion date.

Checklist preparing for a pre-recorded seminars

As soon as possible return your contract!

- ☐ provide title of webinar
- ☐ provide 100-150 words on learning objectives
- ☐ send PPT- presentation (ideally as a PPT or PDF with 1 slide per page)
- ☐ send 5 multiple choice questions to be used for the test

Please remember for recording

- Ensure that you are sitting comfortably at your computer in a room where you will not be disturbed
- Ensure that you have an internet connection
- Ensure that you have an USB headset connected correctly
- Ensure that you have the PPT presentation prepared and ready to show slides
- Disable email pop ups etc. as the delegates will be viewing your computer screen
- Turn off mobile phone (it can affect the system)
- Be aware of outside noises – barking dogs, noisy cats