

## How to Prepare for a Virtual Presentation

### Overview

Virtual Presentations allow students to showcase research, creative projects, or scholarly work through a pre-recorded presentation that is shared online during the symposium. This format supports students who are participating remotely, enrolled online, or who prefer an asynchronous presentation option.

Virtual Presentations do not include a live session or real-time Q&A.

### Format & Expectations

- Virtual Presentations are recorded in advance and made available to viewers during the symposium.
- Presentations may include slides, media, or other visual support.
- Only the final version of the presentation should be uploaded.
- Presenters will not participate in a live discussion session.

### Presentation Length

- Recorded presentation length: up to 10 minutes
- Presenters should plan content carefully to remain within the time limit.

### Preparing Your Presentation

- Design your presentation for a general academic audience, including viewers outside your discipline.
- Clearly introduce your topic and explain any key terms or concepts.
- Focus on the most important ideas, findings, or creative elements.
- Organize your presentation with a clear structure:
  - Scholarly projects often include background, purpose, methods/process, results, and significance.
  - Creative projects should provide context, present the work, and conclude with a clear takeaway.
- Virtual presentations should be polished, self-contained, and easy to follow, as viewers will not have an opportunity to ask clarifying questions.

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### Engaging a Virtual Audience

- Speak directly to the camera as if addressing a live audience.
- Use simple, uncluttered visuals to reinforce key points.
- Vary your tone and pacing to maintain interest.
- Pause briefly between sections to help viewers follow your explanation.

### Recording & Technology Options

- ATU supports Kaltura for recording and submitting virtual presentations.
- Other technologies, such as teleprompters, webcams, or screen-capture software, are allowed.
- Final videos must:
  - Be in .mp4 format
  - Be recorded in 16:9 horizontal orientation (not vertical/reel style)
- For detailed guidance, see the Online Research Commons and consult the Kaltura Guide for recording and submitting your video.

### Delivery Tips for a Virtual Presentation

- Ensure good lighting so your face and visuals are clearly visible.
- Minimize background distractions, including noise, movement, and clutter.
- Speak clearly at a natural pace, and show enthusiasm for your work.
- Preview your final video to confirm audio, visuals, and timing before submission.
- Keep slides or visuals simple and readable; avoid overcrowding text or graphics.
- Treat your recording as if you were presenting to a live audience—engage viewers directly and clearly.

#### Avoid These Common Pitfalls:

- Exceeding the 10-minute limit
- Poor audio quality or distracting background noise
- Slides with small text or cluttered visuals
- Reading directly from slides
- Failing to clearly explain the purpose or significance of the work