



PRESENTING AT APNIC 50

The team at APNIC would like you to have the best possible experience when presenting at APNIC 50. The information below aims to help you prepare for your presentation but if you have any questions, please get in touch with Sunny Chendi (sunny@apnic.net).

Basic Logistics

- Please register for the conference: <https://conference.apnic.net/50/register/register/>
- APNIC 50 will be using Zoom as the webcast platform. If you're unfamiliar with Zoom, please take the time to download the Zoom application to your computer and test out the functionality
- There will be a WhatsApp group created for communication between the speakers and APNIC staff so we can contact each other quickly. Here is the link: <https://chat.whatsapp.com/LSJxX1Oxql39dse4i7GKhM>
- If you do not use WhatsApp, please provide your mobile/cell number so we can contact you via SMS.
- APNIC team will send a calendar invitation to remind you to log in 30mins before your scheduled session/timeslot. Please accept this invitation
- Please upload your slides at least a day before your session so we can publish them on the conference website before your presentation: https://upload.apnic.net/session_upload.php
- There will be a practice run through so you can test and ask questions

On the day

- Be logged in and ready to present at least 10 minutes before your scheduled timeslot
- Please ensure your Zoom name is your normal name as displayed in the program – if it is different, we will have trouble finding you. If you use a nickname / full name which is different, let us know
- Link to APNIC 50 program: <https://conference.apnic.net/50/program/schedule/>
- Please keep your video off and microphone muted until it is time for you to present.
- When it is your turn to speak, the session moderator will introduce you and your topic, you'll then be given control to share your screen to present your slides from your own computer. Turn on your video and microphone to present
- When you are finished, there will be Q&A – this will be moderated by the MC who will either read text questions to you, or allow participants to ask questions verbally
- Once Q&A is done and your session has finished, turn off your video and mute your microphone

Things to be aware of

- Please stick to your allocated time for your presentation. MC will interrupt your presentation to alert you 5mins before your allocated time – it helps the other speakers and the whole event to run smoothly. If you are unsure how long you have, please confirm with us before you present
- Please be mindful of how long you have to present and tailor the number of slides you have to the time limitation. It is better to present fewer slides in more detail than having to race through a huge number of them
- Please take time to check your computer before joining to make sure you are not displaying any confidential information on screen
- We recommend closing all other applications and windows on your computer, especially anything that may pop-up or trigger audio alerts during the presentation

- Test your microphone and video set up well in advance of the presentation. Test microphone levels to establish the right volume
- If your microphone quality is poor, please consider using wired headphones with a microphone for the duration of the presentation to ensure good audio quality. Bluetooth headphones / Air Pods can sometimes be unreliable when presenting
- If using a laptop, please plug it into a power source
- If a wired network is not available, make sure to do the Zoom call from an area with a strong Wi-Fi signal
- If joining from a shared network at home, please keep all other network traffic to a minimum so the Zoom stream can work as best as possible. Anyone streaming videos on the same network can impact the quality of Zoom audio and video
- Select an area with enough front lighting so you can be clearly seen on screen and not shadowed
- Choose a quiet location where you will not be disturbed, and background noise will not interfere with your audio
- If you wish to use a virtual background, test it with the clothing you will wear on the day you present to ensure there are no problems with you disappearing into the background. White and green clothing can interfere with virtual backgrounds!
- If you wish to use an APNIC 50 virtual background; we can download the files here: <https://ftp.apnic.net/apnic/meetings/apnic50/>
- If your setup uses multiple screens, be sure not to be broadcasting PowerPoint's "Presenter View" on Zoom rather than your slides. Testing beforehand is important
- Depending on your organization's security policy, you may need Admin permission to share your screen in Zoom. If this is the case, make arrangements to allow screen share privileges
- The APNIC team will communicate with you via WhatsApp during your presentation should there be any major issues so please keep your mobile/cell phone close. If you drop out or if there are some technical difficulties, please check your phone

And finally...

- Be energetic! Remote presentations can feel disconnected from the audience because you can't see them, you can't maintain eye contact with the participants, and you may lose the sense of being in the same room as the audience. But they are still there, so please bring passion and energy. If you are not enthused about your topic... no one else will be!
- Watch your pace and speak clearly so everyone can understand your talk
- Please avoid simply reading your slides. Everyone can see them and read them on screen already! You are there to add the insights and personality
- Please feel free to promote your talk on social media using the hashtag: #apnic50
- Be yourself – and enjoy yourself!

If you have any questions, please contact Sunny Chendi (sunny@apnic.net).

Thank you for your understanding and cooperation!