



Getting ready for Digital
IGeLU 2021



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Conference Theme:

Equity, Equality, Diversity

Rapid Change in a Diverse World

Our Conference Theme is meant to inspire and suggest topics but as always, we are happy to accept proposals for practical sessions on any topic relating to the use of Ex Libris products.

Digital IGeLU2021

Conference will be held as planned from **Tuesday 24th to Thursday 26th August.**

Developers' Day will take place on **Monday 23rd August.**

All sessions will be hosted on Zoom with multiple Zoom instances to support the usual parallel tracks.

Each session will be 30 minutes long. If you would like to pre-record you are welcome to but also fine if you want to deliver your session live via Zoom. Please allow time for questions.

This year we will be increasing the time for between session breaks to 15 minutes. As a result of your feedback last year.

General information about the 2021 conference can be found on the IGeLU website at:

<https://conferences.igelu.org/conference2021>



Your presentation

Each presenter will be assigned a 30 minute slot. We suggest making each presentation 20-25 minutes long, and to allow time for live Q&A for the last 5-10 minutes.

We are allowing 15 minute breaks between sessions.

You are welcome to decide whether to use video or presentation style with voice-over.

You can pre-record or run your session live.

Suggested software for presentation:



Microsoft PowerPoint

Microsoft PowerPoint empowers you to create clean slide presentations and intricate pitch decks and gives you a powerful presentation maker to tell your story.



Google Slides

Create a new presentation and edit with others at the same time. Can be done from your computer, phone or tablet. Free with a Google account.



Prezi

Prezi is a story telling app that allows you to create interactive visuals that appear right next to you on screen as you present, for virtual presentations that engage, inspire, and educate.

Tip: Both PowerPoint and Google Slides offer live captioning which is a good way to provide audience full access.

Suggested software for video:



[Zoom](#)
Cross-platform

Zoom's secure, reliable video platform powers all of your communication needs, including meetings, chat, phone, webinars, and online events.



[recordMyDesktop](#)
Linux

recordMyDesktop is a free and open source desktop screen casting software application written for Linux.



[Quicktime](#)
Mac

Quicktime is an extensible multimedia framework developed by Apple. It is capable of handling various formats of digital video, picture, sound

Presenter Tips:

Structure your presentation with an introduction/outline of what your audience can expect, followed by the body/center of your story (presenting is storytelling!) and end with a conclusion that summarizes the main topics.

- Make sure the audience walks away understanding the following:
 - What the presentation is about
 - The main objective of your presentation
 - What has been done
 - The value your approach provides
 - Next steps, if any

Describe the problem clearly enough for the audience to appreciate the value of your contribution.

Aim your presentation at an audience that is not familiar with your research area, so communicate the importance of your work, rather than simply laying out the results.

Preview your presentation, show it to a colleague or friend you trust to get honest feedback

Presenter Tips: Speaking to Diverse Audiences

Talk at a pace so that everybody in the audience can understand, regardless of whether English is your first or second language. Remember, there are members in the audience who may have English as their first or second language.

Enunciate clearly: Speak slowly, clearly and loudly.

Be careful with metaphors, idioms, and jargon: Some metaphors appropriate in one culture may be offensive in another one.

Know the meaning of words outside of your native language

Be mindful of body language and eye contact

Digital Inclusion

Digital Accessibility is about removing barriers to access by people with disabilities

Remind folks to indicate who is speaking

- This will assist with captions, transcripts, etc.

If using video, make sure you are facing the camera for those who read lips and for expression

Provide guidance on how to describe things for people who cannot see them

- Doesn't mean read word for word – but don't assume everyone can see your slides, hear you or understand
- Describe charts, visuals, and other video – provide equivalents not what something looks like

Provide guidance on creating accessible materials like presentations, documents and links to materials that are accessible

Remind folks that participants may need breaks

Making your presentation accessible

Turn on closed captioning

Avoid small text and use good contrast

Choose non-distracting backgrounds

Use text, images, and charts

Provide alternatives for images

Reduce clutter and distractions

During the Presentation

Speak clearly and at a normal pace for people to follow along

Only one person should speak at a time

Use simple language and give people time to process

Make sure your video/webcam image has good lighting conditions and your face is visible

Describe results of any polls/surveys etc. – e.g. about 1/3 of folks reported this issue, etc.

- Use features like online raise hand and poll feature rather than relying on people raising hands in video
- Limitations may exist for queues of question

Monitor chat/have someone help monitor chat, etc. if people are having difficulty following along or need support

Pre- recording?

If you want to pre-record your session, you or the moderator can play it during the slot.

Make sure that the sound and image quality of your recording is good

Keep in mind to remain however available for the Q&A part (5-10 min. at the end).

Share your pre-recording with the Conference Planning Committee by sending a transfer/download link (WeTransfer, Google Drive...) to conference@igelu.org at least 3 days before the day of your session.



Contact us

Email:

conference@igelu.org