

Presentation Guidance for vPUK21 – Focused Symposia

This guidance provides you with the information you will need to put together your presentation for vPUK. Please read this and plan your presentation with the other speakers and chair involved in your session. More information can be found on the [vPUK speakers' page](#) and we can be reached at physiotherapyuk@csp.org.uk if you have any questions.

Pre-records

All presentations within the focused symposia sessions will be shown as pre-recorded presentations with live Q&A / panel discussion and / or audience polling between each presentation or after them all. The pre-recorded content will be shown by the auditorium stage manager as directed to by the Chair of the session.

The pre-record should show your presentation slides, accompanied with a clear audio track and yourself on webcam, presenting the presentation. Each presentation within a focused symposia will be shown separately, so for example, if there are three speakers in a symposia they will each submit a separate presentation. The chairs introduction and linking segments between each presentation must be done live.

The pre-record must be saved as either an MP4 or [webM](#) file. You can use any software you wish to pre-record your presentation e.g. Zoom.

Once complete, please save your file using the following format:

Name, FS. Room (please insert your auditorium number), presentation date (day, month, year), presentation time (use 24hr clock)

E.g. Fran Fitch. FS. Auditorium 3. 05.11.21. 09:00

Please send us your pre-recorded content by the **1st October**. Due to the large volume of pre-recorded presentations it is critical to send it to us by this date and no later. This will enable us to check the audio quality, convert the file and upload it the platform. Failure to submit by this date may mean we are unable to show your presentation.

To submit your pre-recorded material, access our content collection site [here](#) and upload your file (you will need the login details below).

Username: submissions

Password: Up1oads2021!

Audience Polling and Q&As:

Audience polling or Q&A's are taken live during the session. You can take Q&A's or conduct a poll before or after a presentation. Please note that due to platform limitations it is not possible to take Q&A's / polling during the showing of an individual presentation.

For audience polling we would ask that you use [Poll Everywhere](#) as this is the polling software which integrates best with the platform. If you wish to use this feature, let us know by the **1st October** so we can provide you with additional information.