

Presenters Instruction of WAEF 2023

February 25 - April 23, 2023

Inspirees Institute

Dear presenters,

Thank you for being part of **The World Arts and Embodiment Forum (WAEF) 2023** which will be held online on February 25 - April 23, 2023. It will be an exciting event for our global community.

Here are the instructions and suggestions to streamline and help you with the preparations and presentation/workshop.

1. Registration & Zoom Link

- a. **Please register online** and choose Free Ticket for the summit you are going to present (for Pre-conference speakers, free ticket is available for the summit that you applied for), a confirmation email of registration together with a **zoom link will be sent** to you by the system.

2. Schedule

- a. Please refer to the *WAEF 2023 Schedule* along with this document. Please read it carefully and make sure you are clear about the time of your session. We have included Beijing/New York/Amsterdam/London/San Francisco time for presenters in different time zones. You can download the newest schedule on register page for double check.
- b. Due to the tight schedule, we have to be strict with the timeframe of all sessions. The interpretation time for Q&A part is also included in your session, please take it into consideration when you organize your session.

3. Requested materials before the Forum

- a. The English version of the presentation outline and/or PowerPoints slides needed to be sent to waef2023@inspirees.com at least 30 days prior to your summit. The materials will be translated into Chinese to be distributed to the participants during the sessions. If you want to be included in the WAEF2023 Conference Proceedings, please provide article-like texts in standard English with 600-800 words.
- b. If you have copyright sensitive materials, please inform us (by email in advance) as well as the host for your session so that we can inform the participants to comply to. You can also add the watermark in your materials.

4. Technical preparation, support and rehearsal

- a. It is very important you **download the latest version of Zoom** (<https://support.zoom.us/hc/en-us/articles/4415294177549>) beforehand on your computer to **enable the full functions of Zoom**.
- b. The interface of Zoom is different in Mac and PC. Please use desktop as some Zoom features are not available for mobile devices.
- c. Please test and ensure your slides, audio and video camera all run well. You can do this in the technical preparation meetings we organize in three time slots: **10:00-11:00am (February 13); 4:00-5:00pm (February 15); 8:00-9:00pm (February 17, 2023)**, all at Beijing Time. Please check your time zone and choose the right time slot to attend.
Zoom link:
<https://us06web.zoom.us/j/84555624828?pwd=dzR5VGxBSlJqQTJUdG13L1NHcFBOQT09>
Password: 454018
- d. For each online session, we will have a staff present for online technical support to the speakers.
- e. Have a good and stable internet connection during the rehearsal and live session.

- f. Please present in a quiet environment with good lightening and neutral environment and background. Avoid messy background.
- g. Please use the '*WAEF 2023 Presentation Background*' as the Zoom virtual background as well as your presentation slides if possible. You can download it online <https://www.waef2023.org/join/presenters>.
- h. If you need Zoom breakout room, please inform us in advance so our technical team is prepared to assist you.

5. During the presentation

- a. Please dress yourself a bit formal as the seminars will be recorded and viewed by professional colleagues.
- b. Log in at least 25 min before your live session. Our team will let you in from the waiting room to meet the host and translator (for the workshop), and do the last-minute check: audio, video, background (poster), breakout room etc.
- c. Our team will 'Spotlight' you during the Zoom session but both you and participants can switch between the Speaker view (Focus/Spotlight on speakers) and Gallery View (see all the participants).
- d. There will be host for each session who will introduce you and mediate the whole session including time control and Q&A session.
- e. For translation on-site:
 - (1) Presentation, Panel Discussion/key Conversation and Art Performance: In order to save time, we will only provide Zoom language interpretation (machine-based subtitling) unless our event partners (Russian for example) offer other options. However, for improvisational performances, interactive activities, and Q&A sessions, consecutive interpreters will be available on-site.
 - (2) Workshop: Consecutive interpreters will be available for the whole session which includes the speaker's instructions and the Q&A part. Please ensure that you take the translation time into consideration when you organize your session.

- f. For screen-sharing (plus computer sound), please refer to the tutorial below.
- g. You will be reminded 3 min before your presentation time is over and stopped by the host when the time is due.

6. Recordings

- a. All sessions will be recorded for educational purpose. We will keep the recordings for 45 days after every summit. It will not be put/shared in public domain except written request/permission from speakers.
- b. Our host will inform the participants before recordings to get their consents.

7. Tutorials and tips

a. About the Zoom platform

The complete Zoom guide

<https://www.zdnet.com/article/zoom-101-a-starter-guide-for-beginners-plus-advanced-tips-and-tricks-for-pros/>

Join the meeting as presenter and participant in Zoom

<https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->

Sharing your screen or slide, and other controls in Zoom

<https://support.zoom.us/hc/en-us/articles/201362603-What-Are-the-Host-Controls->

Sharing the computer sound during screen sharing

<https://support.zoom.us/hc/en-us/articles/201362643-Sharing-Computer-Sound-During-Screen-Sharing>

Set or change virtual background image

<https://support.zoom.us/hc/en-us/articles/210707503-Changing-your-Virtual-Background-image>

How to use Zoom translated captions

<https://support.zoom.us/hc/en-us/articles/6643177746829-Viewing-captions-in-another-language>

Other FAQ

<https://support.zoom.us/hc/en-us/articles/206175806-Top-Questions>

b. About making PowerPoint

How to make a good PowerPoint presentation

<https://www.youtube.com/watch?v=grJ0FbpfvOw>

WAEF PowerPoint Template

<https://www.waef2023.org/join/presenters>

c. Other tips

How to look good on Zoom

<https://www.youtube.com/watch?v=ACNGhPKnmok>

Please don't hesitate to contact us if you have any questions waef2023@inspirees.com

WAEF 2023 Organizing Committee

February 6, 2023