



AMOS Advanced Maui Optical
and Space Surveillance
Technologies Conference

SEPTEMBER 15-18, 2020 - MAUI, HAWAII | A PROGRAM OF maui economic
DEVELOPMENT BOARD

PRESENTER GUIDE

info@amostech.com | <https://www.amostech.com/amos-speakers>

PRESENTER CHECKLIST

REQUIREMENT	DEADLINE	ORAL PRESENTERS	POSTER PRESENTERS
Final Edits to Abstract	AUG 14	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Presenter Registration, Bio, and Headshot	AUG 14	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Upload Technical Paper and Copyright Agreement	AUG 31	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pre-Recorded Video Presentation	AUG 31	<input checked="" type="checkbox"/> 12-min limit	<input checked="" type="checkbox"/> 3-min limit
Upload Presentation File	AUG 31	<input checked="" type="checkbox"/>	
Upload Digital Poster	AUG 31		<input checked="" type="checkbox"/>
Live Participation	WEEK OF	<input checked="" type="checkbox"/> One Live Q&A Session + Chat	<input checked="" type="checkbox"/> Two Poster Sessions + Chat



**UPDATE ABSTRACT AND UPLOAD PRESENTER
HEADSHOT & BIO AT:**

<https://www.xcdsystem.com/medb/abstract/index.cfm?ID=R10ftgU>

**REGISTER USING THE PRESENTER CODE PROVIDED
IN A PREVIOUS EMAIL AT:**

https://www.eventsquid.com/contestant-reg.cfm?event_id=9496



TECHNICAL PAPERS + COPYRIGHT AGREEMENTS DUE AUG 31



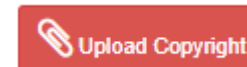
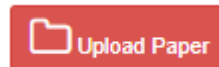
DOWNLOAD:

- Paper Template in Word format
<https://amostech.com/amos-technical-paper-outline-v21-01/>
- Paper Template in LaTeX format
https://amostech.com/2020_amos_latex_template/
- Copyright Agreement
<https://amostech.com/2020-amos-copyright-agreement/>



UPLOAD:

Login to the submission system at <https://bit.ly/AMOSprez> and click the Upload Paper and Upload Copyright buttons





VIRTUAL PRESENTATION TIPS AND GUIDELINES

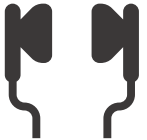
PRESENTER TIPS | EQUIPMENT



Use a **desktop or laptop computer** to record and run your presentation file.



Ensure you are using an **up-to-date version of Firefox or Chrome** if utilizing the submission system's built-in recording feature. The online recording platform does not support Safari.



Ear buds with a built-in microphone or a headset is highly encouraged while presenting to improve sound quality. Phones and other devices should be on silent mode and you should be recording in a quiet space.



Choose a background setting that is distraction free. You should be in-frame and centered, with your head and shoulders taking up a majority of the frame. Look directly into the camera while you are speaking. **Your webcam should be eye level.**

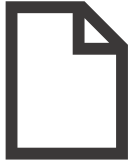


Have the **brightest source of light facing you** so that you are clearly visible when speaking. Avoid having lights, large reflective surfaces, or windows directly behind you or underneath you.

PRESENTER TIPS | FORMATTING



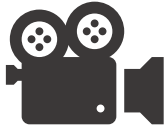
It is recommended that your presentation file be in **16:9 (widescreen) format**.



Oral presenters are asked to upload their presentation file as an accompaniment to their videos. Accepted file types include PPT and PDF. Slides should not be marked a classified, proprietary, internal use only, etc. **Poster presenters** may elect to utilize a short slide deck to focus on specific visuals of their accompanying digital poster.



Font size should be **large to accommodate virtual viewing**. Anything smaller than 12px is difficult to read. Use subsequent slides to “zoom in” on complex figures/images.



If incorporating video components in your presentation, **embedded video** is recommended to minimize navigating between windows while screen sharing. Please note that video content must focus on the presented research and reported results. Presentations that contain promotional video and/or are marketing-centric in general will be rejected.



All applications, including your email, should be closed on your computer with the exception being your presentation file. Refrain from excessive mouse movements, clicking, and typing if not necessary.

PRESENTER TIPS | RECORDING



Presentations that run long will be asked to be re-recorded. Some presenters may find it helpful to start a timer on their phone and set it within eyesight and off-camera. **Oral presenters** have a 12-minute time limit, **poster presenters** have a 3-minute time limit.



Military members often elect to wear short sleeve blues when presenting at AMOS. For all other presenters, dress is **business casual**.



Practice, practice, practice. Test all aspects of your presentation by recording a **short test video**.



Please **watch your video** to ensure there is clear, consistent audio and that your slides are visible and legible. You may re-upload or re-record your video as many times as you need prior to the August 31 deadline.



Don't forget to **smile** and **have fun!**



HOW TO SUBMIT YOUR VIDEO PRESENTATION

Oral presenters = **12** min limit | Poster presenters = **3** min limit


Presenters have two options to submit their videos:

- 1** Record video online and within the submission system, or
- 2** Record elsewhere and upload an external video file



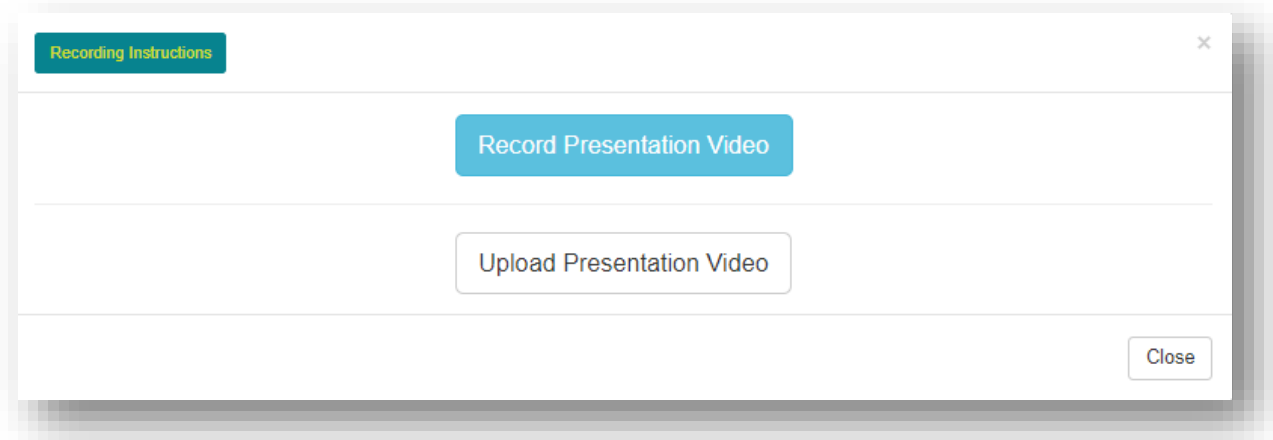
**OPTION 1: HOW TO RECORD YOUR
PRESENTATION ONLINE**

OPTION 1 | HOW TO RECORD

- 1 Review our presenter tips on page 6. Close all unnecessary browser tabs and open applications. Ensure your Chrome or Firefox browser is up-to-date. The recording platform does not support Safari.
- 2 Login to the submission system at <https://bit.ly/AMOSprez> and scroll down to your abstract listing
- 3 Click the Record Presentation button 
- 4 In the pop-up window, click the Record Presentation Video button

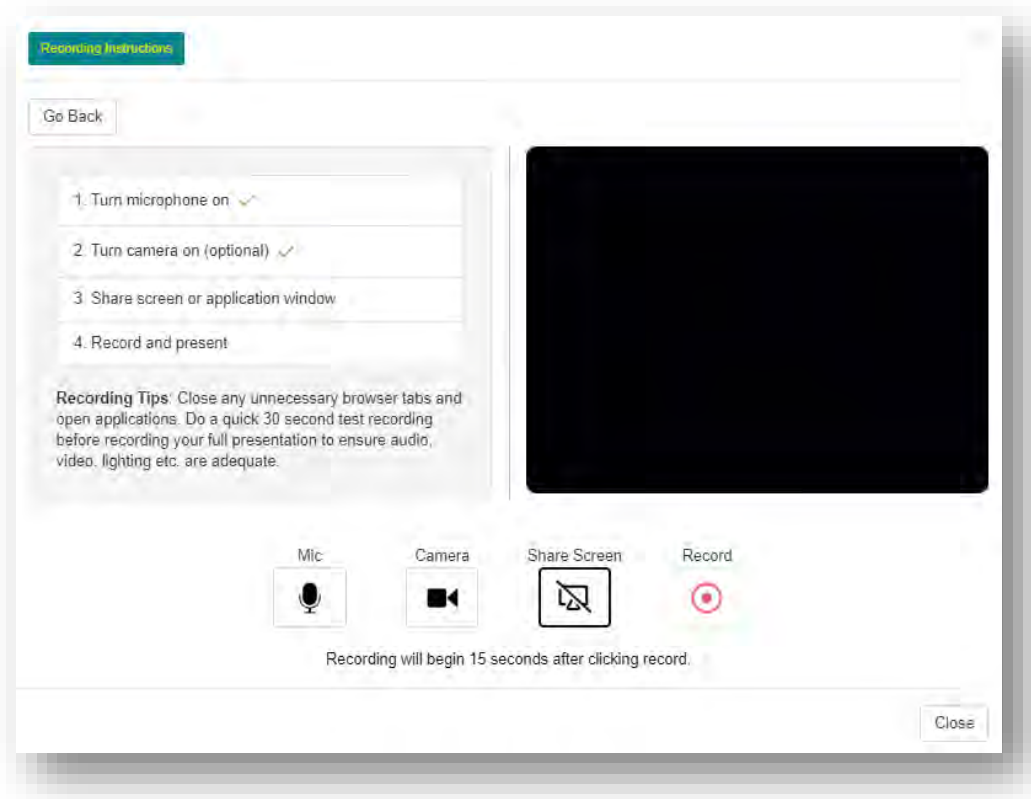
ATTENTION POSTER PRESENTERS:

You must screenshare in order to record within the system. You may opt to show a title slide, a short slide deck, or your digital poster.



OPTION 1 | HOW TO RECORD (CONTINUED)

- 5 Click the Mic and Camera buttons to enable them.



You may need to adjust your microphone and web camera defaults within your browser.

IN CHROME:

Copy and paste this link: **chrome://settings/content** and scroll down to Permissions section to adjust your Camera and Microphone settings. The website <https://www.xcdsystem.com:443> should be allowed to access both.


IN FIREFOX:

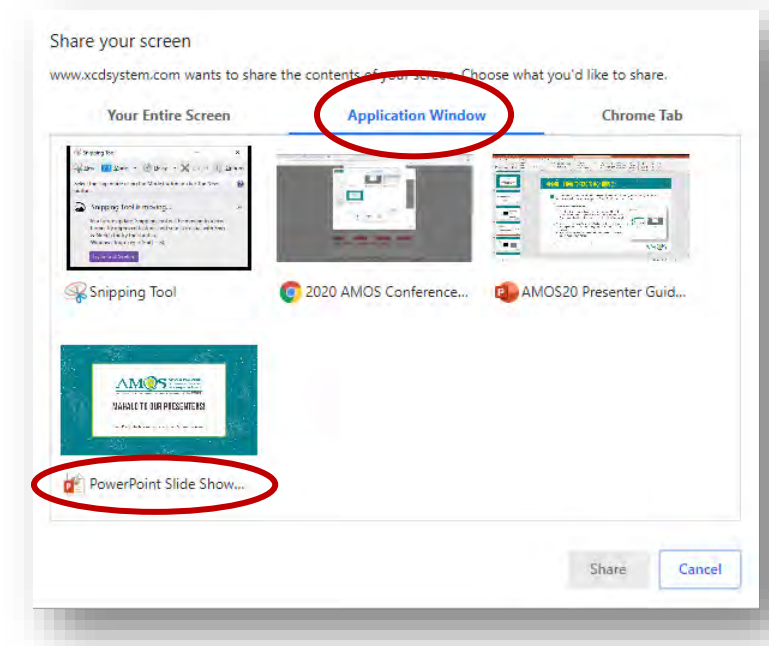
Copy and paste this link: **about:preferences#privacy** and scroll down to the Permissions section and click Settings. The website <https://www.xcdsystem.com:443> should be allowed to access both.

OPTION 1 | HOW TO RECORD (CONTINUED)

- 6 Click the Share Screen button to display your presentation. You may opt to share your entire screen, an application window (such as PowerPoint), or a browser tab. **Please note that you must share your screen in order to record. Poster presenters may opt to display a title slide, a short slide deck, or their digital poster.**

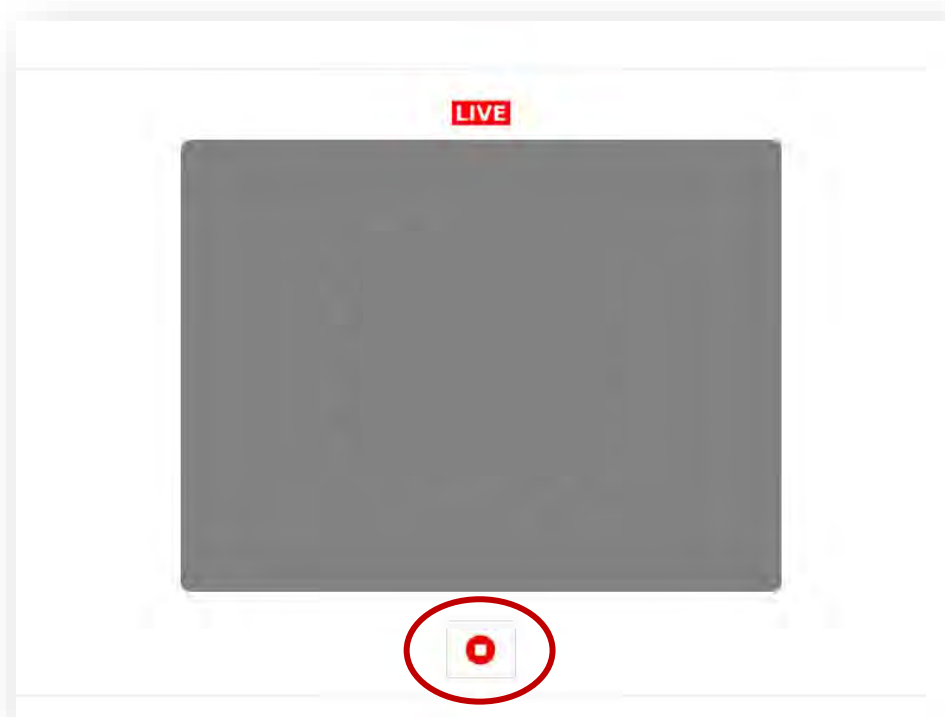
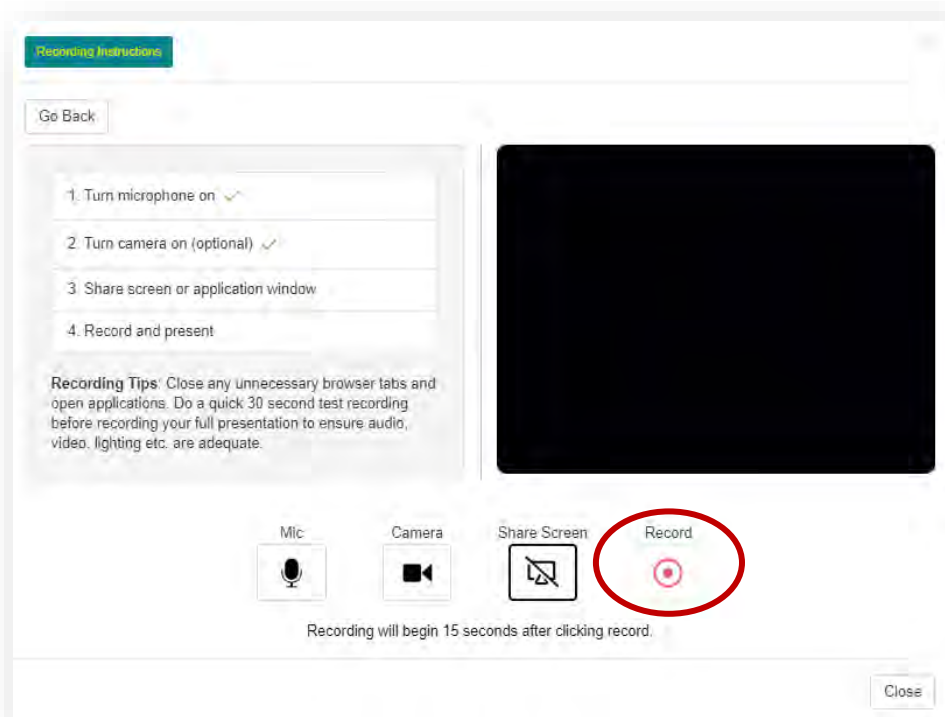
RECOMMENDED PRESENTATION DISPLAY

- Enable full screen display of your presentation file. Select Slide Show > From Beginning or click  in lower toolbar of Powerpoint. In Adobe Acrobat, select View > Full Screen View
- If needed, minimize Powerpoint's slide navigator to access your system's taskbar and navigate back to your browser window
- In your browser window, click the Share Screen button and select Application Window. Click your PowerPoint Slide Show or your PDF file. Click the Share button.
- Continue to Step 7 and click the Record button. Use the arrow keys to navigate your slides as you present.



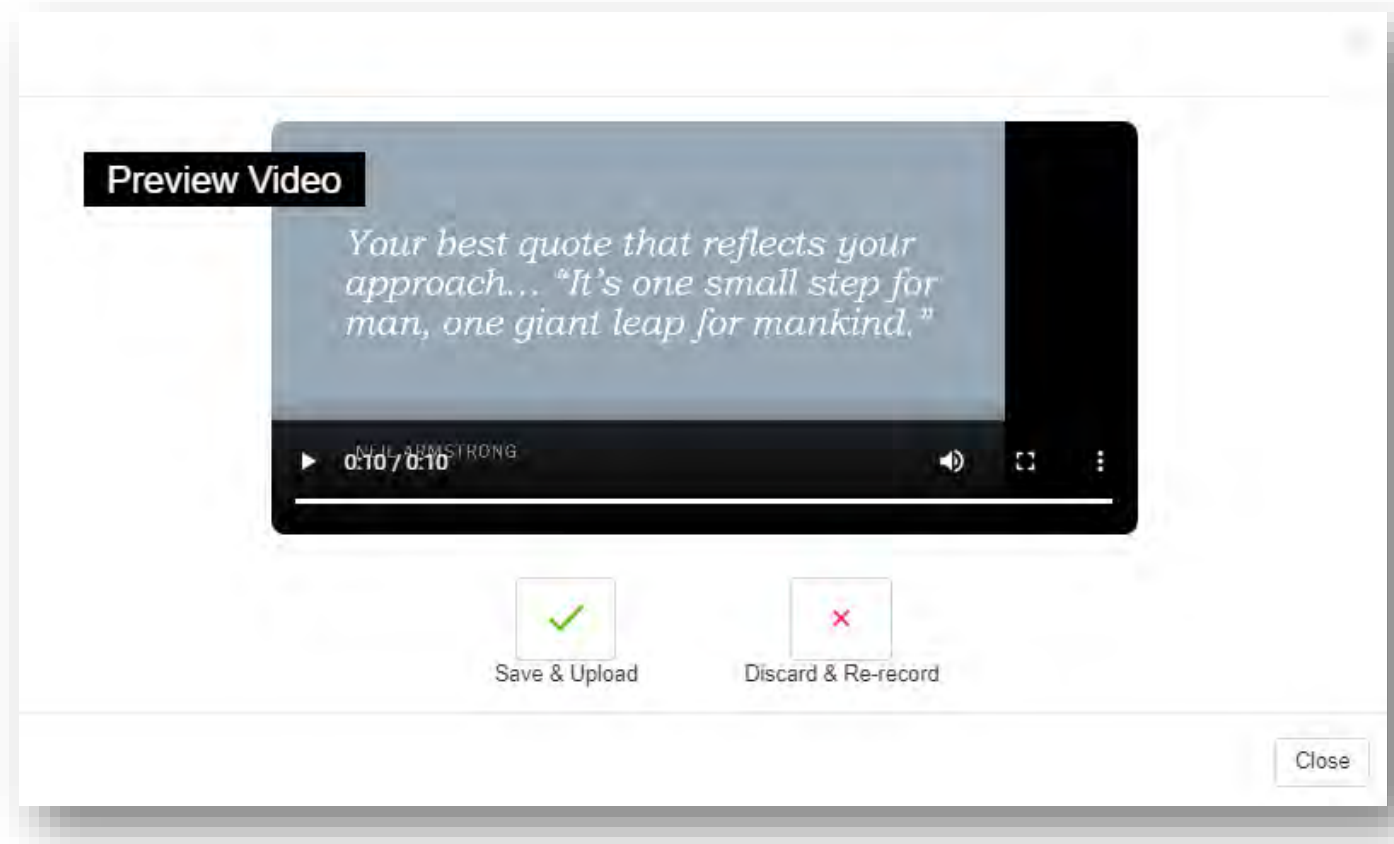
OPTION 1 | HOW TO RECORD (CONTINUED)

- 7 When you are ready, click the Record button and set a timer, such as your phone. There will be a 15-second delay and audio cues to prompt you. Note that you will not see video of yourself while recording. When you are finished recording, click the red Stop button.



OPTION 1 | HOW TO RECORD (CONTINUED)

- 8 You can preview your recording and elect to either upload it or discard and re-record. The recording will consist of a large view of your presentation and a smaller view of you presenting. You can re-record as many times you like.



- 9 If you are happy with the video, click the green checkmark to save and upload.

Otherwise, you can click the red X to discard and re-record.

Oral presenters = **12 min limit**
Poster presenters = **3 min limit**

OPTION 1 | HOW TO RECORD (CONTINUED)

TROUBLESHOOTING

- If the microphone is not working, **turn off video and turn it back on** to see if that resolves the problem.
- **Restart your computer** and only open the X-CD submission system and your presentation software, then attempt the recording again; perhaps record a short test to ensure all is functioning, then discard and re-record once you confirm the test has worked.
- Adjust your **microphone and web camera defaults** within your browser:
 - **In Chrome:** copy and paste this link: *chrome://settings/content* and scroll down to Permissions section to adjust your Camera and Microphone settings. The website site <https://www.xcdsystem.com:443> should be allowed to access both.
 - **In Firefox:** copy and paste this link: *about:preferences#privacy* and scroll down to the Permissions section and click Settings. The website site <https://www.xcdsystem.com:443> should be allowed to access both.
- If you continue to experience issues, you may **record your video externally** using a different platform and upload it to the submission system.
- The Conference Team is not equipped to provide extensive technical assistance. Please **share any technical difficulties** you may be experiencing by emailing info@amostech.com so we can inform our platform provider.

OPTION 1 | HOW TO RECORD (CONTINUED)

HELPFUL LINKS

ONLINE RECORDING

- <https://x-cd.com/virtual-presentation-guide/>
- <http://help.x-cd.com/index.cfm?smodid=273>

UPDATING YOUR BROWSER

- Google Chrome - <https://www.google.com/chrome/update/>
- Mozilla Firefox - <https://support.mozilla.org/en-US/products/firefox/install-and-update-firefox>

USING POWERPOINT'S ZOOM TOOL

- <https://support.microsoft.com/en-us/office/use-zoom-for-powerpoint-to-bring-your-presentation-to-life-9d6c58cd-2125-4d29-86b1-0097c7dc47d7>



OPTION 2 - HOW TO UPLOAD YOUR
VIDEO PRESENTATION

OPTION 2 | HOW TO UPLOAD VIDEO

EXTERNAL VIDEO REQUIREMENTS

- Do not record in 4K.
- Please use HD quality for recording.
- Your video file must be in .mp4 format.
- Review our presenter tips on page 6 before you record.

NOTE: Do not upload an external video file if you have recorded or plan to record a video within the submission system. The system accepts only one video file per presenter.

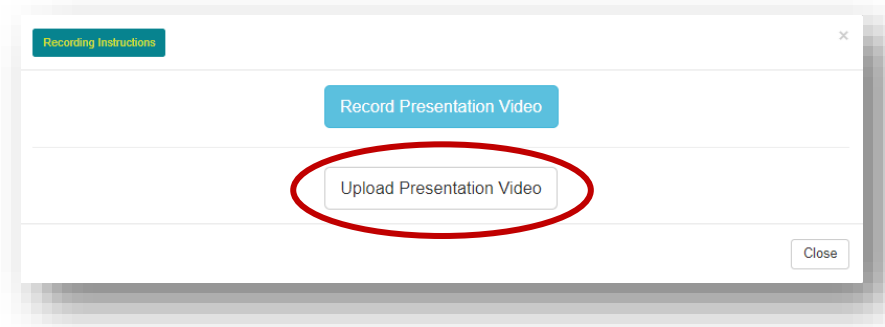
HOW TO UPLOAD AN EXTERNAL VIDEO

1 Login to the submission system at <https://bit.ly/AMOSprez> and scroll down to your abstract listing

2 Click the Record Presentation button

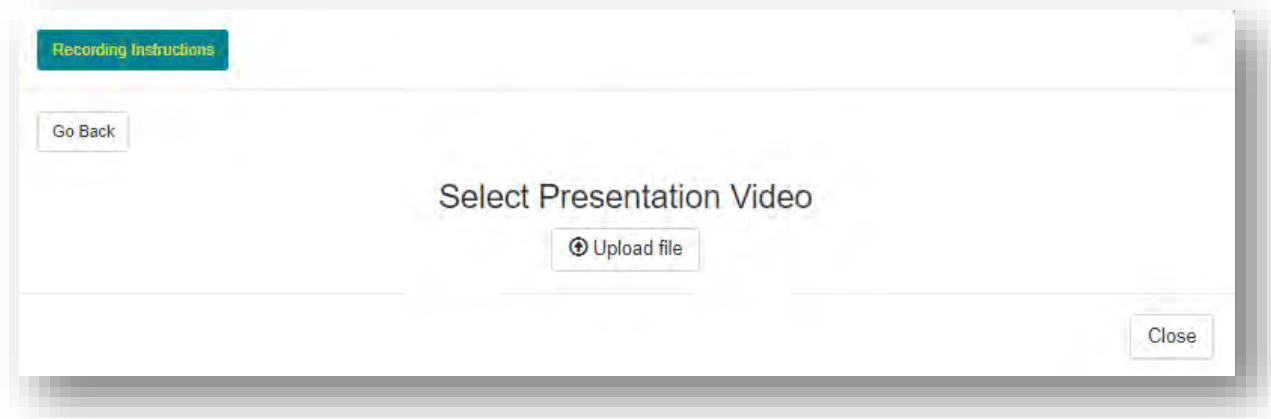


3 In the pop-up window, click the Upload Presentation Video button



OPTION 2 | HOW TO UPLOAD VIDEO (CONTINUED)

- 4 In the pop-up window, click the Upload File button and select the file you want to upload.



- 5 Please note the upload time is dependent on the file size and your connection speed. It may take some time for the upload to complete. The original file size will be compressed and reduced in size during upload.
- 6 On successful upload, a confirmation message will appear.

OPTION 2 | HOW TO UPLOAD VIDEO (CONTINUED)

TROUBLESHOOTING

- Upload time is dependent on the file size and your internet connection speed. Please allow time for the upload to complete.
- If your presentation file was recorded in .mov format, rename the file extension to .mp4 and upload it.
- Please share any technical difficulties you may be experiencing by emailing info@amostech.com so we can inform our platform provider.

HELPFUL LINKS

RECORDING IN POWERPOINT

- <https://support.microsoft.com/en-us/office/video-record-presentations-2570dff5-f81c-40bc-b404-e04e95ffab33?>

USING POWERPOINT'S ZOOM TOOL

- <https://support.microsoft.com/en-us/office/use-zoom-for-powerpoint-to-bring-your-presentation-to-life-9d6c58cd-2125-4d29-86b1-0097c7dc47d7>






ORAL PRESENTER INFORMATION

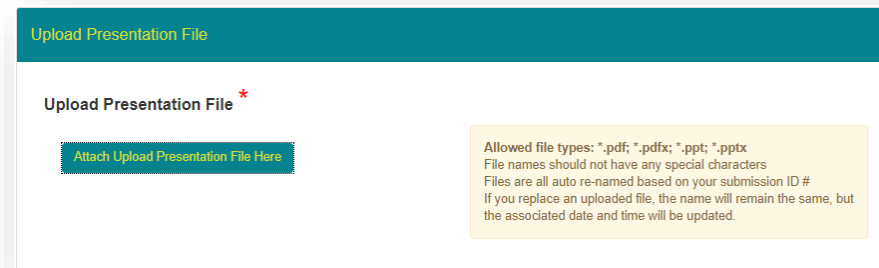
ORAL PRESENTERS | PRESENTATION FILES

FILE REQUIREMENTS

- Accepted file types include PPT and PDF
- 16:9 (widescreen) aspect ratio recommended
- Video components should be embedded in order to be included in your file upload
- Font size should be larger than 12pt for virtual viewing
- Slides marked classified, proprietary, internal use only, etc. will not be accepted

HOW TO UPLOAD YOUR PRESENTATION FILE

- 1 Login to the submission system at <https://bit.ly/AMOSprez> and scroll down to your abstract listing
- 2 Click the Upload Presentation File button 
- 3 Click the Attach Upload Presentation File Here button and select the file to upload from your system.



The screenshot shows a web form titled "Upload Presentation File". It features a red button labeled "Upload Presentation File" with a document icon. Below this is a text input field labeled "Upload Presentation File" with a red asterisk indicating it is required. Underneath the input field is a button labeled "Attach Upload Presentation File Here". To the right of the input field is a yellow box containing the following text: "Allowed file types: *.pdf; *.pdfx; *.ppt; *.pptx. File names should not have any special characters. Files are all auto re-named based on your submission ID #. If you replace an uploaded file, the name will remain the same, but the associated date and time will be updated."

ORAL PRESENTERS | LIVE Q&A SESSIONS

LIVE Q&A SESSIONS

In addition to your 12-minute video presentation, the Technical Committee has determined that each technical session will have a 30-minute Live Q&A Session, moderated by the Session Co-Chairs. Conference attendees will be able to submit questions via the platform's chat function in real-time.

LIVESTREAM ACCESS

Live Q&A Sessions will be conducted in Zoom and broadcast within the conference platform. Login credentials and further instructions are forthcoming.

MANDATORY DRY RUN

All participants are required to attend a dry run in early September to familiarize themselves with the livestreaming platform and perform a tech check. Dates and times are forthcoming.



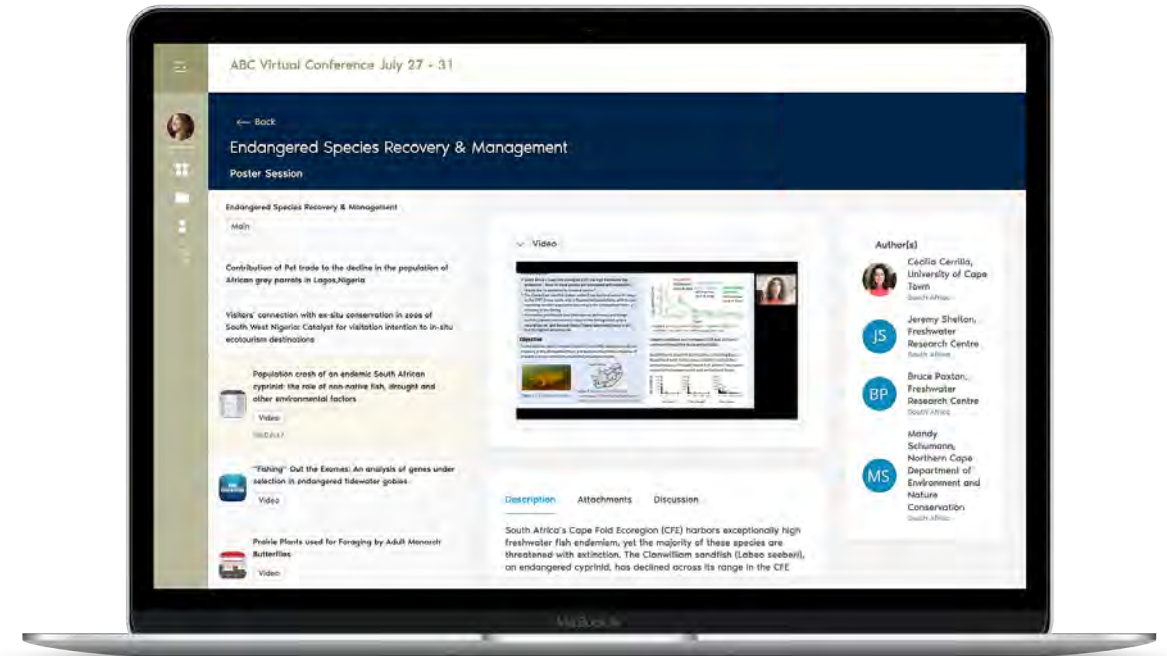
**CHECK THE AGENDA FOR
YOUR SESSION'S SCHEDULED
DATE AND TIME**

ORAL PRESENTERS | PRESENTER CHAT

DISCUSSION BOARD



Presenters are asked to visit their presentation page throughout the Conference week to answer attendee questions on the Discussion Board. Your presentation will be made available for on-demand viewing 24 hours prior to your session's Live Q&A and will remain accessible to attendees for 6 months.





POSTER PRESENTER INFORMATION

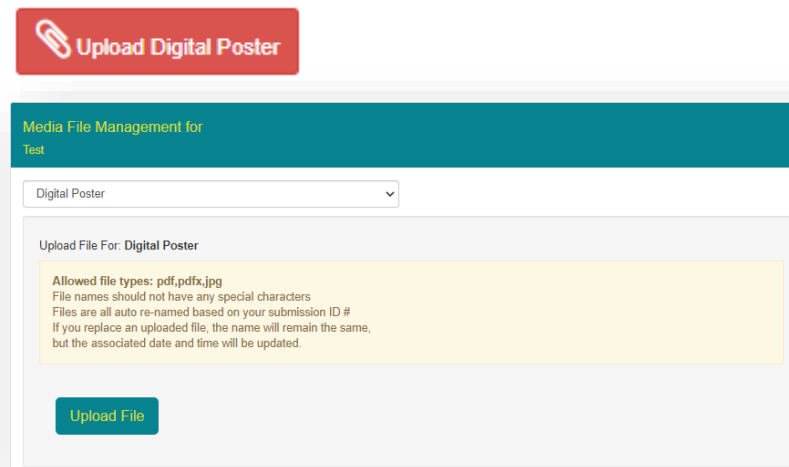
POSTER PRESENTERS | DIGITAL POSTERS

FILE REQUIREMENTS

- Accepted file types include PDF and JPG
- 16:9 (widescreen) aspect ratio recommended – see <https://aspectratiocalculator.com/16-9.html>
- No file size limit
- Font size should be larger than 12pt for virtual viewing
- Posters marked classified, proprietary, internal use only, etc. will not be accepted

HOW TO UPLOAD YOUR DIGITAL POSTER

- 1 Login to the submission system at <https://bit.ly/AMOSprez> and scroll down to your abstract listing
- 2 Click the Upload Digital Poster button
- 3 Click the Attach Upload Presentation File Here button and select the file to upload from your system.



The screenshot shows a red button labeled 'Upload Digital Poster' with a paperclip icon. Below it is a form titled 'Media File Management for Test'. The form has a dropdown menu set to 'Digital Poster'. Below the dropdown is a section titled 'Upload File For: Digital Poster' with a yellow background containing the following text: 'Allowed file types: pdf, pdfx, jpg', 'File names should not have any special characters', 'Files are all auto re-named based on your submission ID #', and 'If you replace an uploaded file, the name will remain the same, but the associated date and time will be updated.' At the bottom of the form is a blue 'Upload File' button.

POSTER PRESENTERS | POSTER SESSIONS

ASSIGNED POSTER SESSIONS

Poster sessions open and close the Conference day on Wednesday, Sep 16 and Thursday, Sep 17, Hawaii Standard Time. Poster presenters will be assigned to two sessions; either the opening poster sessions or the closing poster sessions, based on their geographic location. Presenters are expected to be available during their assigned poster sessions to answer attendee questions via chat.

POSTER GALLERY

Poster submissions will be showcased in the Poster Gallery. Attendees will be able to view your digital poster, watch your 3-minute highlights video, and ask questions on the discussion board.



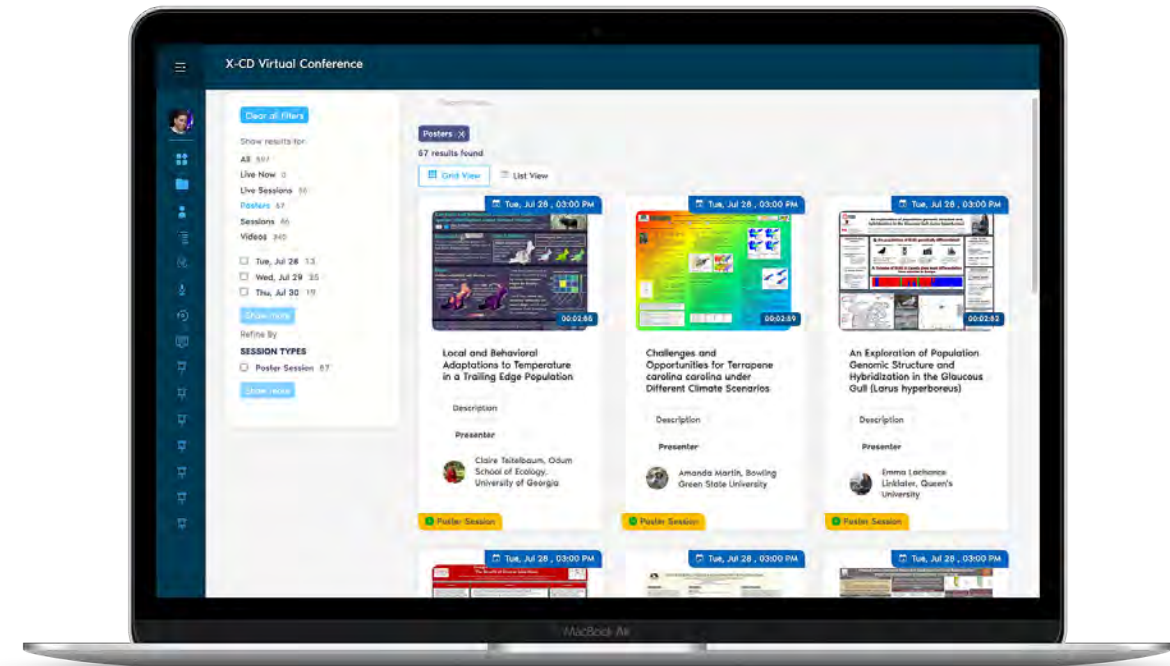
**CHECK THE AGENDA FOR
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POSTER PRESENTERS | PRESENTER CHAT

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MAHALO TO OUR PRESENTERS!

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