Preparing your CALICO presentation

Keep presentation format in mind

CALICO 2021 presentations are in either asynchronous or simulive format. Simulive presentations give you the advantage of being able to interact with your audience as the presentation runs. Here are some ideas and tips to help take advantage of the format.

1. Time your presentation to leave a few minutes at the end for questions. You will not be able to pause the presentation.
2. If necessary, include a pause in the recording to allow the audience to interact with presenters in the chat. For example, include a 15- second pause in the recording half way through the presentation if you'd like people to focus on responding to a question you have prepared in the chat or on the results of a poll.
3. Simulive still allows you to do synchronous activities with your audience, such as polls or simple Q&A games (e.g., posing questions and revealing the answers in the chat). Whova, the conference app used for the CALICO conference, allows you to set up polling questions. See instructions below.

Recording your presentation

Here are some options to record your presentation (listed alphabetically):

Google Meet
Loom
PowerPoint
Prezi
QuickTime
Screencastify
Screencast-o-matic
Zoom

If you use Zoom to record, consider the following:
1. **Enable Original Audio**
2. Use high quality recording setting (select **Optimize for 3rd party video editor**)
3. In video settings, select **Adjust for low light** if necessary.
4. A couple of things to consider:
   a. When switching between shared sources (e.g., from a powerpoint presentation to a video clip), resharing creates a seamless transition (as opposed to stopping sharing before the next element is shown).

      b. Record the full desktop to have control over elements shown on screen (e.g., your video + video clip + powerpoint, etc.). [See some ideas](#).
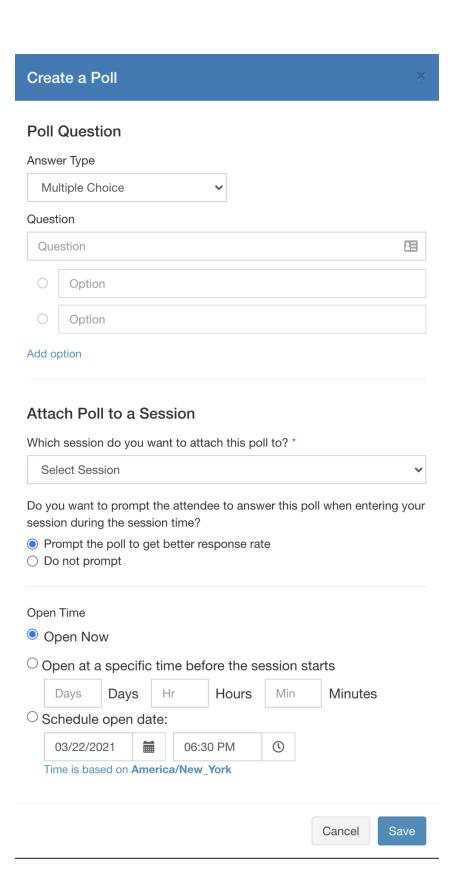
Setting up a session poll

Whova, the conference app used for the CALICO conference, allows you to set up polling questions (up to 5 per session) in these formats: multiple choice, checkbox, short answer, star rating, and word cloud. In terms of logistics, there are a couple of options for you to consider:

Option A: Set up polls using the speaker form link you received from CALICO. If you use this option, you may schedule the polls to open at precise times during your recorded presentation. If you prefer to have control over the time when the polls open, Whova recommends scheduling your session polls to open **at the end** of your session, so that attendees are not able to see the polls when they access your session. At the moment when you wish the poll to open, you would access the speaker form from a computer and change the settings of the polling question you want to open to "**Open Now**" (see picture below).

Option B: You may create and make polls while your presentation runs using the **Whova App**. You will need to use your phone to log on to your presentation. Have the poll text ready to copy and paste to create the poll. Follow these instructions:

1. Download and open the Whova mobile app, then make an account using your conference registration email address.
2. Once signed in, go to the **Agenda** page at the bottom.
3. Look up your session and click on it to open the session page.
4. Find the **Polls** section inside the session to create a poll.

Create a Poll   ✕

Poll Question

Answer Type

Multiple Choice ⌄

Question

Question 📇

○ Option

○ Option

Add option

Attach Poll to a Session

Which session do you want to attach this poll to? *

Select Session ⌄

Do you want to prompt the attendee to answer this poll when entering your session during the session time?

◉ Prompt the poll to get better response rate
○ Do not prompt

Open Time

◉ Open Now

○ Open at a specific time before the session starts

Days   **Days**   Hr   **Hours**   Min   **Minutes**

○ Schedule open date:

03/22/2021   📅   06:30 PM   🕐

Time is based on **America/New_York**

Cancel   Save

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