

Lightning Talks GUIDELINES



A **Lightning Talk** is a **VERY short presentation** (1 MINUTE) meant to be engaging and thought-provoking, and is designed to quickly introduce delegates to the topic that you will be presenting at the conference.

It shall enable the audience to review as many potentially exciting ideas as possible in a short space of time. In other words, you are not providing the details of your research but motivating the delegates to discover your work during the conference.

1. Preparing Your Lightning Talk

Make your point, make it quickly

It is not easy to condense your work in 60 seconds, so make your point early on and do not leave it till the end.

Restate the importance of your work and end with your main message. Your audience is most likely to remember the last thing you say even it is just a 1 minute speech! So save your core message until the end and leave your audience wanting more.

Have a clear outcome in mind

Your Lightning should be engaging and inspiring; you want to get the audience just as excited as you are about the topic. Frame the topic addressed to help your audience understand what is at stake, why your research is meaningful. Lead quickly the delegates through the most exciting elements of your approach. Arc your lightning talk toward the solution or any unexpected questions you uncovered.

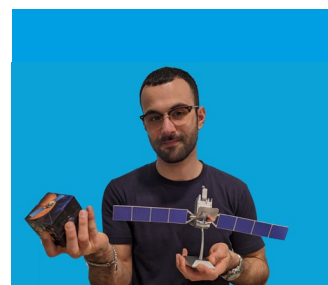
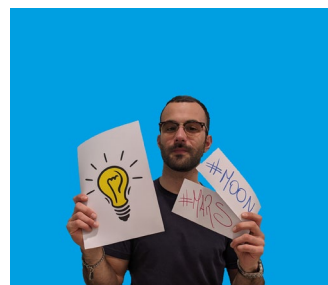
Less is more, keep it simple

Skip all the “hello everyone” “thank you for your attention” etc. You only have one minute. So make it count and get rid of anything extraneous. Your best bet is to give a simple talk. Use simple body language and simple words.

Be creative

Personal touches can allow your audience to understand the impact of your research. You can com-

plement your Lightning Talk with drawings, catchy images or keywords that you can print on white A4 paper, or you can use miniature objects like a mini prototype, a mini moon, a mini rocket...Remember: creativity drives interest.



IMPORTANT: Mirroring is turned on by default when using Zoom and other services like selfie cameras. You can turn off mirroring in the video settings. Here below is how to do it:

Zoom

- From your conference window in Zoom, click the up arrow on the video button.
- Click on video settings - this will open *the settings window*.
- Click on “mirror my video” and see which view works best for you.

Mobile device

There should be an option in smartphones to save either the mirrored image that you see in the preview, or a flipped version which is what a person standing opposite you would have seen. Check your camera settings on your phone.

2. Recording Your Lightning Talk

We recommend that you record your Lightning Talk on your computer with Zoom. But you can also use a mobile device or a camera. Before recording your presentation please find below a few tips for your presentation:

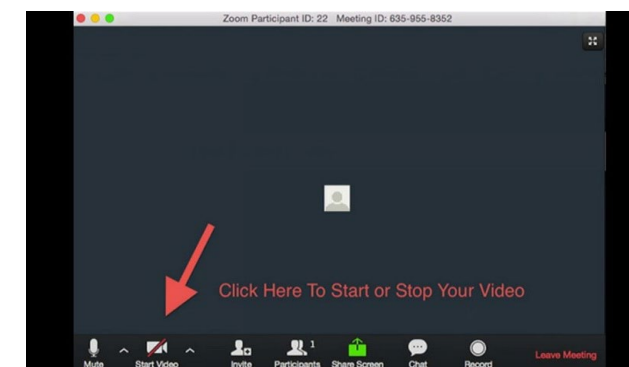
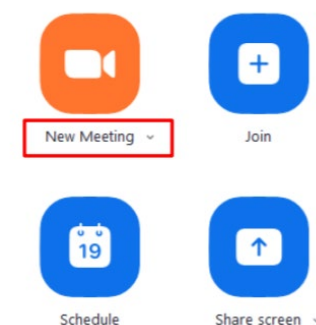
- Practice your presentation with a timer
- Speaker clearly and loudly
- Keep a consistent and steady pace
- Look into the camera when possible rather than at a screen – the camera is the audience

IMPORTANT: All files need to be submitted as **.MP4 or .MOV**. Other formats cannot be accepted.

OPTION #1 - Zoom

If you choose to record your lightning talk using Zoom, you can use a Virtual Background of choice when recording. For instructions on how to enable a Virtual Background, please visit the Zoom website. When using the virtual background on Zoom, it is strongly suggested to have a real white wall behind your back. Avoid furniture in the video frame as it could interfere with the virtual image.

- Before you start, make sure you have a working webcam, microphone and speakers.
- Make sure your background is free of clutter, movement, loud noises and notifications.
- Open your presentation file.
- Open the Zoom Application (if you do not have Zoom you can download it here: <https://zoom.us/>)
- Select ‘New Meeting’, you can choose to start the meeting/recording with or without your camera by clicking on the arrow to access a pull down menu.



- You should get a pop-up window asking if you want to “Join with Computer Audio”, click “Yes”.
- Click the ‘Start Video’ icon to start video from your camera.
- Make sure you can see yourself and you are clear & visible. If you have a virtual background make sure you do not fade in and out and people can see your face clearly. Lighting or a desk lamp can assist with this.
- Make sure you are not muted.
- When you are ready to record, click on the ‘More’ button and select ‘Record on this Computer’. You are now recording. You will be able to see a small flashing red circle.
- Once you finish your recording, click the red ‘Stop Share’ button and then hit ‘Stop Recording’. ‘Stop Recording’ option will either be in the top left of your screen or in the main Zoom menu below depending on whether you are in full screen view.



- Next, 'End' the meeting and Zoom will automatically convert in to .mp4 file for you.
- Once converted the folder with the file will display. Ensure you note where this file is saved or save as in a location on your computer you can find.
- We recommend making a short test video and checking your results before recording your final Lightning Talk.

OPTION #2 - Mobile device/Camera

Find a well-lit recording location

- For filming inside, position yourself facing towards the window so the natural light hits you
- You can also position yourself towards a light source like a large lamp to appear well lit on camera
- Avoid sitting with your back against the window because it will create a dark silhouette
- If you are filming yourself outside, either film in all shade or all sun to avoid mixed lighting on your face
- Remember that there will be more ambient noise when filming outside

Adjust your device to record video in one of the following settings

- 1080 HD at 24 or 30 frames per second (this option will take up less recording space on your device)
- 4K at 24 or 30 fps

Stabilize your device for filming

- Lean it against something stable and sturdy like a desktop computer or large book
- Or use a tripod

Determine how to position your device

- Film in the horizontal/landscape position to ensure the recorded video fills the screen

Record the video

- Bring up your video camera and press record
- Speak at a natural volume and look towards your device's camera

3. Uploading Your Lightning Talk

- The lightning talk file needs to be uploaded via the **IAF Restricted Area** at <https://iafastro.directory/iac/account/login/> by **30 June 2021**, 23:59 CEST.
- Before uploading please double-check your video and make sure it is only 1 minute.
- The file shall be uploaded in .MP4 or .MOV format.
- Please note that presentations attached to emails cannot be processed.

Questions? Contact us at support@iafastro.org