

Instructions for oral presentations

How to prepare your presentation

Format: your presentation should be prepared in PPTX (Powerpoint) format.

Ratio: aspect ratio of your presentation must be 16:9.

Layout: please keep the top right corner of your slides, free from title, text, or images (to avoid being hidden by your camera and other images)

If your presentation contains video materials, please send them (streaming platform link, cloud storage link or file) to supportrw@rsu.lv by **14 March 23:59**. Videos will be demonstrated directly from the broadcasting platform to ensure optimal viewing experience without stuttering and lagging. **Your file name should contain the presentation ID number, name and last name**

You are required to join your live session at least 15 minutes before your scheduled time by using the Zoom link that will be sent to your email.

Make sure that you have a functional webcam and microphone for your speech. Please test your sound and video before joining the session. You will be asked to share your screen during your presentation.

Prerecorded presentations

If you are strictly unable to participate online in the live session of your presentation, you can upload a prerecorded video of your speech. Please inform us if you are willing to use a prerecorded video. After recording your presentation, upload it to *Youtube* or *Vimeo* and send a link to your video to supportrw@rsu.lv. **Your file name should contain the presentation ID number, name and last name**

For RSU employees and residents, students and academical staff, we recommend using Panopto platform for prerecorded video. Instructions for recording and submitting video in Panopto can be found [here](#). RSU employees and residents may contact RSU IT department for assistance in prerecording an oral presentation.

Program

Conference programs are being finalized, and you can check the day, time and the length of your presentation in the RW2021 website here:

[University Teaching and Learning](#)

[PLACES](#)

[Knowledge for Use in Practice](#)

[Society. Health. Welfare](#)

! The RW2021 organizer reserves the right to make changes to the event program

Access to virtual platform

You will receive the access and instructions for the virtual platform until 10 March. This will automatically assure your registration to RW2021.

Deadline

The deadline for prerecorded video (instructions provided above) and video (in case required for the presentation is no later than) **14 March 23:59**