9TH INTERNATIONAL CONFERENCE
ON PATIENT- AND FAMILY-CENTERED CARE:
Partnerships for Quality, Safety, and Equity

GOING VIRTUAL!
BRINGING NASHVILLE TO YOU
AUGUST 18 TO
SEPTEMBER 10, 2020

INSTITUTE FOR PATIENT- AND
FAMILY-CENTERED CARE®
WITH LEADERSHIP SUPPORT FROM
VANDERBILT UNIVERSITY
MEDICAL CENTER
WITH PARTNERSHIP SUPPORT FROM
Beaumont

Guidance for Virtual Oral Presentations

Information/Material Requirements
- Slide presentation (in .pptx format)
- Supplemental materials (optional) related to your presentation that you want to provide to Conference participants (e.g., brochures, information sheets)

Submission Guidelines
- **All presentation files should be submitted to events@ipfcc.org with the subject line "IPFCC Oral Presentation Submission" no later than July 18th.**
- Naming convention – Please save all files with the first 5-6 words in your session title.
    - For example, if the title is: "*Empowering Families Through PFCC-Based Design in a Children's Hospital: It Works!*" the files should be named: ***Empowering Families Through PFCC-Based Design_Slides***

Virtual Presentation Format
- All oral presentations will be recorded in advance of the Conference in order to minimize technical problems during the live session. These recordings will be embedded within your live session.
- IPFCC will be using Zoom for all Conference sessions.
- Each live session will be assigned a moderator and a technical host to provide support.
    - The moderator will introduce the session, moderate the chat box, and facilitate the Q&A. The technical host will play your prerecorded presentation, post polls, open up the live Q&A, and assist attendees with any technical issues.
- On the day of your live session, we ask that you and your team are **signed in 20 minutes prior to the start of the live session. Please be present for the entirety of the session to interact with attendees via chat and participate in the live Q&A after the presentation.**
- *Polls/Interaction:* If you would like to include polls or pose questions to the attendees before or during the session, you may do so. We will coordinate this with you during the recording. The moderator and technical host will manage the polls during the live session. **Please let us know if you have a poll when you submit your files to IPFCC.**

Guidelines for Prerecording Your Presentation

IPFCC's Conference platform provider, WebCourseworks (WCW), will assist you and your team to record a 40-minute oral presentation via Zoom. Please follow the steps below to ensure your recording session is successful.

- Assess your team's availability and schedule a recording session using the [SignUp Genius link](#). Please **sign up for a recording session by Tuesday, June 30th**. There are slots available in June and July – please select the appropriate month's tab accordingly. ***Please note: the times are listed in Central Daylight Time (CDT).***
- WCW cannot accommodate same-day recording sessions. For example, if you fill out the SignUp Genius form on Tuesday, June 26th and request a time slot for recording on June 26th, WCW will not be able to accommodate that request.
- Make sure your entire team is available at the selected date/time of the recording. NOTE: If you need to cancel your session, please let us know at least 48 hrs. in advance.
- Find a quiet place where you can control the environment.
- Mute computers, cell phones, and other items that could interfere with the quality of the recording.
- **Be prepared.** Practice, practice, practice! Have a script or an outline of what you and your team members are going to present before recording. We encourage you and your team to rehearse together prior to the recording session.
- Use a headset or headphones if possible (not your computer mic) for optimal recording. WCW will test your audio before they begin recording your presentation.
- **Please see the *WCW Speaker Checklist* on tips** for preparing for the recording session and live session including lighting, background, etc. These are recommendations, not requirements.

Schedule & Next Steps

- **Refer to the *Conference Schedule* for the *tentative* date/time of your live session.**
- All live sessions will be recorded and posted in the Conference platform after each session is presented. Registered Conference participants will be able to view recordings during and after the Conference until December 31, 2020**.**

Timeframe	Task
Now – June 30	Sign up for a recording session
June 26 – July 17	- Prepare presentation slides and talking points - Dry run/rehearse with your team - Attend your recording session
July 18	Submit all final slides and materials to events@ipfcc.org
August 18 – September 10	- Attend live session to participate in chat and Q&A - Attend Virtual Conference!