Oral Session FAQs

**Why is SHAPE America requiring pre-recorded presentations?**
The majority of sessions will be presented in simu-live format. This means that a pre-recorded portion of the presentation will be paired with a live chat and live, on-camera Q&A.

By pre-recording the presentation component of a session, we can help mitigate technical issues that can derail and delay live presentations and ensure a consistent look and feel with high-quality recordings. In addition, people who have presented in this type of simu-live session say they are able to engage more with participants since they can focus on engaging in the chat box and responding to questions, comments, and concerns while their pre-recording plays.

**Can I pre-record my session on my own?**
No. All sessions included as part of our program will be pre-recorded during a scheduled pre-recording session with our virtual convention platform partner. By pre-recording all sessions this way, we ensure appropriate technical assistance and a consistent look and feel with high-quality recordings.

**I’m speaking on a session, so why didn’t I receive an email about scheduling?**
The email that includes information about scheduling was sent to the listed planner (presentation submissions) or presenting author (research submissions). It is the planner/presenting author’s responsibility to forward that information to all participants on the session and coordinate an appropriate time for all speakers to pre-record. All participants will need to pre-record in a single pre-recording session. We do not have the ability to schedule more than one pre-recording slot per session.

**When can I schedule my pre-recording session? What timeslots are available to pre-record?**
You can schedule your pre-recording session slot now! We recommend you schedule your session sooner rather than later to ensure that you are able to secure a time that works for you and any co-presenters. Pre-recording sessions are available throughout the month of March. You can view available timeslots and schedule your timeslot [here](#). Please ensure that you coordinate with ALL participants on your program prior to scheduling. Only ONE pre-recording slot should be scheduled per convention session. Pre-recording slots are scheduled for each session, not for each speaker. **Please note that when you schedule your pre-recording, you will need your abstract ID.** This is a four-digit identification number found in your confirmation emails from SHAPE America regarding your session.

**Will each speaker get a unique link to join the pre-recording session?**
No. Everyone participating in the pre-recording will join via the same link. During the scheduling process, the individual filling out the form will have the opportunity to list the names/contact info of others who should receive the confirmation/join link, but the link can also be forwarded from one presenter to the next in the event someone does not receive the link.
I didn’t receive my confirmation/join link for my pre-recording. How do I get it?
Check with the planner/presenting author on your session. They can forward the pre-recording link to you. If they do not have it, you can reach out to SHAPE America staff at proposals@shapeamerica.org and we’ll provide the link.

Does everyone have to pre-record at the same time?
Yes, all co-presenters for your convention session will need to be present for the pre-recording session. You should coordinate with your fellow speakers to select a time that works for everyone.

One of the speakers on our session can’t record with the rest of us. What can we do? Do all listed speakers have to speak during the pre-recorded portion of our presentation?
Each session has to be recorded in a single pre-recording session. If an individual listed on your session cannot participate in the pre-recording session, we recommend you explore an additional way to involve them in the presentation. For example, they can be the one to answer questions live during the Q&A portion of the simu-live session or lead a chat in the chat box during the simu-live session.

Will there be technical support when I’m pre-recording?
Yes! Our virtual convention platform partner will give you directions prior to beginning your pre-recording and will provide technical assistance throughout your pre-recording if needed.

Will there be a SHAPE America staff member present during my pre-recording?
No. The pre-recording will be supported by our virtual convention platform partner.

How long is my session? How long should my pre-recording be?
Oral research abstract session pre-recordings should be between 10 and 12 minutes (to allow for 3-5 minutes of live Q&A when the oral is presented simu-live during the convention).

How many “takes” do I get for my pre-recording?
You will only get one “take” for your pre-recording. You should treat it as if you are presenting your session live and continue presenting even if you encounter a brief hiccup or stumble of words. We highly recommend participating in a self-organized practice run (with any co-presenters, if applicable) to ensure your presentation is the appropriate length prior to participating in your pre-recording session.

Is there a virtual background I should use when recording or participating live?
Yes! We strongly encourage all speakers to use the SHAPE America virtual background when presenting (live or recorded). The virtual background is available on the main speaker resources page.

Is there a PowerPoint template I should use for my presentation?
Yes! We encourage all speakers to use the SHAPE America PowerPoint template, which is available on the main speaker resources page.

How do I prepare for my pre-recording? Are there any tips/tricks for pre-recording?
In order to best prepare for your pre-recording session, we recommend you review all the Tips and Tricks for Pre-Recording document on the main speaker resources page and practice with your co-
presenters to make sure your pre-recorded presentation has a natural flow and is the appropriate length.

**Will I be able to view the pre-recording of my presentation prior to it being played live during the presentation?**
Unfortunately, no. After pre-recordings take place, our virtual convention platform team will be hard at work editing and formatting to get it ready to place in the live platform and play at the assigned timeslot. We will not be able to accommodate requests to see presentations prior to when they are played during the convention.

**Will I get a copy of the final recording of my presentation?**
No, the recording of your presentation will only be housed on the SHAPE America Virtual National Convention & Expo platform or in/on other SHAPE America platforms and feeds. We are unable to provide these recordings to you; however, if desired, you can share the location of your presentation on our SHAPE America platforms.

**Will my live session be recorded?**
Yes! The live Q&A portion of your presentation will be recorded and made available with the pre-recorded portion for viewing at a later time.

**When will the recording of my live session be available?**
It will take our technical team some time to process live recordings. We anticipate the recorded portion of your live session to be available within 48 hours.

**Do I have to attend the live date/time of my presentation? What if one or more speakers can’t attend the live session date/time assigned?**
Yes, it is our expectation that speakers will not only pre-record their session as a self-selected time but also be present at the assigned time for their simu-live session during the week of April 13-17.

We understand that not all speakers may be able to participate in the simu-live session taking place during the convention. If this is the case, you and your co-presenters should ensure that at least one person representing your session is available during the timeslot to chat with attendees and answer questions live.

**How do I join on the “speaker” side on the day of the presentation? What will happen live on the day of the event?**
Listed authors for your oral session will receive a link to join the “speaker room” for the session. This link to join can be shared among all authors for the session (each individual does not receive a unique link), but this link should NOT be shared with any general attendee. Attendees interested in joining your session should be directed to join via the link in the convention program. We recommend logging in to the session 10-15 minutes in advance. Be sure you are appropriately placed in front of your camera and are using the SHAPE America virtual background. Test your microphone to ensure there is no feedback and get ready for the session!
Orals will be presented in the order listed in the program. The session will kick off with the pre-recorded portion of the first oral presentation. While that pre-recorded portion plays, authors can engage with attendees in the chat box and monitor questions that came in to be ready for the Q&A portion of your session. Our technical support team will prompt you when to be prepared to “go live” (on camera and mic) to answer questions. The authors of the first oral will answer questions for 3-5 minutes (actual time will be determined by the length of the pre-recording) to round out their 15-minute portion of the session. This process will then be repeated for the second and third oral session.

Do you have any tips for preparing for the live portion of my presentation?
Yes! You can review the Tips for Preparing for Your Live Session.

Will there be technical support during my live session?
Yes! Just like your pre-recording session, your live session will have a technical support person available throughout the entire session.

Will I be “on camera” during the live Q&A portion of my presentation?
Yes! For the live Q&A portion of your simu-live session, you will be live and on camera. A technical support person from our platform will have you staged in a virtual “green room” where you can participate in the chat, view Q&A questions, etc. while your pre-recording plays. That technical support person will take care of ensuring you display on screen at the appropriate time. You’ll just need to be positioned in front of your camera appropriately with your mic ready and be ready for your cue!

Where/how do I upload handouts for my session?
You will upload handouts to our speaker database just as you may have done in past years. A link will be sent to the listed planner/presenting author in March with the personalized link for upload. All resources and handouts uploaded to that link will display in the session window for your session if uploaded by April 5. All handout/resources documents should be in PDF or Word document formats.

How long will my live session/Q&A be?
Oral session slots are comprised of three 15-minute oral slots to create 45-minute session slots. Each oral will be presented in the order listed in the program with the pre-recorded presentation playing first, followed by live Q&A for that oral. Then the second oral session pre-recorded presentation will play, followed by their live Q&A. The session will conclude with the third pre-recorded oral presentation followed by their live Q&A. Each oral abstract pre-recording should be 10-12 minutes in length, with 3-5 minutes reserved for your live Q&A.

What time zone is my live presentation scheduled for?
All times listed in the convention program are Eastern time.
How can I engage with attendees during the playing of my pre-recorded presentation?
You will be able to engage with attendees during your presentation by engaging in conversation in the chat box and collecting questions in the Q&A box to answer during the Q&A portion of your presentation.

Will I be able to see/hear attendees in my session?
No, all attendees will be off camera and off mic. You will engage with them via the chat box and by answering questions they submit in the Q&A box.

Do I need to register for the convention in order to present my session?
Yes. All presenters are required to register for the SHAPE America Virtual National Convention & Expo.

What if some of the speakers on my session no longer want to/can no longer participate?
If you need to update the list of speakers associated with your session, please reach out to the SHAPE America Convention Team at proposals@shapeamerica.org.

Who do I contact if I’m having difficulties?
For questions related to your sessions leading up to the live event, please reach out to the SHAPE America Convention Team at proposals@shapeamerica.org. Due to the number of inquiries we’re receiving in this unique year, please allow us two business days to reply before reaching back out.

Any questions that arise during your pre-recording session or during the live or simu-live session timeslot during the week of April 13-17 can be directed toward the technical support person in your session.

Non-session specific questions can be sent to education@shapeamerica.org prior to the opening of the virtual convention platform. After the virtual convention platform opens, please use the help desk found within the platform. It will be available on the main lobby page for the event.