The Mind Maze
Early Life Experiences That Shape Adult Health of Mind and Body

Oct. 30 — Nov. 1, 2020
Taichung & Tainan, TAIWAN

Information and Guidelines for Webinar Speakers

The Webinar for 2020 MBI Int'l Symposium will take place using Cisco Webex Event. A registration ID for the event will be provided one week prior to the webinar. You are requested to enter the ID to joining the event.at least 10 min prior to your talk and stay till your talk ends and participate the discussion.

Pre-Webinar Preparation

1. Send your presentation title, abstract and CV via submission portal.

2. Upload your (1) slides (ppt format) and (2) pre-recorded video (slide with voice) by the agreed upon date.

Instruction for Pre-recorded Video

1. For PC users, **EverCam®** is recommended to record your PowerPoint file with your voice.

   - Download **Evercam®**: http://www.formosasoft.com

   - Tutorial for **Evercam®**: http://www.formosasoft.com/media/96

2. Alternatively, it can be down with **Microsoft PowerPoint** for both PC and Mac users.

   - Tutorial for **Microsoft PowerPoint** to Record and Export Videos:
     https://youtu.be/uKgfVZ4aCE0

Guidelines for PowerPoint Formatting

1. **Format:** Microsoft PowerPoint (16:9 aspect ratio/widescreen)

2. **Messaging:** Always keep the message simple, bold, and clear.

X | 10th **Mind-Body Interface International Symposium**
PNIRSAsia-Pacific Symposium
ISNPR Regional Meeting

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Additional Details for the Webinar

1. Marquee slides will be rotating before the presentation starts. Staff will change it to the presentation slides once the webinar begins.

2. Organizations register for webinars. There are likely a much larger number of individuals watching the webinar, than what we can see in the attendee box.

3. A PDF of the presentation slides will be placed in the link section.

Speaker Checklist for the Webinar

☐ Log into the webinar 10 minutes prior to the start time.

☐ Have a hard copy of your slides.

☐ Speak clearly and slowly while recording (do not use earbuds or speakerphone).

☐ Finish speaking about the slide completely, before switching slides.

☐ Keep room-temperature water handy.

☐ Place "Do Not Disturb" sign on door.

☐ Have computer speakers turned off.

☐ Press mute when not speaking – every noise come through.

☐ Keep an eye on the chat box for any comments from MBI Symposium Staff.

☐ Remain on the line for the post-webinar wrap-up.