

THINGS TO CONSIDER WHEN PREPARING YOUR CONFERENCE PRESENTATION

Because the 2021 SHA Virtual format requires presentations to be pre-recorded and uploaded to OpenWater for viewing, please carefully consider the inclusion of any sensitive information in your images and/or discussion, such as:

- site location details, coordinates, or maps
- human remains
- personal details of yourself and/or co-authors/collaborators
- images of living people without their permission

While these things are not prohibited, it is up to each author to determine the appropriateness of the images and information they share. SHA does not anticipate any problems or data breaches, and access to conference content will be limited to conference registrants, like any other SHA conference, but this virtual format is new territory and we encourage everyone to be mindful of potential issues.

PLEASE TURN ON CLOSED CAPTIONING WHEN YOU RECORD!

This will make your presentation much more accessible for those with hearing or other impairments.

- Be sure to edit and correct the Closed Caption script when you are finished, before you post to OpenWater.
- Review the Accessibility Guide (<https://sha.org/wp-content/uploads/2020/11/SHA-Virtual-Conference-Presenter-Access-Guide.pdf>) for more tips and suggestions.

Consider background images and noise when you are recording your presentation.

- Pick a quiet space. If your neighbor starts mowing their yard, wait to record until they are finished. Be aware of noise you've grown accustomed to - kids, pets, kitchen appliances, busy street, etc.
- Ensure objects in your background are not distracting. Remove busy artwork and reflective surfaces, close windows to avoid glare, etc.

For Poster Presenters:

- Your presentation should be a tour of your poster, and should feel like a conversation. Pretend someone is standing with you, looking at your poster - summarize key points, state your research questions, and give an overview of what you found out.
- You do not need to read all the text on your poster.
- Provide your contact information in case someone wants to get in touch.
- You will have time to answer questions and have discussion during the live session.