

## OMRS Virtual and Online Exhibition Guidelines 2024 Event

**This document covers TWO topics – if you wish to be a PRESENTER at the virtual event to be held in February 2024 or if you wish to EXHIBIT at the virtual event, then this applies to you.**

**PLEASE NOTE** – in 2024 the Society will be holding both a virtual event in February with a later physical event in the September. Separate guidance for physical event is on the OMRS website.

### **THIS GUIDANCE IS FOR THE VIRTUAL EVENT ONLY**

#### Submitting your presentation

Send an email by 5 January 2024 with the title and description of your presentation or virtual exhibit to [convention@omrs.org](mailto:convention@omrs.org). You will later be given the details of where to send the virtual exhibit for uploading.

#### If you wish to give a presentation- Assistance with your presentation

If you require assistance with creating your PowerPoint please contact us. We cannot create it for you but can give you some help and some guidance with the basic concepts of using PowerPoint.

#### Practice sessions

To ensure everything goes smoothly there will be two or more sessions before the live event, to:

1. Provide assistance to speakers and to ensure that they are ready, as it is difficult to deal with cancellations at the last minute.
2. Check the technology and do a practice run to check you are comfortable and that everything works, and fits to time.

Dates will be in January, with the day and time to be confirmed. Attendance of these sessions is required, and we will work around you to fit in with timing if individual sessions are needed. This is to ensure that we put on a good show on the day.

#### Guidelines for the Virtual Presentations

The following have been developed as guidelines for the Virtual Presentations. Feel free to be creative as these are your presentations, and use the guidelines if needed.

1. PowerPoint format is recommended.
2. Your timeslot is a total of 30 minutes therefore we recommend you plan for 20 minutes of talking, with 5 minutes for questions and 5 minutes for buffer.
3. Questions will be held to the end.
4. Your PC will be used to drive the presentation, therefore please attend the practice session when scheduled to ensure this works.

5. If you have multiple monitors you may find that you are presenting on the wrong monitor, therefore please attend the practice session when scheduled to ensure this works.
6. It is better to have one idea per slide.
7. When you present your slide in the talk, it should take 1 minute or less to discuss. This rule is really helpful for planning purposes—a 20-minute presentation should have somewhere around 20 slides. Also, frequently giving your audience new information to feast on helps keep them engaged. During practice, if you find yourself spending more than a minute on a slide, there's too much for that one slide—it's time to break up the content into multiple slides or even remove information that is not wholly central to the story you are trying to tell. Reduce, reduce, reduce, until you get to a single message, clearly described, which takes less than 1 minute to present.
8. Pictures are better than text and help keep the focus on you. As a rule, you should almost never have slides that only contain text. Build your slides around good visualizations. It is a visual presentation after all, and as they say, a picture is worth a thousand words
9. Aim for no more than 7 words per line of text to make it easier to read.
10. While you are speaking, audience members' eyes and minds will be wandering over your slide. If you have a comment, detail, or figure on a slide, have a plan to explicitly identify and talk about it. If you don't think it's important enough to spend time on, then don't have it on your slide.

### Virtual Exhibit Guidelines

In addition to presentations, (which will be live), the virtual event will allow members who wish to, to provide a virtual presentation on an aspect of their collecting interests. The Society encourages members to participate here, as we understand that not everyone can travel to the physical event in September. While the presentations will be live, on the day & recorded – exhibits for the virtual convention will be made available for those attending the virtual event to view.

The static displays are as have been done in prior years. This year it is not a competition and there will be no judging.

1. Virtual exhibits are allowed to be based on work submitted as physical Convention exhibits in previous years i.e. not wholly identical to a previous exhibit, but an exhibit with a new slant or with additional information that has come to light since it was last displayed. Original virtual exhibits are also eligible to be entered a future (physical) Convention.
2. Security – In order to maintain security and privacy, the virtual exhibition will take place in the Members' Area of the OMRS website, so only Members will have access to the exhibition area and will have to be logged in to view it.
3. Exhibitors should be aware that some presentation formats mean their exhibits will be downloadable.
4. Format of a Virtual Exhibit – this is very much up the exhibitor. It is suggested that a simple, well thought out and well-structured exhibit will work better than one that tries to use technology experimentally, but is too complex or breaks down. That said, it would be great to see some innovation and experimentation in how a virtual exhibit could be put together. Suggestions for possible formats are: A PowerPoint or 'online' presentation, e.g. Prezi A PDF document – may be in a Journal-type article format.
5. We do not accept as exhibits articles from the OMRS Journal or articles that have been published previously in other publications.

6. Excel spreadsheets - In the case of research projects that have large amounts of data, it is suggested that only samples of data are used along with an explanation of how they are used in the project.
7. Photographs or a video walk-through of an assembled display – relatively easy to do these days using a mobile phone.
8. Website - in previous years Members have entered websites they have develop themselves and have been used to good effect to create exhibits.