

Section 3: Tips for Virtual Presentations

Pre-Recorded Sessions

This year, all panels that wish to pre-record must notify the Secretariat no later than **Friday, October 22**. All pre-recorded panels will be played during live session times. Someone from the panel may choose to play back the recording or request that a member of the Secretariat or volunteer staff play the pre-recording. Panelists may attend their own pre-recorded time to engage in Q&A if they wish.

Chairs will be responsible for organizing a time for all participants to get online and record. Recordings to be played back by the ASA must be submitted to the ASA no later **Friday, November 5, to be included on the program**. Only one recording will be accepted per pre-recorded session. If you wish to play back your own pre-recorded session, uploading the recording below is optional.

The ASA recommends that presenters share their papers prior to the recording. The simplest way to pre-record a session is to gather all presenters on Zoom and record your presentations and conversation as if it were a live, in-person presentation. The Chair and/or the Discussant should encourage questions and dialogue. When complete, [upload the recording via our video upload link](#).

If the chair is unable to gather everyone together, the ASA recommends that presenters who are unable to join in the conversation provide their personal presentation video to the chair so that the chair may embed it in a Power Point to be shown during the recording. This will allow other panelists, as well as the Chair and/or discussant to engage with the missing speaker's content.

Please review [this comprehensive Pre-Recording Guide](#) from OpenWater.

Pre-Recording Tips for Sessions

- Record in a bright, quiet place
- Record during the day with a clean background
- Test your microphone, avoid jewelry accessories that make noise
- Avoid all-white clothing
- Set camera internal or external webcam
- Remember good posture
- Prepare to answer questions based on content

Live Sessions

Chairs will be responsible for contacting all participants prior to the Annual Meeting. Chair guidelines can be found in Section 4 of our 2021 Virtual Annual Meeting Guide.

The ASA recommends that presenters share their papers 4 weeks prior to the live session. In some rare cases, there may be a participant that is presenting a paper but is unable to attend the live scheduled time. If the presenter would still like to present, we recommend that the presenter provide a personal presentation video to the chair so that the chair may play it, or embed it in a Power Point to be shown during the live session. This will allow other panelists, as well as the Chair and/or discussant to engage with the missing speaker's content.

Please review this [Live Zoom Session Guide](#) from OpenWater.

All presenters should read through all other sections of the 2021 Virtual Annual Meeting Guide for other notices and responsibilities.

Presentation Format & Scheduling

Changes in time, date, or presentation format (live or pre-recorded) are subject to availability on a first come, first served basis. Presentation spaces are limited by the number of zoom licenses.

If you would like to have a fully pre-recorded panel, and would like to have someone at the Secretariat play your pre-recorded panel during a session time rather than present live, please contact the ASA Secretariat via email at members@africanstudies.org no later than October 22.

Technical Assistance

We know you may have questions on what you will need to do the day of a live session. We will be sharing that information with chairs directly via email in the weeks leading up to the Virtual Annual Meeting including helpful screenshots.

Need Help During the Meeting?

Look at the bottom right to find the “Live Chat” widget.

The Live Chat will connect you directly to the technical support team. They can help you with connecting to a session and if you have audio trouble.