

GUIDELINES FOR FMA VIRTUAL CONFERENCE PRESENTERS AND DISCUSSANTS

BEFORE THE CONFERENCE

Prepare PowerPoint slides or a PDF file to support your presentation. Instructions on how to prepare your PowerPoint presentation for easy screen sharing prior to your session are located in this document.

All paper presentation sessions will be run as Zoom meetings.

ZOOM SPECIFICATIONS AND SUGGESTIONS

- A high-speed internet connection to your computer (an ethernet connection is ideal).
- An external webcam or built-in camera on your computer.
- The built-in microphone on your computer will work or for better sound, an external USB microphone or a headset can be used.

Although Zoom can be downloaded on Android and iOS devices we strongly encourage you to use a laptop or desktop over a smartphone or tablet. This will give you a better viewing experience with more functionality.

If you have not already done so, please install Zoom in advance.

<https://zoom.us/>

Use the link below to test your video and audio

<https://zoom.us/test>

DURING THE SESSION:

- Paper presentations may not last more than **eighteen (18) minutes**, discussant comments may last no longer than **eight (8) minutes**. Please practice your presentation prior to the conference to ensure that it is not longer than the time allocated.
- Focus your presentation on the details, purpose, and conclusions of the paper. Avoid details and derivations.

SESSION GUIDELINES

Sessions will open fifteen (15) minutes prior to the scheduled start time for microphone and screen-share testing.

1. Simply click the link to the session you received via email to join the session. Alternatively, you may click the **JOIN** button for your session in the Conference Program for Registrants (with Session Links).
2. If you are joining the session as a replacement presenter and/or discussant, please make sure to let the chairperson know through the chat function when you join the session. The name of your session chair can be found in the [Public Conference Program](#).
3. Please remain muted during the other presentations and discussant comments to avoid background noise.
4. You can either ask questions by using the chat function, raising your hand or by unmuting your microphone.
5. You will be able to mute/unmute yourself and share your screen; the chairperson does not need to grant special permission.

TECH SUPPORT

Tech Support staff will be in your session and will be noted by a Tech Support icon in the participant list.

Tech Support staff will be managing several sessions concurrently, so their speakers, microphones and video will be disabled. Please send a chat message to the Tech Support staff member if you need assistance.

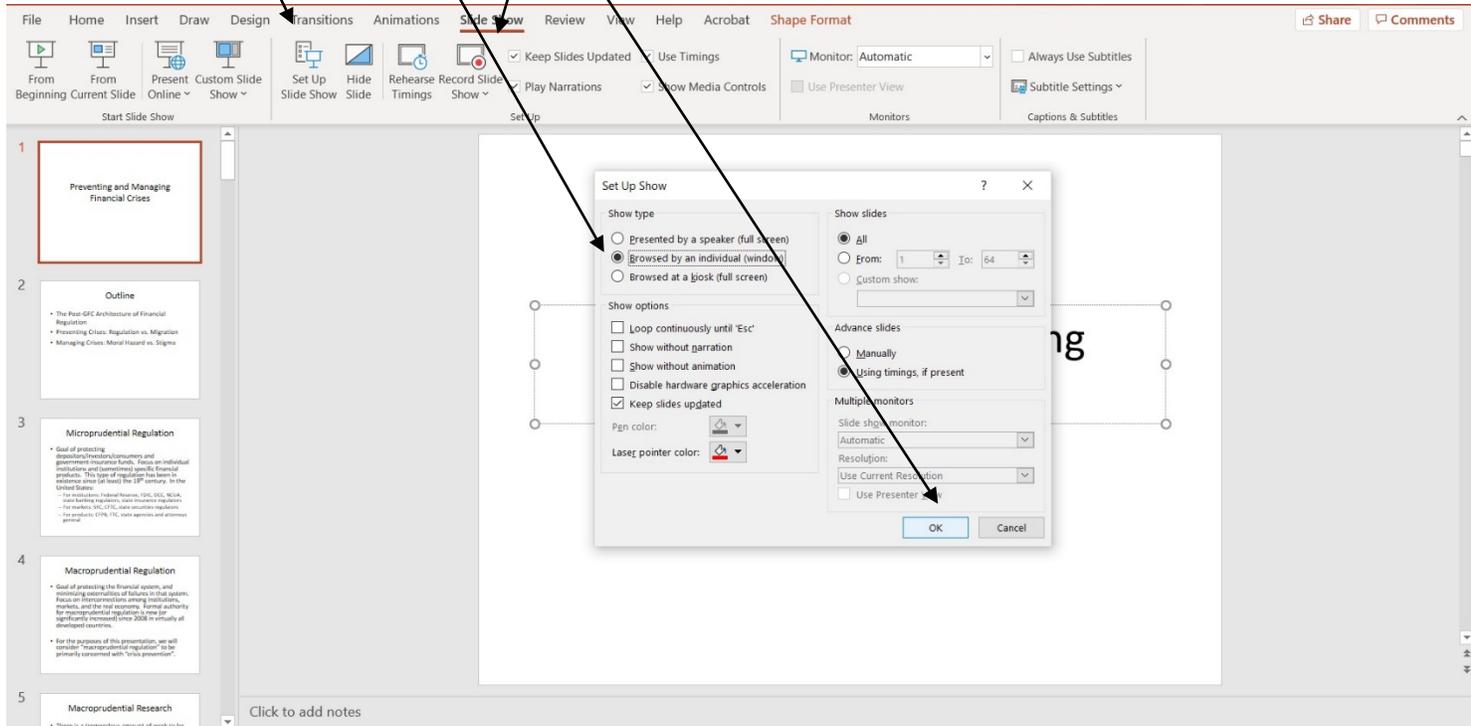


SETTING UP POWERPOINT PRIOR TO YOUR SESSION

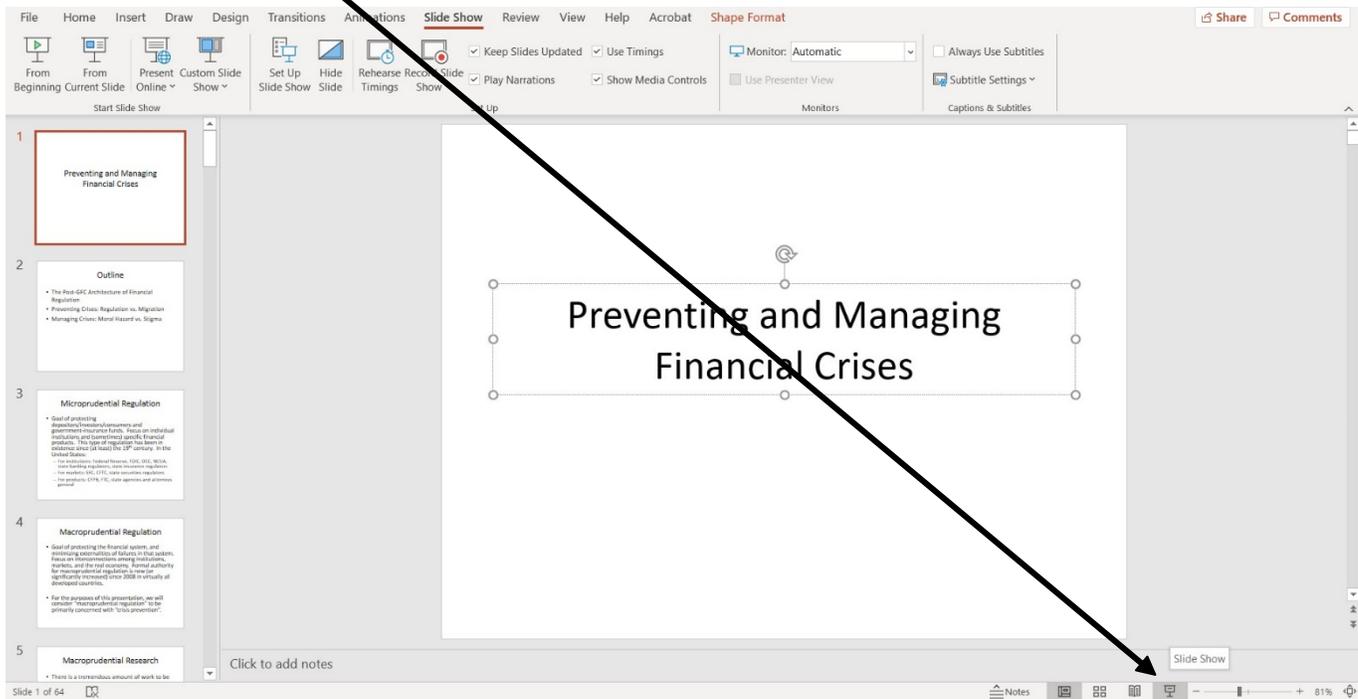
Open your PowerPoint presentation and Click Slide Show

Then, Click Set Up Slide Show

Select Browsed by an individual
Click OK



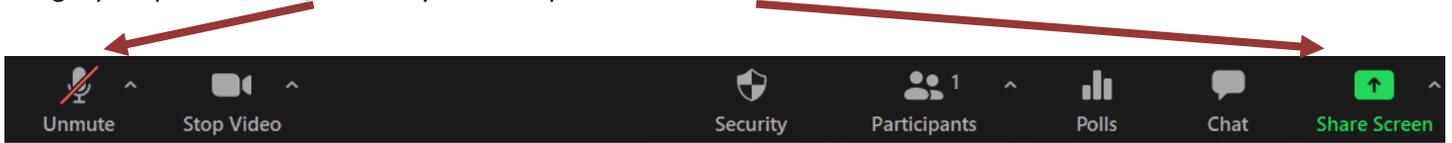
Click the Slide Show icon in the bottom right-hand corner of the screen. This will place your presentation in full-screen mode.



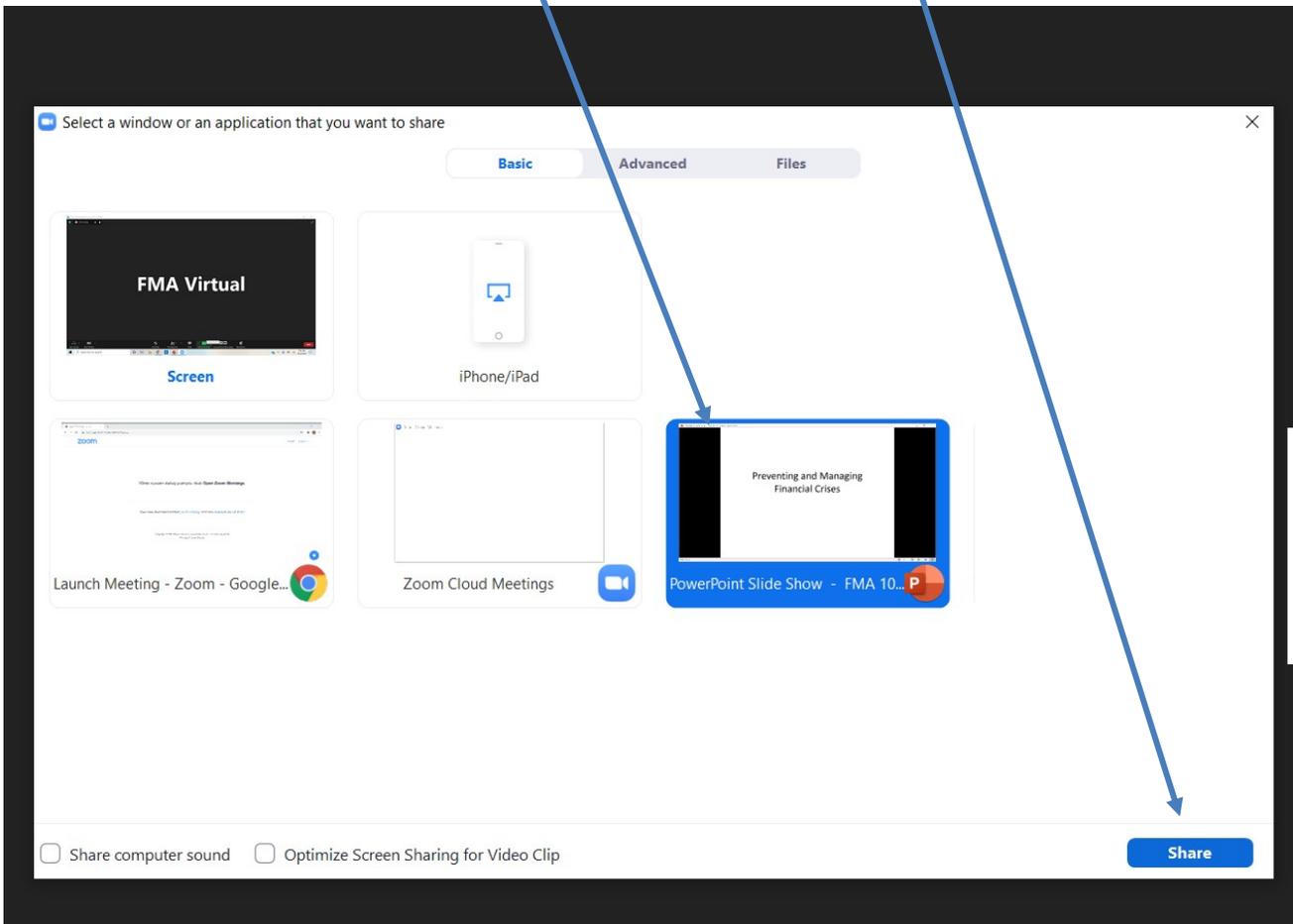
Minimize PowerPoint, Do Not Close it!

Prior to joining your session, we recommend you close all windows with the exception of PowerPoint and/or those you will need to share your screen and join the session (ie, Google Chrome, etc).

To begin your presentation, unmute your microphone and click Share Screen.



Once your desktop opens, click on your Powerpoint presentation, then click Share



Your presentation will open in full screen mode. Once you have completed your presentation, click Stop Share

PowerPoint Slide Show - FMA 10-13-17 final - PowerPoint

You are screen sharing

Stop Share

Outline

- The Post-GFC Architecture of Financial Regulation
- Preventing Crises: Regulation vs. Migration
- Managing Crises: Moral Hazard vs. Stigma

When preparing your slides, the following guidelines may be helpful:

- Include only essential information. List key concepts, not full sentences.
- Sans Serif fonts (e.g., Arial, Verdana, Tahoma) should be used.
- Headings should be 32-point font or larger; sub-headings should be 30 point or larger; and text should be 28 point or larger if possible. No text on the slide should be less than 16-point.
- Use no more than six words per bullet/line and six bullets/lines per slide.
- Create a high contrast between the text and the background (e.g., white text on a blue background, yellow text on a black background).
- Keep the background simple.
- Avoid the use of greys.
- Images or graphics can/should be used to complement the information you are trying to convey.
- Keep figures, tables, and other graphics simple. All lines should be heavy and dark.
- Do not include more than two graphics per slide.
- Keep your slides uncluttered and leave some white space.
- Carefully assess the amount of materials you plan to include in your presentation.
- A general guideline is to plan for 1-2 minutes per slide (e.g., if you are speaking for 15 minutes, you should develop between 9 – 15 slides).
- Presenting a table with many small numbers in it does not work well. It is better to present just a subset of a table with the more important numbers and variables.
- If you are presenting empirical results with a number that might be a p-value, t-statistic, or standard error, label the number (perhaps in the title, such as “standard errors in parentheses”).