

GUIDELINES FOR FMA VIRTUAL CONFERENCE PRESENTERS AND DISCUSSANTS

BEFORE THE CONFERENCE, prepare PowerPoint slides or a PDF file to support your presentation. Instruction on how to prepare your PowerPoint presentation prior to your session are located in this document.

DURING THE CONFERENCE:

- 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 insure 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.

ZOOM MEETING INSTRUCTIONS

The 2020 Virtual Conference will take place on Zoom. Paper presenters and discussants will receive an email from our online platform provider (ATIV Software) three (3) days prior to the session containing a unique link to the Zoom meeting. You **MUST** use the link in the message to join your session; your rights as a paper presenter/discussant will be embedded in the link. Please add alerts@ativsoftware.com to your safe senders list.

A sample of the email is below. ↓

Your virtual session has been created, **please confirm with the button below after you have verified your session details.**

Title	Session title here
Speaker(s)	Chairperson, presenter and discussant names here
When	Day, Date Time (EDT) here View in my timezone
Where	Zoom meeting link here
Tools	Countdown and timer
Host Key	976599



1. Test Audio & Video

Visit <https://zoom.us/test> to join a test meeting, then follow the instructions to test your audio, video, and screen sharing.



2. Learn Host Role

Shortly before your presentation begins, you and co-presenters can start the virtual session by claiming the host role.

Learn how to [claim the host](#) ahead of the session in case you are the first one to arrive.



3. Confirm

Let us know you are all set for your session (if not we may keep sending you emails).

Confirm

WHAT YOU NEED TO GET STARTED

- A high-speed internet connection to your computer (a 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/>

How to test your internet speed, video and audio

Internet Speed Test

<https://www.speedtest.net/>

Video and Audio Test

<https://zoom.us/test>

Zoom Controls

<https://support.zoom.us/hc/en-us/articles/200941109-Attendee-controls-in-a-meeting>

Zoom Session Guidelines

1. We have recommended that the session chairperson ask all attendees in the session to remain muted during the presentations and discussant comments to avoid background noise and hold their questions to the end of the session.

Attendees can either ask questions by using the chat function, raising their hand or by unmuting their microphone.

2. We have recommended that the session chairperson ask all attendees if they are joining the session as a replacement presenter and/or discussant prior to the start of the session. Please make sure to let the chairperson know if you are a replacement presenter and/or discussant through the chat function. The session chairperson will be able to make you a co-host in the session and you will be able to share your screen.

Tech Support

Tech Support will be present in each session and noted by a Tech Support icon. If you have technical problems, please send a chat message directly to the Tech Support individual. Please note: Tech Support will be managing several sessions concurrently, so there may be a delay in response. To contact FMA during your session, please send an email to bsn-fma@usf.edu.

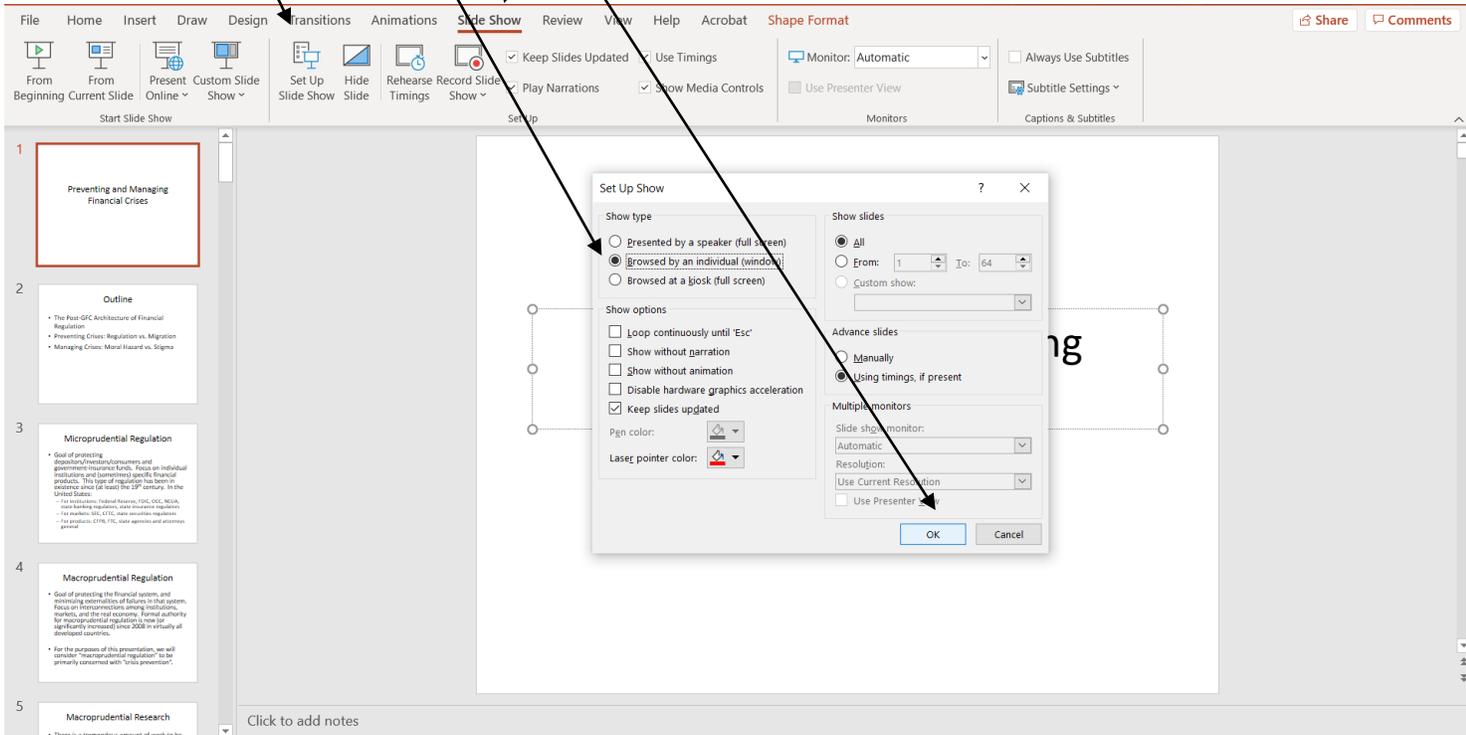
A dark blue square icon with the words "Tech Support" in white, stacked vertically.

SETTING UP POWERPOINT PRIOR TO YOUR SESSION

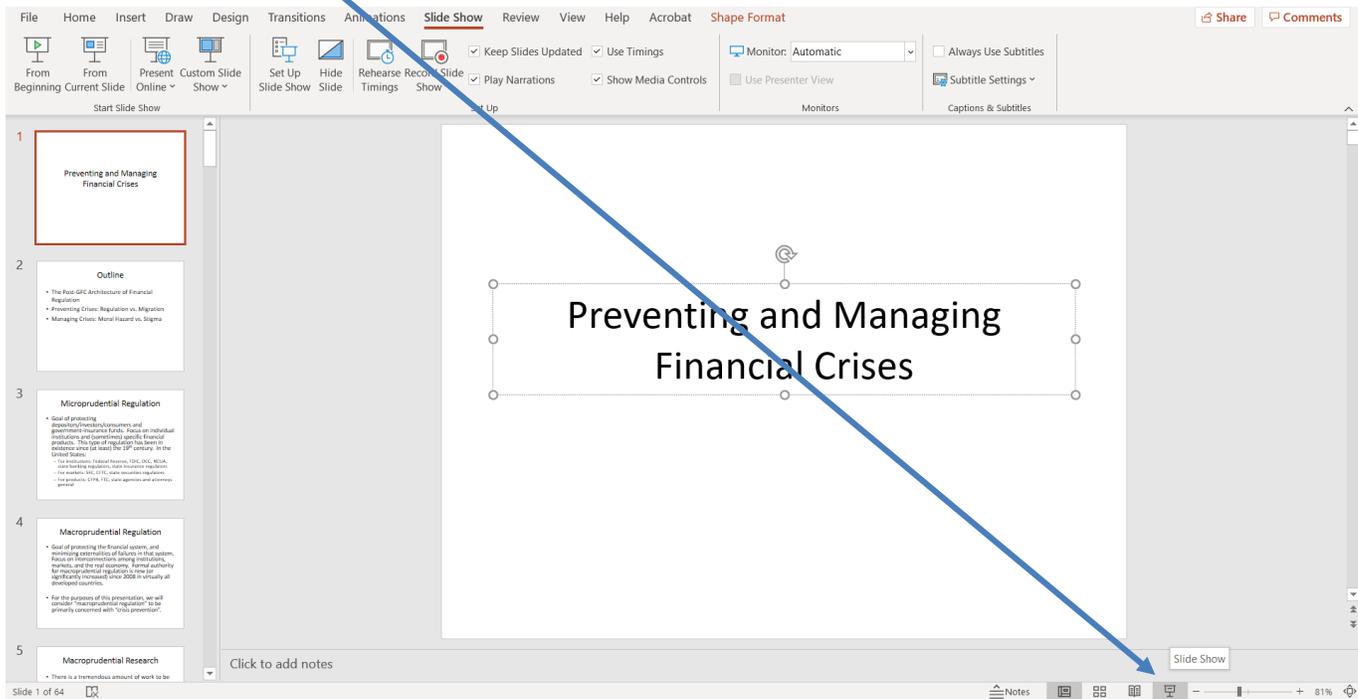
Open your PowerPoint presentation and Click Slide Show

Then, Click Set Up Slide Show

Select Browsed by an individual
Click OK



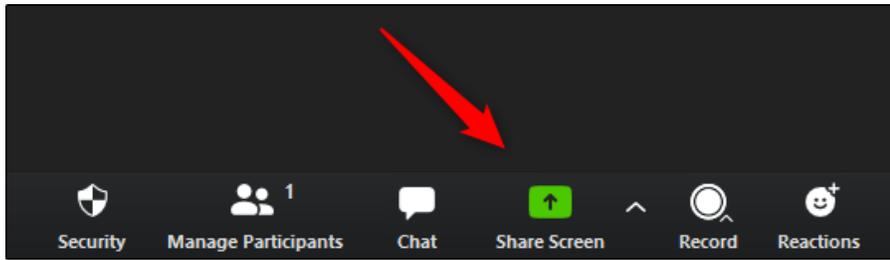
Click the Slide Show icon in the bottom right-hand corner of the screen. This will place your presentation in full-screen mode.



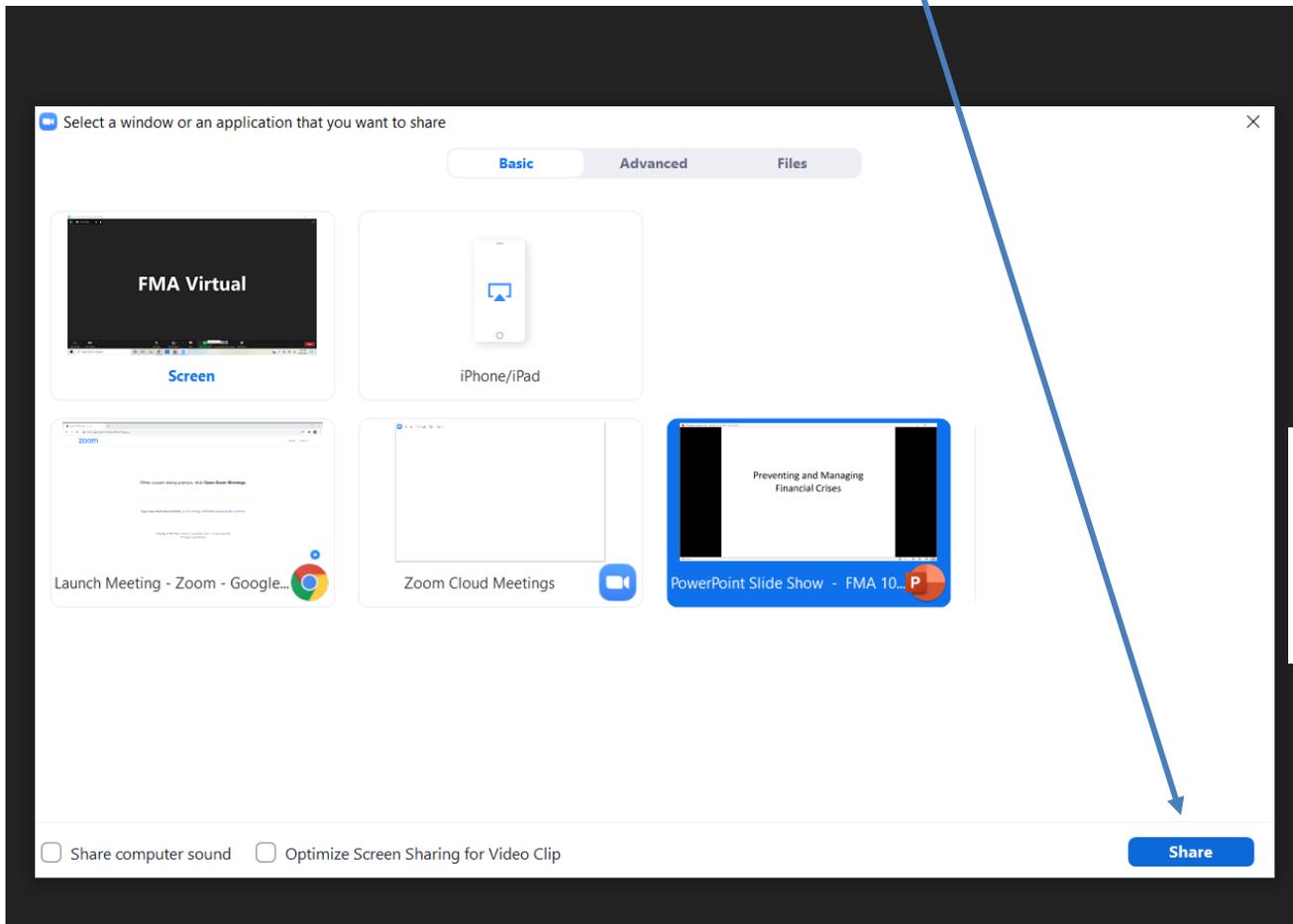
Minimize Powerpoint, Do Not Close it!

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.

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”).

How to contact session participants

Session V001 - Bank Liquidity and Regulation			Tuesday, 8:00 AM - 9:30 AM
Chairperson: Teng Wang , Federal Reserve Board			
Institutional Investor Horizons and Bank Liquidity Creation Allen N Berger, Univ of South Carolina Sadok El Ghoul, Univ of Alberta Omrane Guedhami, Univ of South Carolina Destan Kirimhan, Univ of South Carolina Xinming Li, Nankai Univ	Do Accounting and Regulatory Discretions with Investment Securities Affect Banks' Information Risk? Marc Arnold, Univ of St Gallen Minyue Dong, Univ of Lausanne Romain Oberson, Laval Univ	Deregulation, Market Structure, and the Demise of Old-School Banking Emilio Bisetti, HKUST Stephen Karolyi, Carnegie Mellon Univ Stefan Lewellen, Penn State Univ	
Presenter: Destan Kirimhan	Presenter: Romain Oberson	Presenter: Stephen Karolyi	
Discussant: Lei Li , Federal Reserve Board	Discussant: Anya Kleymenova , Federal Reserve Board	Discussant: Teng Wang , Federal Reserve Board	

To contact a session participant, click the underlined name of the individual you would like to contact; a pop-up window email window will open.