

GloPent World 2020

Information & Guidance for Speakers of Live Presentations

Please read the information and guidance below relating to your conference presentation.

What will happen prior to and during your presentation

1. The conference will be hosted on a special license of the Zoom video conferencing platform. A link to your session will be provided on the conference hub.
2. All parallel sessions are limited to 30 minutes. The time allocated for your presentation is 20 minutes. There will be a brief introduction and 10 minutes for Q&A.
3. Your Zoom meeting room will be open 10 minutes prior to the start of your talk. Please enter the waiting room no later than 5 minutes prior to your session. A University of Birmingham or GloPent representative will let you in.
4. You can check your audio and visual set ups are working.
5. The conference host will unmute you and grant you hosting permissions, including the ability to share your screen if you are using visual aids.
6. The delegates will then be allowed to enter the room just before the start of your talk.
7. The audience will be muted on entry and for the duration of your talk but can unmute themselves within the Q & A if they have a question.
8. The session host will 'spotlight' you so you are visible to the audience, introduce you, and then you can commence your talk!
9. The session will be recorded by the host. We plan to make all sessions available for conference participants on the GloPent website. Please respond to the email you received to indicate your approval to post your video.
10. 5 minutes before the scheduled end of your presentation you will be sent a reminder via the chat function in Zoom - '5 minutes to scheduled Q & A'
11. When you finish your talk, the host will remove your 'spotlight' and allow the audience to unmute themselves if they have a question
12. As Q & A starts, the conference host will post a reminder to all re the Q & A process. Many delegates choose to post a question during your talk in the chat function. You can choose to respond to posts, or you can ask the audience for any questions.
13. The audience will be able to indicate that they have a question by using the raised hand ('clap') icon. You can identify who you wish to field a question from, ask the delegate to unmute themselves, and then ask their question.
14. A discussion channel will be offered on www.GlopentWorld2020.slack.com dedicated to your presentation. You can direct participants to continue the conversation there. More information on this channel will be provided.
15. 2 minutes from the end of the Q & A you receive a reminder - 'This session will conclude in 2 minutes.
16. The meeting will time out and end automatically, so be mindful of this if discussion and debate is still going on!

Advice on set up and delivery of your presentation

- Please make sure your presentation stays within the time allotted.
- Please ensure you are set-up in a comfortable and quiet space where you will not be interrupted.
- Please attend your session using a laptop or desktop PC rather than any mobile device. If you must use a different device, please make sure you use landscape mode.
- Please use a wired internet connection (LAN) rather than Wi-Fi.
- Please close all apps on your PC or laptop during your presentation
- If you have a headphone and speaker set, we recommend you use this as it will give better quality audio. If not, please ensure you are close to your laptop and facing the camera while you speak
- Please consider what can be viewed in the background as you view the screen, since this will be broadcast to conference delegates e.g. do not have any personal items or distractions such as posters in sight.
- Lighting. Try to make sure the main light source is not coming from behind you. If you are filming sat in front of a window, please make sure you are not in silhouette or in darkness.
- Speak directly to the 'camera' i.e. lap top or desktop.
- Do consider a dry run to practice recording some or all of your talk (in particular if you are planning any screen sharing)
- We would recommend having your speaker notes on a physical paper next to you
- Have a timer next to your computer e.g. mobile phone (on silent!), watch or alarm clock
- Consider if you are most comfortable sitting or standing while presenting and position your camera accordingly!
- We recommend that you have had a comfort break prior to the presentation.
- If you experience any problems (e.g., loss of power or internet), please contact the session host or conference team for help. Contact information will be provided.