Guidelines for Presenters

Online platform

The conference will be conducted virtually using the Zoom platform.

You can create a Zoom account here: https://zoom.us/signup

The Zoom application will ask to be installed the first time you join a Zoom meeting; you can also download the Zoom Client for Meetings manually if you wish here:

https://zoom.us/download#client_4meeting

Conference Format

- To facilitate discussion and networking, the conference will be run live.
- You will need to be online at least 10 minutes before your session.
- **Each paper has been allocated an 8 minutes slot for its presentation and 2 minutes for discussion.**
- In each session, all papers will be presented first (i.e. first 48 minutes) and the last 12 minutes of each session will be allocated for discussion.

Note: We strongly recommend to turn on your web camera during your presentation for better interaction with the attendees.

Instructions to Presenters:

- Make sure your internet connection is strong and stable. You can test your equipment (connection, microphone etc) using the demo room (link on the email).
- You will need to be online at least 10 minutes before your session.
- Once you are given the floor by the session chair you will proceed with sharing your screen and presentation.
- The session chair will moderate the Q&A that can be done by two channels:
    o Live – participants may raise their virtual hand and address the question once the chair gives them the floor
    o Chat– participants may post their questions on the chat function of Zoom. The session chair will address the question on their behalf

Note: You will need to turn on your web camera during your presentation and Q&A for better interaction with the attendees.

Important information - Sharing your screen

To share your presentation with the attendees, you will need to first open the presentation file   on your device. When ready (and prompted by the session chair), click the green Share screen button in the Zoom controls.
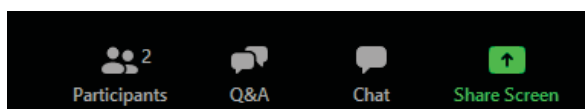
When you click Share Screen, a window will pop up (sample image in the next page) asking you which window to share with others; locate the e.g. PowerPoint window where your presentation is open, and click Share on the bottom right.

In the case you cannot see PowerPoint (for example you may have a lot of windows open on your device), click on Show All windows on the right side to expand the list. You can then scroll down to find the correct application.

If you will be playing a pre-recorded presentation or video, ensure that you click on the two options at the bottom left (Share Computer Sound and Optimize Screen Sharing for Video). You can then select the video player application and click on Share on the bottom right.
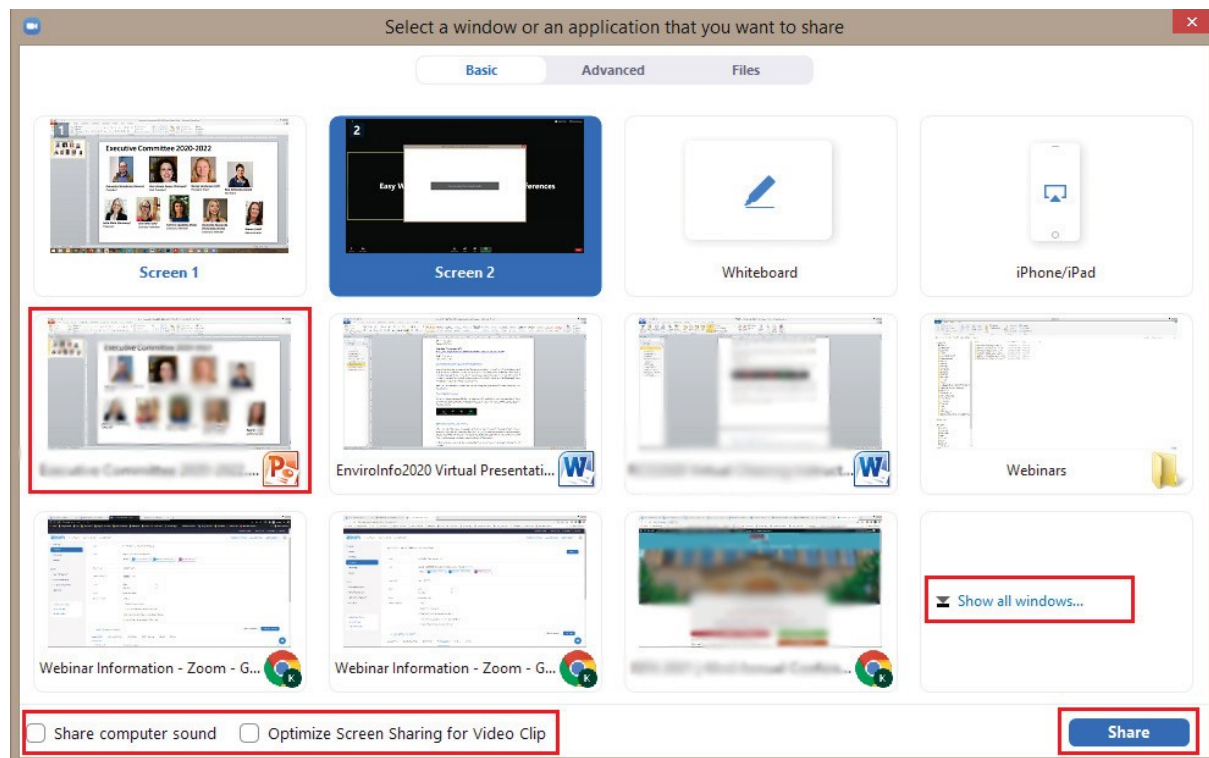
Helpful hints for virtual presentations

1. Presentations will be conducted live; you will need to open your presentation file on your device and then click the Share Screen button in the Zoom controls to select the application (i.e. PowerPoint) window. Your screen will then be shared with the conference participants; do not forget to run your presentation in full screen!
2. As you will be sharing your computer screen to present your work it is recommended to prepare your presentation in a Widescreen format (16:9).
3. Ensure that light shines on you from the front; try to avoid having a window in the background.
4. Stable internet connection; if on Wi-Fi, try moving closer to the access point in case you have connectivity issues or use a cable if possible.
5. Do a test run; test your equipment and presentation from beforehand. You can make use of our demo room for that purpose.
6. Use headphones / a headset with microphone! Using a computer's built in microphone typically brings in unwanted noise and can be detrimental to the audio quality.
7. Attendees may ask questions via chat during your presentation and that can be distracting; do not look at the chat window, focus on your talk. After your presentation is over, the session chair will prompt attendees to "raise their hand" and allow them to ask a question.
8. Evaluate yourself; you can record yourself presenting and look for areas working well or any that may require improvement.
9. Enjoy the sessions and have fun! Let your personality shine through, we all love authenticity and can retain information better when you connect with us.

In case you have questions regarding the Zoom platform, please do not hesitate to contact us at support@easyconferences.org