



#BOUasm21

Birds and people

9 November 2021



Thank you for registering to attend #BOUasm21. We kindly ask that you read through this document carefully to ensure you have a successful conference with us.

All BOU conferences are now delivered on dual platforms. For #BOUasm21 this means the main scientific programme will be on Zoom with all presentations being summarised simultaneously on Twitter. Additional Twitter-only presentations will also be available to everyone to access freely on Twitter.

Although we have all faced the new normal for a while now, several video conferencing systems exist and so if you are unfamiliar with Zoom, you can find out more information [here](#). Zoom provides the option to sign up to a free account [here](#).

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Role of an #BOUasm21 attendee

Your role as a conference attendee is to sit back, relax and enjoy the conference. Of course, we encourage the asking of questions during the Q&A sections of each talk and continuing these conversation over on Slack.

The Zoom talks presented at #BOUasm21 have all been pre-recorded to minimise the frustration and delay from technical problems. However, the session chair and each speaker will be live during each session for introductions and the Q&A at the end of each presentation.

Accessing the virtual conference

Each attendee will be sent an individual registration confirmation email from the BOU's Steve Dudley via Zoom. This will include a link and password to the conference day along with any other important information on accessing the event.

Online resources for the event

- Conference event
All event details can be found at the main BOU [conference page](#).
- Online Scheduler (programme, abstracts, and built-in time zone converter)
See [here](#)
- Programme
The #BOUasm21 conference programme can be found via the main BOU [conference page](#). Please familiarise yourself with the timings in advance of the conference and keep an eye on this page for any updates to the schedule.

Remember the conference timings are given in UTC.

Please convert this to your local time zone using this [time zone converter](#), .e.g. UTC = GMT -1

- Abstracts
The full #BOUasm21abstract list for the conference can be viewed and/or downloaded [here](#).

How the conference will run

#BOUasm21 takes place over one day and will run as one continuous session on Zoom. The exception is the Birds and people unplugged evening event which will be run separately to the main conference stream itself (you will receive a separate Zoom invite for this session).

1. This virtual event will run as one continuous session. So, once you are signed into the conference webinar you can remain signed in or enter and exit as you wish using the link circulated.
2. To join the conference please sign-in to the conference webinar (see also 'Accessing the virtual conference' above). We suggest you sign in at least 15 minutes before the conference starts or at least the start of the session which you wish to listen to. This will allow you time to solve any technical issues should you encounter them.



When you click the #BOUasm21 webinar link the Zoom client will open. You will be asked to enter your name and email. This information will be stored by BOU for the administration of the conference and deleted afterwards. You must use the email you signed up for the conference with.

Finish registration to join the webinar.

Your Name:

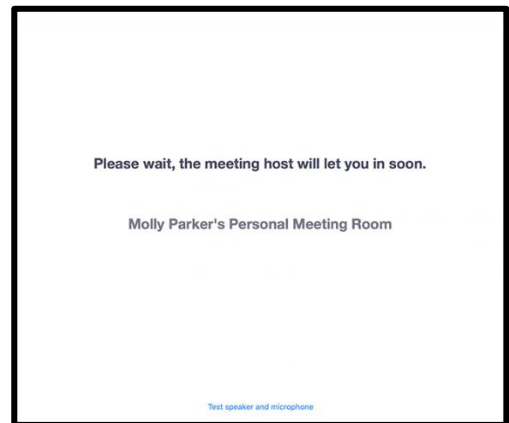
Your Email:

- Once you enter the webinar, you will see a screen similar to the one below (note slides will vary):





If the conference organisers are yet to open the webinar for the day, you may get a message similar to the one shown to the right. If you see this, please wait as you will be automatically entered into the webinar after the conference organisers open it.



4. At the start of a session:

- 2 minutes before the start of a session the conference organiser will switch on a “Welcome to Session....” holding image.
- At the start of the session slot, the Session Chair will:
 - Welcome the audience to the session
 - Remind the audience that questions can be submitted via the Q&A box and that the Slack Channel is available for general conference discussion.
 - Introduce the first speaker.

5. During the session

- After the first speaker is introduced, the conference organiser will start playing the first talk.
- Each standard presentation will be approximately 11 minutes long followed by 3 minutes for Q&A. Keynotes will be 23 minutes followed by a 5-minute Q&A.
- The conference organiser will switch to play the next pre-recorded talk.
- A session starting at 15:15 should run as follows:
 - 15:15 - Session chair introduces keynote speaker.
 - 15:17 – Keynote pre-recorded talk begins.
 - 15:40 – Keynote pre-recorded talk ends and 5-minute Q&A starts
 - 15:44 – Keynote Q&A winds up and chair thanks keynote speaker.
 - 15:45 – Chair introduces next speaker.
 - 15:46 – Next pre-recorded talk begins.
 - 15:58 – Talk pre-recording ends and 3-minute Q&A starts
 - 15:59 – Talk Q&A finishes and next talk is introduced by the session chair
 - 16:01 - Next pre-recorded talk begins.
 - and so on.

6. At the end of a session

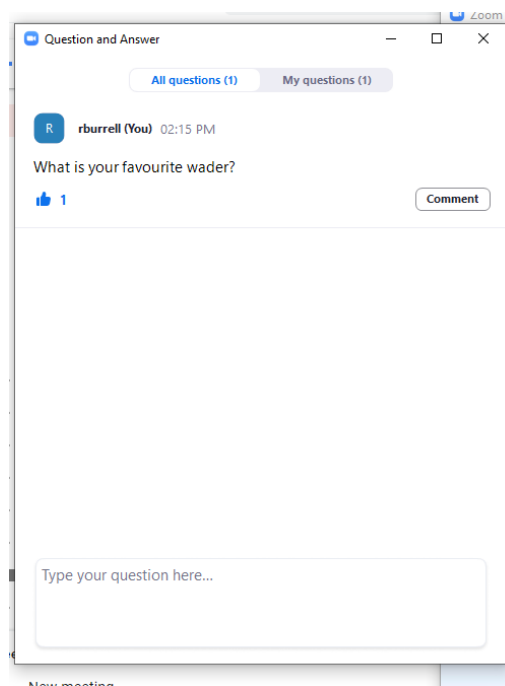
- At the end of the session, the Session Chair will thank the speakers and everybody for attending then pass over to the conference organisers encase there are any messages before the break.
- 2 minutes before the start of the next session the break media will stop and the opening slide for the next session will open.



Q&As after each presentation

Q&A start at the end of each pre-recorded talk and run for a maximum of 3 minutes, except keynotes where it will last for 5 minutes.

As an audience member, please write the questions you wish to ask the speaker in the webinar Q&A box (see zoom menu). Do not post questions in the 'Chat' function. Please also note that the 'raised hand' function will not be used during the conference.



Questions from the resulting Q&A list will be selected and read out by the session chair and the speaker asked to respond. The session chair will then progress to the next selected question. The Q&A will proceed in this fashion until the end of the Q&A period. You can upvote a question by clicking the thumbs up icon within the 'Q&A' function window.

Unasked questions will be transferred to the conference's Slack workspace (see below) and presenters will be asked to answer them there.

Chatting during the conference

There are two ways to interact with other attendees during the #BOUasm21conference. This is due to the Zoom Webinar service being limited in its ability to let attendees interact with each other, for example, attendees will be unable to see who else is present at any one time via Zoom.

Slack Workspace: #BOUasm21 Virtual Conference Slack

To allow better attendee discussion and interaction, we strongly suggest that all attendees join #BOUasm21 Slack workspace using this [link](#). This is a separate website to Zoom and allows attendees to see who is online, take part in an overall conference chat, have session specific conversations



including asking presenters additional questions, speak directly to conference organisers for technical support as well as setting up private or shared group discussions.

Importantly, Slack can be open whilst also attending the Zoom webinar so you have can both on screen at the same time to switch between the two.

- We suggest that you sign into the Slack workspace before the conference to ensure that your access and profile are set up and ready to go.
- You can download Slack [here](#) or use it via your web browser.
- The #BOUasm21 conference guide to using Slack is available [here](#)

Zoom “Chat” function

We recommend using the Slack workspace, but the Zoom ‘Chat’ function is also available.

Clicking the box/icon within your Zoom window labelled “Chat” will open the chat window. This chat will run for the entire conference day. You can find instructions on how to use the chat functions [here](#) (see attendee section). Please remember to select “All Panellists and Attendees” as the audience for your chat for everyone to see your messages. Chat should not be used for any questions for speakers during sessions – these should be asked exclusively using the Q&A function (see ‘Q&As after each presentation’ above). However, a limitation of Chat is that you cannot see who is attending the conference at that specific time.

Conference social media

Conference hashtag	#BOUasm21
Other suggested hashtags	#ornithology
BOU on Twitter	@IBIS_journal

#BOUasm21 is a pro-social media event.

Social media has become increasingly important for events to the point where the BOU and others have been running dedicated Twitter conferences for some years.

Following the success of recent events which we’ve run simultaneously on Zoom and Twitter, the BOU will now run all events using this dual platform format combining the in-person/Zoom event with a simultaneous Twitter event.

Conferences gain a great deal through active online discussion. Social media is also an extremely valuable way to engage and educate the wider public as well as stimulate further discussion between conference participants.

Presenters and attendees are actively encouraged to engage around the conference and on social media.



We accept that some Zoom presenters may wish to opt-out of their content being shared by others. Please keep an eye out for “no social media” logos similar to the one shown on the right.



If these logos are present or the chair notifies everyone at the start of a presentation, then please do not share the content outside of the conference. BOU is not responsible for attendees commenting or live tweeting content, but the conference host will emphasise to all attendees that presenters' wishes are respected.

In addition, we ask that those sharing information on social media consider how photos and/or content may appear to members of the public without further explanation. Is the procedure invasive? Does the bird appear stressed? Is a detailed explanation of a procedure required? Please adopt a cautious approach in all situations.

Conference recording

The whole conference day will be recorded as single session.

Virtual events with recordings attract a much wider international audience. Not everyone's time zone will allow them to attend the live presentations. For #BOUsci20, around 20% of registrants did not attend during the live stream and registered solely for access to the post-conference recording.

The BOUasm21 conference recording will be made available for viewing by all registered attendees from 12 November 2021 – 14 February 2022. All registered attendees will be emailed the individual links for each recorded session on 12 November.

Code of Conduct

We ask all those taking part in any BOU event to abide by our simple event code – [see here](#).

Technical support

During each session, the conference organisers will do their best to provide technical support if you are having problems. If you encounter an issue during the webinar but you are still attending (i.e., the zoom window is still showing) then please message in the zoom chat (select all participants) or slack channel “all_conference-helpdesk” and one of the conference organisers will get back to you as soon as possible. If you are having trouble accessing zoom, then email Steve Dudley (stevedudley@bou.org.uk) and he will reply as soon as possible.