



# #BOU2022

## Avian reproduction

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## Virtual conference guide for poster presenters

Thank you for offering to present your work at #BOU2022. We kindly ask that you read through this document carefully as your role is crucial for us to all have a successful conference.

All BOU conferences are now delivered on dual platforms. For #BOU2022 this means the main scientific programme will be on Zoom with all presentations being summarised simultaneously 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](#).

**Important note:** If you find that you will be unable to attend your allocated time slot at #BOU2022, then please let the conference team know ASAP by emailing both Ryan Burrell ([ryan.burrell@bath.edu](mailto:ryan.burrell@bath.edu)) and Steve Dudley ([steve.dudley@bou.org.uk](mailto:steve.dudley@bou.org.uk)).

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## The programme

The #BOU2022 conference programme other presenter resources can be found [here](#). We suggest you bookmark this page.

**Remember the conference timings are given in UTC/GMT.  
Please convert this to your local time zone using this [time zone converter](#).**

## Your poster presentation – on Zoom, on Slack and on Twitter!

The ongoing Covid-19 pandemic and our experience of running a successful series of virtual conferences – #BOUsci19, #BOU2021, #BOUsci21 and #BOUasm21 – has led to #BOU2022 being switched to an entirely virtual event in order to both preserve the conference programme and audience for the event.

#BOU2022 will run simultaneously on Zoom and on Twitter. All those presenting at the Zoom conference must also post a summary presentation on Twitter. This guide focuses on your poster presentation. See the presenter resources [here](#) for guidelines on how to a Twitter summary of your poster.

## Slack – poster layout, hosting and live Q&A sessions

Design your poster as you would normally but at A3 size in landscape (horizontal) format – some packages allow you to output larger sizes at a reduced size. Your PDF should be formatted for web presentation with graphics and image files reduced in size as much as possible to ensure that your PDF is not too large for us to host.

Each poster PDF will be hosted on Slack and each poster author will be assigned a separate Slack channel to hold their Q&As.

Links to each poster and linked Slack channel will be provided to attendees (only) ahead of the meeting. Attendees will be able to view posters in advance of the conference as well as during the conference itself.

We will run a dedicated poster slot within the Zoom programme. Poster authors will each provide a pre-recorded 30-second elevator pitch video. We will stitch these together into one video presentation which will be live streamed on the day from conference HQ (see below).

### **Within the programme, poster elevator pitches will be presented at**

**1435 UTC, Tues, 12 April 2022**

We suggest you virtually host your poster in the break immediately after the dedicated Zoom slot. We'll encourage attendees to go and engage with poster authors during this break, but also during other breaks. So, we suggest you pop into your individual poster Slack channel regularly, and check after each break, to answer any questions from attendees. You can set up notifications to alert you when someone asks a question on your Slack channel – see [here](#).

For #BOU2021 around 70% of attendees signed up and used Slack during the conference, and the feedback from both poster author.

You will almost certainly receive questions outside the live session, so please visit your Slack channel regularly to answer any outstanding questions.



## Twitter – tweeting a summary of your poster

All those presenting at the Zoom conference must also post a summary presentation on Twitter. See the presenter resources [here](#) for guidelines on how to a Twitter summary of your poster.

## Recording your 30-second elevator pitch

We would advise you keep to a single slide, or two at most.

### Benefits of pre-recording

Pre-recording items and running Q&As on Slack helps to minimise technical issues and delivering engaging and useful discussions that we all desire from a conference.

- all presentations are sent from a secure, reliable high-speed connection (with backup in place at a second location just in case!).
- there is no need for time-consuming practice sessions.
- presenters can tweet their parallel Twitter presentations whilst their Zoom presentation is streaming.
- As a speaker it means you can arrange your talk beforehand, rerun elements you are not happy with and remove a lot of those pre-conference nerves.

Please note, the Q&A on Slack will be live and so you will still be asked to attend your session at the allocated time slot.

It is important to keep in mind several key points to deliver an effective and successful presentation. Many of these points are relevant to any presentation but become particularly important for online presentations.

### Key points (more details below):

- Note how many minutes you have been allocated for your 'actual' presentation (i.e. excluding intro and Q&A elements) – see above.
  - Use a 16:9 aspect ratio for your slides.
  - Be colour-blind-aware when choosing your colour palette.
  - Keep the top right corner of each slide empty (for your video!)
  - Use closed captioning if possible, to make your talk more accessible.
- Aspect ratio  
You are not restricted in the aspect ratio you use for online presentations. However, we strongly recommend an aspect ratio of 16:9, as this nicely matches the dimensions of many computer monitors.
  - Using colour  
Please use a colour palette that will enable participants who have some form of colour blindness. We have a number of resources listed [here](#). Note also that black/dark text on a white/light background is easier to read than light text on a dark background.
  - Avoid clutter  
Avoid having too much content on each slide. Spread content over several slides where possible or needed. Conversely, do not spend too little time on each slide, or you risk losing the audience. Limit the amount of text on each slide; use just enough words to make the key points and avoid whole sentences. Keeping the amount of text to a minimum will help



facilitate the use of two languages (see above). Use graphics rather than text where possible. Also, many participants will watch your presentation on a small screen, so use large fonts (18-24 point sizes are good).

- Keep the top right corner of each slide empty  
A small window that shows the speaker (you) while screen sharing, will be displayed on top of your slides. This can be moved but we suggest you keep it in the top right-hand corner. It will cover any information there so please keep it blank.
- Always avoid videos and GIFs with strobes or flashing lights.

### Example Slide

An example presentation slide is available from our [presenter resources pages](#).

### Practicing and preparing to record your talk

- Best Practice
  - Follow all of the presentation steps you used during practice.
  - Make sure you have an uncluttered background (or virtual background).
  - Keep yourself centred on screen with camera at eye level.
  - Dress professionally.
  - Have your script learned so you do not have to constantly refer to your notes.
- Zoom meetings can be set up to easily practice your presentation recording (see below).
- Timing is critical – please make sure you can give your presentation in the allotted time and the recording does not exceed this amount. If it does, the conference organisers will return it to you to be rerecorded.
- Look at the camera – Look directly into the camera as much as possible during your presentation. Try to avoid it but if you use notes or a script, make sure that they are positioned near the computer camera so that you can read them without looking away. A tip is to place your notes directly behind your computer on, for example, a music stand or white board.
- How to sit – Your screen should be at eye level so that you are not looking down or up at it (if necessary, raise the computer screen/monitor using a stand or books). Your face should be centred. Make sure that you are not backlit by a bright light (e.g. an open window) behind you.
- Backgrounds – The #BOU2022 virtual background is available at our [presenter resources pages](#). Additional information about virtual backgrounds, including computer system requirements for using a virtual background, can be found [here](#).
- Dress professionally – During your recording will be visible to all participants. Wear something that you would be comfortable wearing if presenting to a professional in-person audience. If, using a virtual background, it is best to wear clothing that is high contrast against your real-life background; this will allow the virtual background to work at and look its best throughout the presentation.



- Practice speaking slow and clearly – Focus on the key points. Remember you do not need to cram in every single detail. This will help the attendees to follow your presentation. This also aids closed captioning and makes your presentation more accessible.

## Making your recording

All you need for this is your presentation software, a webcam, and a microphone. You are free to use any presentation recording software to save your talk in a video format. However, we recommend using Zoom. It is very user friendly, with easy to follow guidance available [here](#).

If for whatever reason this is not possible then another option is to [record in Microsoft PowerPoint](#), which has similar functionality but several shortfalls. As PowerPoint records the video and audio per slide, it stalls the recording during slide changes. If you record in PowerPoint, make sure to pause briefly between slides. If recorded in PowerPoint please also ensure Standard quality is selected when exporting the video recording.

Finally, please supply your talk as a .mp4 file.

**Important note:** with this being a fast-and-furious session we expect all authors to deliver a video that is between 25–35 seconds in length. Anything longer will be returned for re-recording or editing by the author.

## Submitting your recording and PDF

Please submit your recording and your A3 PDF of your poster, by emailing both Ryan Burrell ([ryan.burrell@bath.edu](mailto:ryan.burrell@bath.edu)) and Steve Dudley ([steve.dudley@bou.org.uk](mailto:steve.dudley@bou.org.uk)). If your video, is too large to be emailed then please send via WeTransfer or a similar file sharing service.

Please try not to leave recording your talk until the last minute and submit your recording as soon as you are able. This helps both the conference organisers and you as a speaker, as an early submission allows time for any problems to be identified and solved.

# PLEASE SUBMIT YOUR 30-SECOND RECORDING AND YOUR A3-SIZED PDF BY 04 April 2022

## Role of a #BOU2022 poster presenter

We ask you to:

- On the day your 30-second recording will be streamed from Conference HQ – so you don't have to worry about presentation nerves! –
  - Arrive on your Slack channel before the end of the live stream in readiness to answer any questions.
  - Respond to questions live on Slack immediately after the live-streamed Zoom poster sessions.



## Conference recording

The whole conference will be recorded. This means that both your presentation and Q&A will be available as part of the recordings after the conference.

Virtual events with recordings attract a much more international audience. Not everyone's time zone will allow them to attend the live presentations. For recent Zoom events, 20-35% of registrants did not attend during the live stream and registered solely for access to the post-conference recording.

The conference recordings will be made available for viewing by all registered attendees from 19 April – 31 July. All registered attendees will be emailed the individual links for each recorded session on 19 April.

## Social Media

**#BOU2022 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 #BOU2022 which was run simultaneously on Zoom and Twitter, the BOU will now run all events using this dual 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. As a Zoom presenter you will be able to choose what forms part of your own Twitter summary, but within your Zoom content, please indicate which individual slides you do not want others to share using a "no social media" logo (see right). If this has been missed, please indicate this to the Session Chair or the conference organisers before your session so an announcement at the beginning of the talk pre-recording can be made.

**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.

## Code of Conduct

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

## Technical support

The conference organisers will do their best to provide technical support if you are having problems, both prior to and during the conference. If you encounter an issue during the webinar the please message on the 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 on the day, or prior to the conference then please email both Ryan Burrell ([ryan.burrell@bath.edu](mailto:ryan.burrell@bath.edu)) and Steve Dudley ([steve.dudley@bou.org.uk](mailto:steve.dudley@bou.org.uk)) and someone will get back to you as soon as possible.