



#BOUasm22

Citizen science and birds

10-11 October 2022



Thank you for registering to attend #BOUasm22. 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 #BOUasm22 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.

Several video conferencing systems exist; if you are unfamiliar with Zoom, you can find out more information [here](#). Zoom provides the option to sign up for a free account [here](#).

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Role of a #BOUasm22 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 conversations over on Slack. Also, please support our poster presenters by engaging with them throughout the conference.

The Zoom talks presented at #BOUasm22 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 two individual registration confirmation emails from the BOU's Leila Walker via Zoom. These will each include a link and password to each conference day (separate emails for each day) along with any other important information on accessing the event.

Online resources for the event

- Conference event

All event details can be found on the main BOU [conference resources page](#) including:

- Online Scheduler (programme, abstracts, and built-in time zone converter)
- Programme
- Abstracts
- Slack – user guide and link to app

Remember the conference timings are given in UTC.

**Please convert this to your local time zone using this [time zone converter](#),
examples: UTC = GMT and Amsterdam is UTC +1**

How the conference will run

#BOUasm22 takes place over two days and will run as one continuous session on Zoom each day. Please ensure you select the right link for the right day when connecting.

1. This virtual event will run as one continuous session each day. So, once you are signed into the conference webinar, you can remain signed in or enter and exit as you wish using the links 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 to which you wish to listen to. This will allow you time to solve any technical issues should you encounter them.

When you click the #BOUasm22 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.



Finish registration to join the webinar.

Your Name:

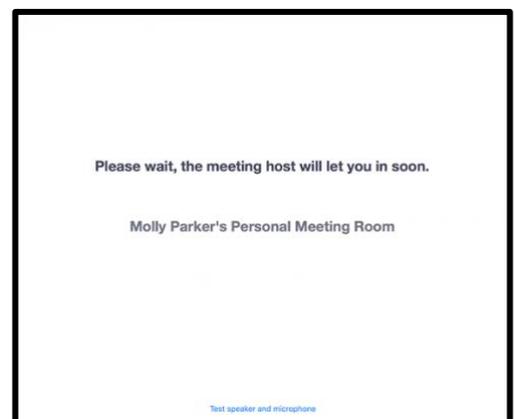
Your Email:

- 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.

- 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.

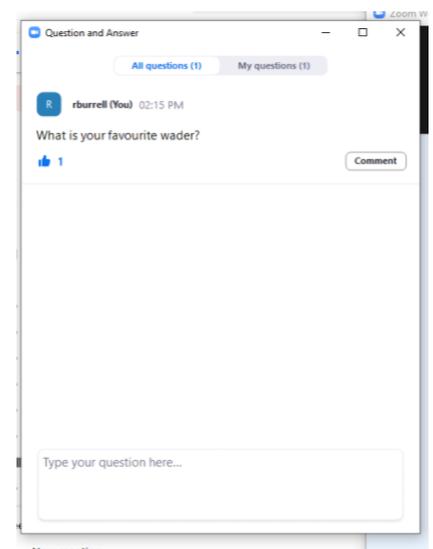
- 5. During the session
 - After the first speaker is introduced, the conference organiser will start playing the first talk.
 - Each standard presentation will be approximately 11 minutes long followed by 3 minutes for Q&A. Keynotes will be 23 minutes followed by a 5-minute Q&A.
 - The conference organiser will switch to playing 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 a 5-minute Q&A starts
 - 15:44 – Keynote Q&A winds up and the chair thanks the keynote speaker.
 - 15:45 – Chair introduces the next speaker.
 - 15:46 – Next pre-recorded talk begins.
 - 15:58 – Talk pre-recording ends, and a 3-minute Q&A starts
 - 15:59 – Talk Q&A finishes, and next talk is introduced by the session chair
 - 16:00 - 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 and then pass it over to the conference organisers in case 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 starts at the end of each pre-recorded talk and runs for a maximum of 3 minutes, except for 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.

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

Chatting during the conference

There are two ways to interact with other attendees during the #BOUasm22 conference. 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: #BOUasm22 Virtual Conference Slack

To allow better attendee discussion and interaction, we strongly suggest that all attendees join the #BOUasm22 Slack workspace using this [link](#). This is a separate website from 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 set up private or shared group discussions. You can also access slack on your mobile device via an App.

Importantly, Slack can be open whilst also attending the Zoom webinar so you can have 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 #BOUasm22 conference guide to using Slack is available from the conference [resources page](#).

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 the 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 #BOUasm22
Other suggested hashtags #ornithology
BOU on Twitter @IBIS_journal

#BOUasm22 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 the 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 two conference days will be recorded as a 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 BOUasm22 conference recording will be made available for viewing by all registered attendees from 14 October – 31 January 2023. All registered attendees will be emailed the individual links for each recorded session on 14 October.



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 Leila Walker (leilawalker@bou.org.uk) and Ryan Burrell (ryan.burrell@bath.edu) and one of them will reply as soon as possible.