



#BOUsci23

Global flyways: a synthesis of bird migration research

21-22 November 2023



Virtual conference guide for poster presenters

Thank you for presenting your work at #BOUsci23. 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 #BOUsci23 this means the main scientific programme will be on Zoom with all presentations being summarised simultaneously on Twitter.

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 #BOUsci23, then please let the conference team know ASAP by emailing Leila Walker (leilawalker@bou.org.uk).

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The programme

The #BOUsci23 conference programme can be found via the main [conference page](#). You can also access dedicated presenter resources for the conference [here](#). We suggest you bookmark these pages.

The conference timings are given in the programme in UTC/PST/CST. Please convert this to your local time zone using this [time zone converter](#).

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

#BOUsci23 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 compose 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.

Attendees will be able to view posters in advance of the conference as well as during the conference itself on Slack.

We will run a dedicated poster slot within each flyway section of 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, all poster elevator pitches will be presented at three separate times during the conference, once during each flyway section:

1215 UTC, Tues, 21 November 2023 (Africa-Eurasia flyway)

2015 UTC, Tues, 21 November 2023 (Americas flyway)

0430 UTC, Weds, 22 November 2023 (Asia-Pacific flyway)

We suggest that you virtually host your poster on Slack in the break immediately after one of these dedicated poster Zoom slots; this can be the slot that is most convenient for your time zone. We'll encourage attendees to go and engage with poster authors during these breaks, 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](#).

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 (either a talk or poster) must also post a summary presentation on Twitter. See the presenter resources [here](#) for guidelines on how to compose a Twitter summary of your poster. You should tweet your poster summary during your allocated 10-minute slot on the programme.

Recording your 30-second elevator pitch

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

Benefits of pre-recording

Pre-recording items and running Q&As on Slack help to minimise technical issues and deliver those 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, you can arrange your talk beforehand, rerun elements you are not happy with and ease 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 necessary. 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 closed captioning (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.
 - Prepare what you plan to say, 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 length of time and that the recording does not exceed (or go excessively under) this. 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 #BOUsci23 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 slowly 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 outside of this 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 Leila Walker (leilawalker@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 instead 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 & A3-SIZED PDF BY 6 November 2023 (09:00 GMT)



Role of a #BOUsci23 poster presenter

At the conference, your 30-second recording will be streamed from Conference HQ – so you don't have to worry about presentation nerves! We ask you to:

- Arrive on your Slack channel before the end of the live stream in readiness to answer any questions. Although all poster pitches will be streamed three times, once in each flyway section, we only request that you are present on Slack at one of these.
- Respond to questions live on Slack immediately after one of the live-streamed Zoom poster sessions.

Conference recording

The whole conference will be recorded. This means that both your presentation 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.

The conference recordings will be made available for viewing by all registered attendees from immediately after the conference for a 3-month duration. All registered attendees will be emailed the recording links immediately after the conference.

Social Media

#BOUsci23 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 BOU conferences, which were run simultaneously on Zoom and Twitter, the BOU now runs 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, 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 Leila Walker (leilawalker@bou.org.uk), who will respond as soon as possible.