#BOUsci23

Global flyways:

a synthesis of bird migration research

21-22 November 2023

Virtual conference guide for presenters

Guidance for speakers at #BOUsci23

Thank you for presenting your work at #BOUsci23. We kindly ask that you read through this document carefully as your role is crucial for a successful conference.

We will be using the Zoom Webinar platform to host #BOUsci23. 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.

Please familiarise yourself with your session and the timings in advance of the conference.

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 presentation – on Zoom and Twitter

#BOUsci23 will run simultaneously on Zoom and on Twitter. Those presenting as part of the Zoom programme are also required to do a summary presentation of their Zoom talk on Twitter. This guide focusses on your Zoom presentation and you will be sent separate guidelines about your Twitter presentation.

Zoom presentations will be pre-recorded and streamed during the conference, with a live question-and-answer session after each presentation.

The mix of pre-recorded and live content is the best compromise between minimising technical issues and delivering engaging and useful discussions.

Furthermore, pre-recording has some excellent benefits:

- 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 question-and-answer element will be live and so you will still be asked to attend your session at the allocated time slot. For this element, you will be expected to have a working microphone and preferably also a web camera.

- **Presentations will follow these two formats:**
    - Keynotes
        - 2-minute introduction
        - 23-minute pre-recorded talk
        - 5-minute live Q&A
    - Trans-flyway keynotes
        - 2-minute introduction
        - 43-minute pre-recorded talk
        - 15-minute live Q&A
    - Session Talks
        - 1-minute introduction
        - 11-minute pre-recorded talk
        - 3-minute live Q&A

Preparing effective slides for online presentations

Keeping several key points in mind is important for delivering 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. A good rule of thumb is to spend approximately 1 minute on each slide. 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 slides

An example presentation slide is available here.

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 here. Additional information about virtual backgrounds, including computer system requirements for using a virtual background, can be found here.

- Dress professionally – During your recording and Q&A you 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 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.

Recording your talk

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: we will accept recordings with total length 30 seconds either side of your 11 minutes (offered talks), 23 minutes (keynotes) or 43 minutes (trans-flyway keynotes). Anything outside of this we will ask to be re-recorded or edited by the presenter themselves.

Submitting your talk recording

Please submit your talk recording 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 do not leave recording your talk until the last minute; 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 TALK PRE-RECORDING BY 6 November 2023 (09:00 GMT)

Role of a #BOUsci23 session speaker

The duties as a session speaker are:

- Arrive on Zoom 15 minutes before the start of your session to provide time to solve any issues with your connection, video, and audio.
    - If you encounter issues, please contact Leila or other conference organisers via the conference helpdesk Slack channel (all_conference-helpdesk) or privately via the Zoom chat function (make sure to select them as participants in the To: drop-down menu).
- Switch on your microphone and camera as your pre-recorded presentation ends, so you are ready for the Q&A.
- Respond to questions from the Session Chair during the 3-minute Q&A after your talk is played.

How each session will run

1. There will be no opportunity to privately check connections. Please test your computer's audio and video before your session. Guidance on how to do this is available here. If you are having trouble or would like a test run before the conference then please email Leila Walker (leilawalker@bou.org.uk).

   Please keep your audio muted and video off until you are due to speak at your Q&A. If left on, this will be switched off by the conference organisers.

2. Sign into the Zoom desktop client and follow the link to the conference at least 15 minutes before your session is due to start. The conference organiser for your session will then make you a participant (your screen will refresh at this point).
    - The conference organiser for your session will be the host, and the Session Chairs and speakers will be panellists (with the ability to share video/audio). The audience are view-only participants and are not able to share video or audio.
    - If you cannot join the session immediately, please wait, or if you are having an issue connecting to Zoom please contact the organising team preferentially via the

conference helpdesk Slack channel (all_conference-helpdesk) or by emailing Leila Walker (leilawalker@bou.org.uk).

- When you first arrive on Zoom, you will be present as an ATTENDEE. In the break before your session, one of the organisers will promote you to be a PANELLIST so that you can take part in the session as a speaker. You will be prompted to accept this request so please make sure to do so, after which your screen will refresh.
- Keep an eye on the Direct Message function once you have arrived (and throughout the session) for any communications to all panellists or to you specifically as one of the session speakers.

3. Starting each programme session
    - 2 minutes before the start of your session, the conference organiser will switch off the #BOUsci23 media and switch on a "Welcome to Session…." holding image for the audience as they arrive back.
    - At the session start time, make sure you are on mute and your camera is switched off.
    - The Session Chair will then:
        - Welcome the audience to the session
        - Remind the audience that questions can be submitted via the Q&A box and that Zoom chat and Slack are available for general discussion.
        - Introduce the first speaker.

4. 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 (except trans-flyway keynotes, which will be 43 minutes followed by a 15-min Q&A).
    - The conference organiser will switch to play the next pre-recorded talk.

    - A session starting at 11:00 should run as follows:

        - 10.45 – conference organiser, session chair, speakers are all present and ready.
        - 11:00 – Session chair introduces keynote speaker.
        - 11:02 – Keynote pre-recorded talk begins.
        - 11:25 – Keynote pre-recorded talk ends and 5-minute Q&A starts **(If this is your talk, switch on your microphone and video)**
        - 11:29 – Keynote Q&A winds up and chair thanks keynote speaker.
        - 11:30 – Chair introduces next speaker.
        - 11:31 – Next pre-recorded talk begins.
        - 11:42 – Talk pre-recording ends and 3-minute Q&A starts
        - 11:45 – Talk Q&A finishes and next talk is introduced by the session chair
        - 11:46 – Next pre-recorded talk begins.
        - ….. and so on.

5. Ending the 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 in case there are any messages before the break.
- You are done . . . sit back and enjoy the rest of the conference! 😊

The Q&A

The Q&A starts at the end of each pre-recorded presentation and runs for a maximum of 3 minutes (unless giving a keynote, in which case the Q&A will be 5 minutes, or a trans-flyway keynote, with 15 minutes for Q&A). The audience will place questions they wish to ask as the presentation is played in the Zoom Q&A window (not Chat). Once your presentation recording is finished, please switch on your webcam and microphone. The Session chair will also switch on theirs. The session chair will proceed to ask you selected questions from the Q&A box so please respond to the best of your ability. The Q&A will proceed in this fashion until the end of the Q&A period, at which point the session chair will thank you for your talk and you can switch off your microphone and video.

Note: As a panellist within Zoom Webinar, you will not be able to ask questions to other speakers in your session using the Q&A box. Should you have a question for the speaker, please send this as a direct message to the session Chair. Outside of your own session, as an attendee, you will have access to the Q&A box and should ask questions via that.

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.

The conference recording 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 link immediately after the conference.

Social Media

#BOUsci23 is a pro-social media event.

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

Following the success of #BOUsci20 which was 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.