




Important information for presenters

- Zoom presentations will be pre-recorded and streamed during the conference (Zoom Webinar), with a live Q&A session after each presentation ([more about Zoom](#)).
- You should send us (conferences@bou.org.uk) your pre-recorded talk before **Monday 4 November (09:00 GMT)**.
- You are expected to attend your session** with a working microphone and web camera to participate in the **live Q&A**.
- The conference will run simultaneously on X (Twitter). **As a presenter, you must also summarise your talk on X (Twitter)**. Please see the separate X guidelines on our [conference resources page](#). 

Your role as a presenter

- Arrive on Zoom **15 minutes before** the start of your session.
 - If you encounter issues or will be unable to attend your allocated time, please contact the conference organisers ASAP via email or private Zoom chat.
 - 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, within Zoom, to accept this request.
 - Once you have arrived (and throughout the session), check the DIRECT MESSAGE function for any communications.
- Switch on your microphone and camera ONLY as your pre-recorded presentation ends.**
 - Please test your computer's audio and video before your session. Guidance on how to do this is available [here](#).
- Respond to questions from the Session Chair during the Q&A after your talk.
- After your Q&A switch off your video/mic. You are done . . . sit back and enjoy the rest of the conference 😊 Organisers will change your rights **back to PARTICIPANT**.

Format of your presentation

- Keep your presentation on time.
 - Keynote - **23-minute pre-recorded talk**, 5-minute live Q&A
 - Session Talk - **11-minute pre-recorded talk**, 3-minute live Q&A
- Use a **16:9 aspect ratio** for your slides.
- Be **colour-blind-aware** when choosing your colour palette ([resources](#)).
- Keep the **top right corner of each slide empty** (for your video!).

Recording your talk

- We strongly recommend using Zoom, [please see our instructions](#).
An alternative is to record in [Microsoft Powepoint](#) (in that case - make sure to briefly pause speaking between slides and ensure Standard quality is selected when exporting the video recording).
- Please keep to time. **We will accept recordings with a total length 30 seconds on either side of your allocated talk length.**
- Best practice
 - Make sure you have an uncluttered background (or virtual background).
 - Keep yourself centred on the screen with a camera at eye level.
 - Dress professionally.

Programme, abstracts, guidelines

- All event details can be found on the main [BOU conference resources page](#).
- The conference timings are given in the programme in GMT ([time zone converter](#)).**

Other notes, technical support

- The whole conference will be recorded and shared with registered participants post-conference.
- We ask all participants in any BOU event to abide by our simple event code—[see here](#).
- If you are having trouble accessing Zoom on the day, or prior to the conference, then please email conferences@bou.org.uk, who will respond as soon as possible.