



Important information for online presenters

Introduction

- The conference will take place in-person at the Novotel York Centre, and online through Zoom.
- The conference timings in the programme are in **British Summer Time (BST)** ([time zone converter](#)).
- You are an online presenter at the conference and, as such, have been asked to send your talk pre-recording to conferences@bou.org.uk by **Monday 21 September**.
- This document provides all the information you will need to participate in the conference on the day.

Zoom Meeting

- The online element of the conference will use Zoom Meetings.
- **The Zoom link** will be provided to all delegates by email one week before the conference. From this link, you will be able to watch the conference, participate in your Q&A, and ask questions for other presenters.
- All online attendees and presenters will be in this meeting. Online attendees will not be visible, but will be able to ask questions verbally or via the Zoom chat to be communicated to the in-person session chairs. There are more details on asking questions below.
- You do not need a Zoom account to watch and participate in the conference. If you don't have an account, simply click on the Zoom link in the delegate email you received one week before the conference, and, when prompted, open Zoom within your browser.
- If you do have a Zoom account, simply click on the Zoom link in the delegate email you received one week before the conference, and follow the steps you normally would to join a Zoom meeting.

Live Q&A

- Your pre-recorded talk will be played by the conference organisers at your programmed presentation time.
- Once your pre-recorded talk finishes, you should be available in the Zoom meeting for the live Q&A. Look out for a request on Zoom asking you to turn your camera on and unmute – you will receive a request shortly before your Q&A starts, and the in-person session chair will also prompt you to do so.
- During your Q&A, you should have your camera and microphone on; at all other times, you should have your camera off and your microphone muted, unless you are asking a question.

- Questions during the Q&A will be prompted by the session chair, and will either be asked in-person, verbally asked online, or read from the chat by someone in-person. While the Zoom chat may be visible, please do not respond to these messages directly during your live Q&A (though you are of course welcome to continue messaging in the chat after the Q&A!)

Testing your connection

- Shortly before your presentation, we will ask you to do a technical check with us to test your connection and setup. **We will schedule times for this individually** before the conference – it will most likely be in the nearest break before your presentation takes place.
- To do this, you will need to join the Zoom meeting, and we will ask you to turn on your microphone and camera, and talk through the process with you. It should only take a few minutes.
- We recommend that you test your Zoom connection independently before the day of the conference.

Asking questions

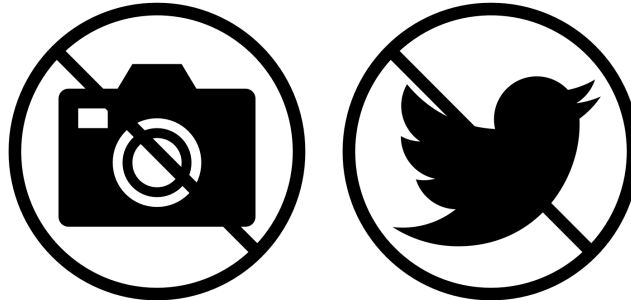
- During the Q&A, we encourage questions from the online audience. In another speaker's presentation, if you would like to ask a question, please type it into the **Zoom chat** box and we will read it out in the room.
- There is also the option to ask questions verbally over Zoom. To do this, please **raise your hand** and wait. The session chair will be moderating questions, and when they call on you, you will receive a prompt to unmute your microphone and ask your question.
 - To raise your hand, click the "React" tab at the bottom of the meeting screen, and select "🙋 Raise hand".
 - Once your question has been answered, please select "🙋 Lower hand" in the same menu. Zoom sometimes does this automatically.
 - We will not ask you to turn on your camera, and you will not be visible.

Conference Recording

- The conference will be recorded through Zoom and made available to in-person and online attendees shortly after the conference.
- Previously we have shared this as an unlisted Youtube video sent to all attendees, meaning that it is not visible publicly and can only be accessed using the link we send to attendees' email addresses.
- **Please let us know at any point if you do not want your presentation to be recorded.** We are very happy to omit your talk from the recording if you do not want it to be shared after the conference, and you can withdraw your consent at any time.

Photos

- Photos will be taken during the day, and we typically post at least one picture from every talk on social media, including online talks. Photos will also be shared in a private photo album on Flickr after the conference.
- **Please let us know before the conference if you do not want to be photographed.**
- If you have specific slides that you do not want to be shared online or on social media (e.g. containing unpublished results), **please include a 'no-photos' or 'no-social-media' symbol on relevant slides**, like the ones below.



Technical Support

- All event resources can be found on the [BOUasm26 resources page](#).
- If you have any questions or encounter an issue in advance of, or during, the conference, please email conferences@bou.org.uk.