

Oceans Past X conference Instructions for presenters

All presenters must upload their slides (.ppt or .pptx) to a Google Drive folder at the link below, and/or send the slides to info@oceanspast.org by Friday 21 June. In the case of online presenters, please also forward us a recorded video of your talk to use in case of technical difficulties.

Receiving your slides/recorded talk will allow us to preload talks in the prescribed order for each session, facilitating a swift transfer between speakers. If your slides or recording is too large to send via email or you cannot access the Google Drive folder, please use a file transfer option such as <https://wettransfer.com> which is free to register and use, and send the link to info@oceanspast.org.

Google Drive folder:

https://drive.google.com/drive/folders/1X3eNdCnDC9jc2VgWCjqmKt9omrpi1ztB?usp=share_link

Presentation categories and guidelines:

We have an exciting and full programme, so keeping to time is of the utmost importance. Please read the below instructions carefully and time your talk ahead of the conference. Those who run over their allotted time period will be stopped by the session chair.

Keynote talks are 20 minutes in length, followed by 10 minutes for questions.

Standard oral presentations are a maximum of 10 minutes in length, with 3 minutes for questions.

Speed talks are a maximum of 5 minutes in length. Questions will be taken if there is time at the end of the session.

Poster talks are a maximum of 3 minutes and are intended to complement and bring attention to your poster's key messages, questions will be taken during the poster evening. Poster presenters must provide 1 slide only for their talk. *Poster presenters, if you wish to display a poster but not present a 3 minute talk, please let us know at the email address above.*

Posters can be A0 or A1 size and be portrait or landscape. The poster display boards are A0. Presenters are expected to print out and transport their own poster to and from the conference. Clips to attach your poster to the display board will be provided on site. Posters will be arranged in the University of Exeter's Environment and Sustainability Institute (ESI) during lunch hour on the first day. For poster presenters attending remotely, please submit your online poster file to the Google Drive folder. You can present this during the 3 minute talk and we will place the poster on a laptop screen during the poster networking session.

Questions will be taken from the floor and from participants online. When taken from the floor, the Chair will repeat the question for those online. Those attending online please type your question(s) in the comment box and a member of the organising team will read them out.

Online presenters

Online participants will join via Zoom. The access link and password will be sent to participants the day before the conference. Even if you are presenting remotely and have an excellent internet connection, we ask that you send us a **recorded version of your talk by 21 June**. Recorded versions that are too long will be returned and a shortened version requested.

Below we provide guidelines on recording a presentation and instructions on loading it to the Google Drive folder. This will ensure that your message gets across to the in-person and online audience if there are technical problems at the scheduled time of your presentation.

Instructions for online presenters:

1. Please enter the session where you are presenting 10 minutes ahead of schedule. The moderator will verify that your connection is strong and to have you test your screen sharing ability. *If you do not log into the meeting or if the pre-meeting test shows connection problems, we will prepare to show your **pre-recorded back-up video file**.*
2. When it is time to start your presentation, the host will invite you to share your screen. This is now second nature to many of us, but the steps for presenting on Zoom are:
 - a. Open your presentation and have it ready when your talk is introduced.
 - b. When called to present, from within Zoom (bar on bottom or top of zoom window) **share** the screen window/Display that has or will show the presentation.
 - c. Start the presentation in the shared program (e.g. Powerpoint; Google Slides). The host will confirm that the visuals are shared properly.
 - d. Please keep your presentation to **the allocated time**. The moderator will step in to mute your presentation if you do not finish within the time so that we can set up for the next speaker.
 - e. At the end of your talk (or Q & A session), **Stop sharing** your presentation so we can move to the next speaker or the moderated discussion.
3. **Question and Answer:** A member of the organising team will field questions to the speaker from participants during the Q & A to ensure that these can be heard by all.

Guidelines for Pre-recording talks:

Option 1: Zoom recording feature:

1. Log into your Zoom account.
2. Set up a meeting without any other participants.
3. Use Zoom's **Share** feature to display your presentation slides/visuals.
4. Click Record in Zoom.
 - If you have the option to record to the Cloud (you have access to a paid account) then you can simply share the link with us.

- If you do not have the Save to Cloud option, save to your local computer (make sure you have space on your hard drive) and then upload the file(s) in the Google Drive folder link provided above.
5. Present the talk using your slides/visuals, if any, and send us the mp4 file or link to the Google Drive folder above.

Option 2: Create a video slideshow in **PowerPoint** that includes audio:

- How-to video: <https://www.youtube.com/watch?v=uKgfVZ4aCE0>
- <https://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>
- At the end of the process, export or save to an **mp4 format video file** and upload to the Google Drive folder linked in the next section.

Using earphones/buds with a built-in microphone is recommended but be aware that bad wiring can distort incoming or outgoing audio transmission.

ZOOM Tips and Troubleshooting:

Logging into the Zoom meeting:

- If you have not used Zoom previously or will be using a device that has not previously had the Zoom client installed, download the app at <https://zoom.us/download> and create an account.
- If you have not used Zoom in a while, consider allocating yourself extra time in case there is a software update that needs to be completed!
- You can join a Zoom meeting by clicking the link in an email sent to you by the meeting host.
- If you have trouble accessing a meeting using the URL, you can sign into your Zoom account, click on “Join a Meeting” and search for the Meeting ID number shared with the invitation to the meeting.
- If those methods fail, you can also call in by phone to a local or regional number and use the Meeting ID to enter the meeting. Common phone regional phone numbers are often included in the invitation to the meeting.

Meeting Viewing tips

- Audio and Video settings are found in the lower left corner of the screen. Click the microphone to mute/unmute yourself (mute may be controlled by the host); click the camera icon to turn your computer’s camera on or off.
- Turn on Side-By-Side mode to expand or zoom into a screen shared by a presenter: <https://support.zoom.us/hc/en-us/articles/115004802843-Side-by-Side-Mode-for-Screen-Sharing>
- Click Chat to send questions via text messaging.

Thank you for reading. We look forward to your participation in the Oceans Past X Conference!