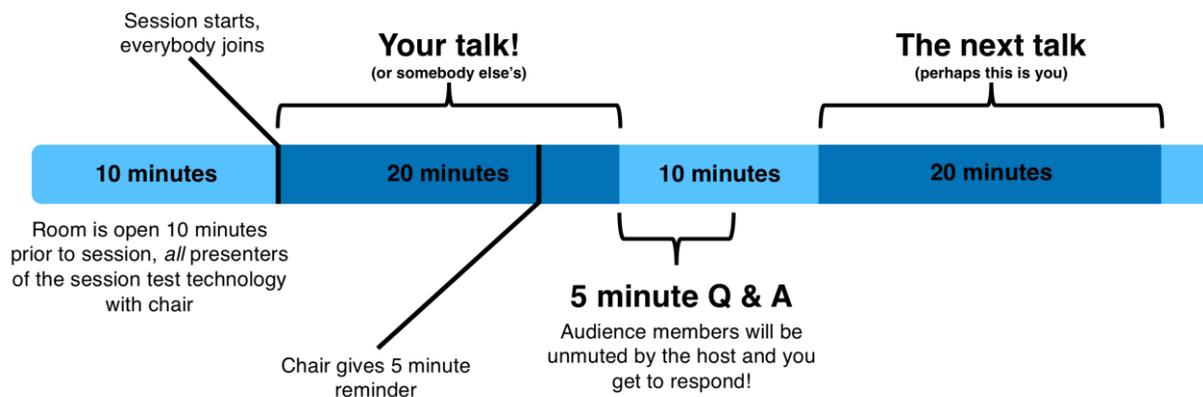




Guidance for speakers delivering live presentations

If you are giving a live presentation at UKCLC, this document is your guide! First, here's a schematic time line of the entire process:



Detailed timeline

1. The Zoom meeting room for your session will be open 10 minutes prior to the start of the session. **Important:** All presenters for a given session have to enter the waiting room *10 minutes prior to the start of the session*. Your University of Birmingham conference host will let you in.
2. The conference host will trial screen-sharing with all presenters. The conference host will unmute you, and grant you the permission to share your screen
3. This allows you to check that your audio and visual set ups are working properly
4. The audience will then be allowed to enter the room just before the start of the session
5. The audience will be muted on entry and for the duration of your talk
6. The conference host will 'spotlight' you so you are visible to the audience, introduce you, and then you can commence your talk!
7. 5 minutes before the scheduled end of your presentation, you will briefly be interrupted by the chair to remind you to finish your presentation 5 minutes (we decided to do this rather than use the chat function as the latter can be easily missed in the heat of a presentation)

8. During the Q & A session, audience members can raise their hand. The host will unmute question askers on a first-come-first-serve basis. You can then respond directly to the question as the camera is still on you
9. The Q & A session is scheduled to take 5 minutes, followed by 5 minutes hand-over time for the next presentation

After your talk

On top of the questions that come up in the Q & A session, delegates can ask questions or give constructive feedback via your presentation's channel in Whova. So make sure to check your Whova channel throughout the duration of the conference, and reply to any further questions or conversation threads.

Presenter check list

- Prior to the conference, consider testing that your camera, microphone and screen-sharing works... we recommend doing this with a friend or colleague
- Do consider a dry run of your talk. Make sure that you are not going over 20 minutes (sharp!)
- The host will keep time for you, but we recommend having a timer next to your screen, such as a mobile phone or watch
- We recommend using a laptop or desktop PC, not a mobile device
- Speak directly to the 'camera' i.e. laptop or desktop
- Please consider what can be viewed in the background when you are on camera, as this will be broadcast to conference delegates e.g. don't have any personal items or distractions such as posters in sight
- Try to make sure the main light source isn't coming from behind you. If you *are* filming in front of a window please make sure you are not in silhouette or in darkness.
- Consider if you are most comfortable sitting or standing while presenting and position your laptop accordingly!
- Please close all apps (other than Zoom and Whova) on your PC or laptop during your presentation
- Switch off or silence your phone
- Make sure other people (family members, roommates etc.) know that you are giving a presentation; ideally they should not be using too much bandwidth (no streaming)
- Err on the side of larger font size for your presentation

Are you planning to present with multiple speakers?

See our FAQ: [LINK](#)

Questions?

We will offer “tech drop-in sessions” the week prior to the conference and you can also use our Help Centre during the conference. If you have any further questions, please don't hesitate to contact us at ukclc2020@contacts.bham.ac.uk



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