**Online Presenters**

General Requirements

* **Join the zoom meeting 30min prior to your session**
  + Zoom link will be available through the online programme on Oxford Abstracts
  + Please join the Zoom meeting 30 minutes before your session so that the technicians can ensure your audio-visual and presentation slides are in order
  + Keep an eye on the Zoom chat for any messages from the technicians
* Close all other applications and notifications on your computer
  + This might be distracting while presenting, and any notifications from other applications will be audible to the audience
* Ensure you don’t have earphones plugged in, unless you plan to present via them
* Use a hard internet line, where possible (don’t rely on Wi-Fi)
* Rename yourself if needed to your actual name
  + This will allow the Chair to identify your attendance

Camera Position

* Position yourself with good natural light from the front.
* No light from the back – it creates an unwanted silhouette view
* Good head and shoulder room

Your presentation

* Have your PPT in presenter mode
* Windows PC:
  + *Window* + *tab* allows you to toggle between your applications
  + This will allow you to jump between Zoom and your presentation
* On Mac
  + Default is slide 3 fingers up on your trackpad to display all your open applications
* If you struggle, do put it in presenter mode soonest
* If not familiar with the process, please practice this with yourself on a Zoom call

Sharing your presentation

* Share with the share tray
  + Select the PPT application in presentation view - not the screen
* Navigate through your slides
* If you have videos in your presentation - Check the box to Share computer **sound** at the bottom of the Share Screen pop-up window.
  + Activate this function as you log in on Zoom so it is active and ready for your presentation

Time Keeping

* It is imperative that speakers keep to the allowed time
  + This allows the conference to run on time and for all the speakers to utilise their time allowed
* Use your phone and set a timer
* If you are submitting a recording of your presentation - be online for questions after your recording was played for the Q&A session