

Notes for Attendees, Presenters and Poster presentations –

EBNet Online ECR Conference – 25 Jun 20

General tips

- If you do not have Microsoft Teams (included with Office 365), then you can join whether or not you have a Teams account. You can either join on the web or download the Windows app. If you join on the web, it is best to use Microsoft Edge or Google Chrome as your browser. More information is here: <https://support.microsoft.com/en-us/office/join-a-meeting-without-a-teams-account-c6efc38f-4e03-4e79-b28f-e65a4c039508> – feel free to check out the meeting ahead of time and allow plenty of time to get into the meeting.
- You can join a teams meeting by following in the invitation which will be emailed to you (see example): You can also join on your phone (hard to see graphs on small screens!) or PC. Further details are given

Join Microsoft Teams Meeting

+44 20 3794 0272 United Kingdom, London (Toll)

Conference 123 456 789#

Local numbers | Reset PIN | Learn more about

Teams | Meeting options

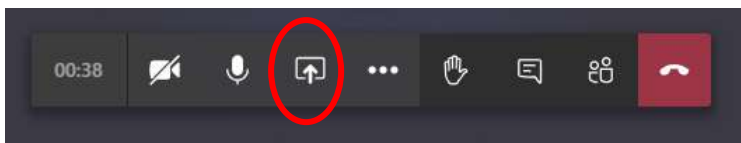
here: <https://support.office.com/en-us/article/join-a-meeting-in-teams-1613bb53-f3fa-431e-85a9-d6a91e3468c9>

- please mute your microphone if you are not speaking, as it prevents background noises to the presentation
- do ask questions using **the chat function** during the session. The session chair will try to answer as many questions as possible at the end of the session. If there are several speakers, it is helpful to the chair to **identify which speaker the question is addressed to**, e.g. “S2 – why was there a drop in production on day 4?”

Platform Presenters

You will be allocated a 15 minute slot, which means that you should speak for about 12-13 minutes in order to allow time to stop sharing your screen and for the next speaker to share their screen. As a rough rule of thumb, this would mean about 12-13 slides. We will (try to) give an audio signal at the 11 minute point. Please try to keep to time, as people will no doubt be selectively joining sessions throughout the day, so it is important that we start/finish on time.

The easiest way to present is to open your Powerpoint presentation. Then you can press the ‘Share Screen’ button (circled in red below) and choose the Powerpoint window (not the desktop), then start the slide show in Powerpoint. You can then move through the presentation in the normal way (e.g. left and right arrow for back/forward, respectively) or right-click to show further menu options.



The screen you are sharing is outlined in red and a limited teams icon is in the bottom right hand side of the screen.

When you are finished presenting, ensure that you press the icon to stop sharing. However, if you forget to do this, when the next speaker shares their screen, yours will automatically stop sharing.

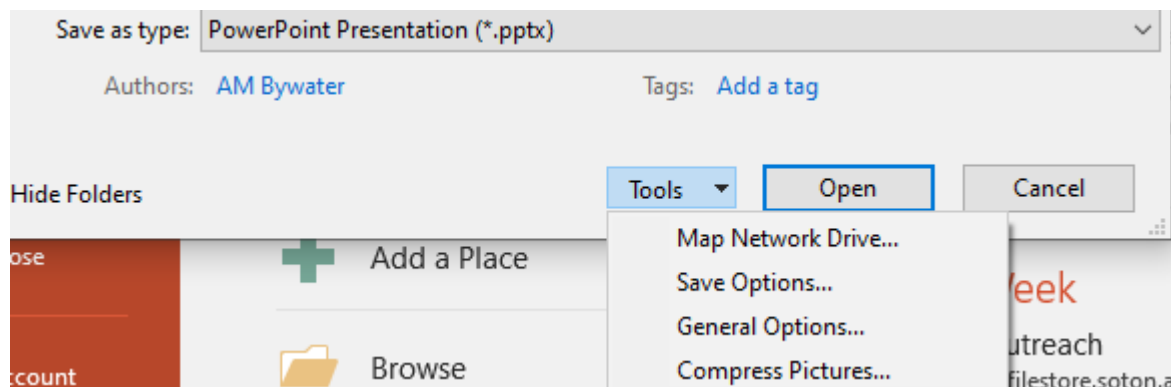
Please send a copy of your presentation through to Angie/Louise. This is to ensure that there is a second copy which could be clicked through by someone else whilst you talk should you experience technical difficulties.

Tips on audio, video and presenting can be found in our optional and free “Video Training for ECR’s” course here: <https://ebnet.ac.uk/ebnet-video-training/>.

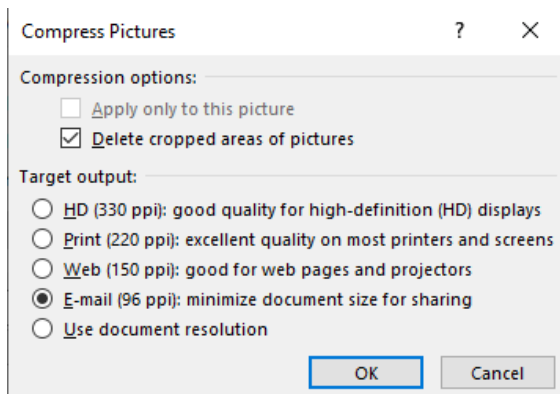
There will be an opportunity on Wednesday to practice your presentation using a Teams meeting should you wish to do so. The link will be on the email.

It is helpful to optimise your presentation beforehand. The easiest way to do this is to reduce picture sizes and to minimise animations/transitions in case of internet lag.

To reduce picture sizes, simply click on **File-Save As**, then click on the **Tools** button at the bottom of the dialog box:



Choose **Compress Pictures...** and then choose **Web** or, ideally, **E-mail**.



Check to ensure that you can still see your graphs properly.

Poster Presenters

We ask that your poster presentation be **pre-recorded** and sent to us by 22 Jun 20. This can be done by filming yourself (or getting someone to film you) presenting your poster OR by recording a few slides on Powerpoint. Instructions on how to record a Powerpoint presentation can be found in Lesson 5 of optional and free “Video Training for ECR’s” course here: <https://ebnet.ac.uk/ebnet-video-training/>

You can also use a method of your choice - if in doubt, contact us on EBNet@EBNet.ac.uk.

We are planning that attendees can view your pre-recorded poster presentations on the 23-24th Jun, so that they can ask questions in the relevant session on the 25th.

If you do decide to use a Powerpoint for your poster, we ask that no more than 6 slides which might include Introduction/Background, Questions/Knowledge gap, Method, Results, Conclusion and References/Sponsors.

The video of the poster presentation (filmed or in Powerpoint) should be no longer than 5-8 minutes.

It is also worth reducing the size of the photos as outlined in the **Platform Presenter** section above.