

PRESENTER GUIDELINES

15-minute talks



CONGRATULATIONS!

We are looking forward to welcoming you to our Festival of Ecology.

You will need to prepare a **15-minute talk** as an **MP4**.

Your presentation will be available on-demand during the conference week and a further 30 days for delegates to view in their own time.

All presentations will have a Q&A chat function.

Please read through these guidelines carefully before preparing your presentation.

If you have any questions, please contact us: events@britishecologicalsociety.org



TIPS AND ADVICE – AUDIO

- Turn off all other notifications on your computer or phone
- Work from a quiet space free from distractions
- Do a test video, replay, and ensure you can hear your voice clearly
- If you can, work in a carpeted room
- Speak slower than you might do in person



TIPS AND ADVICE – VIDEO

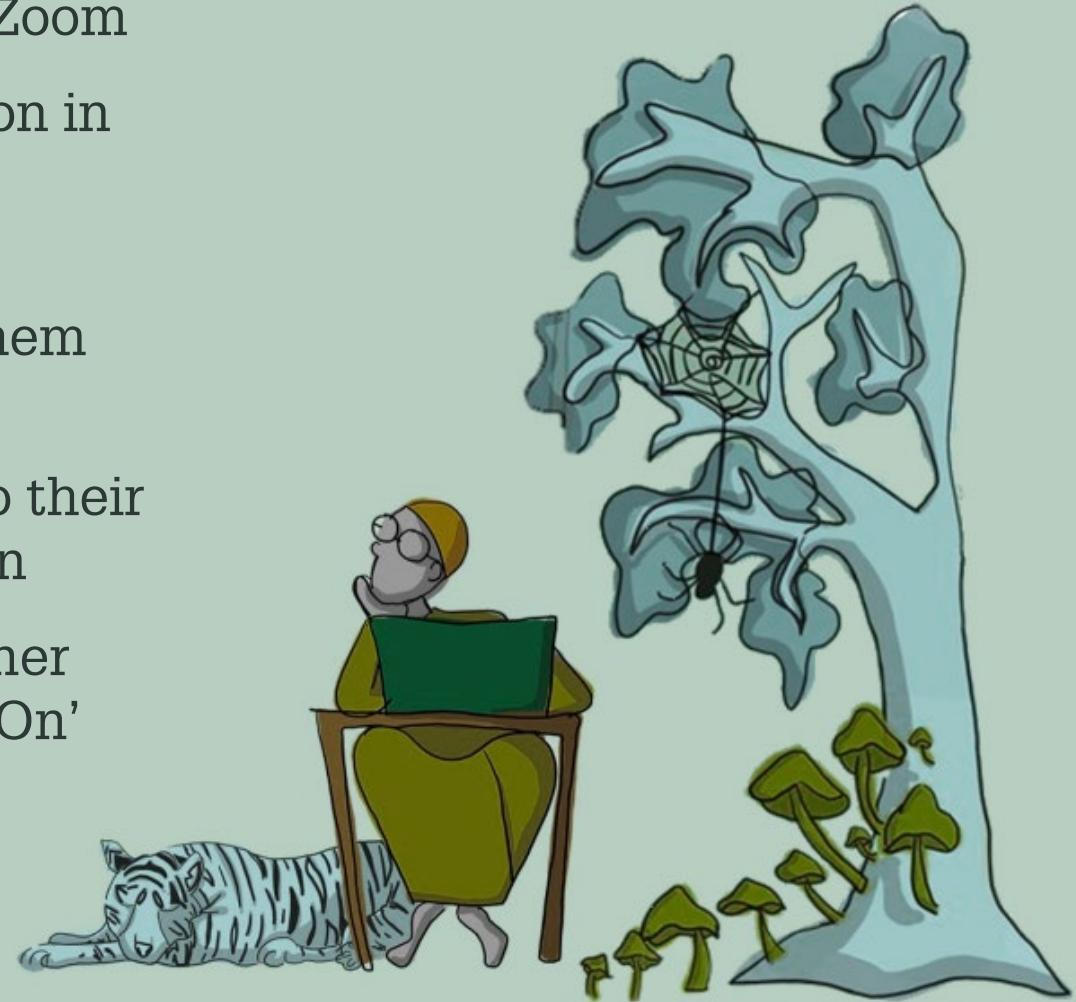


- Your camera is best at, or just above eye level
- Try to look into your camera to make eye contact with your audience
- Check how your screen setup looks from a viewers' perspective and make changes ahead of recording
- Don't use competing light sources. A couple of LED lights are a great way to light your face
- Sit facing a light source (e.g. window) not with it behind you. Use natural light if you can
- Try standing whilst presenting
- Use the conference virtual background if you are concerned about disruptions or privacy

RECORD USING ZOOM

- We strongly recommend recording your talk on Zoom
- You should prepare your PowerPoint presentation in 16:9 widescreen aspect ratio
- Zoom lets you record your shared slides while recording a video of you presenting alongside them
- Zoom is free to use. If you don't already have an account, you can easily create one by heading to their website and clicking the 'Sign up it's free' button
- Once your account is set up, in the top right corner select 'Host a Meeting' and choose 'With Video On'

ZOOM WEBSITE



RECORD USING ZOOM



- Click below for a helpful video guiding you through using Zoom to record a presentation. This is an external video on YouTube, not produced by the BES
- Please watch your recording before submitting to make sure you are happy with it. You will only be able to submit once

ZOOM TUTORIAL

RECORD USING POWERPOINT

- If you can't use Zoom, PowerPoint allows you to record your slideshow
- If you have Office 365 and an integrated camera, you can record video and audio. Otherwise, you will only be able to record audio
- Click below for a helpful video guiding you through using PowerPoint to record a presentation

[POWERPOINT TUTORIAL](#)



ACCESSIBILITY

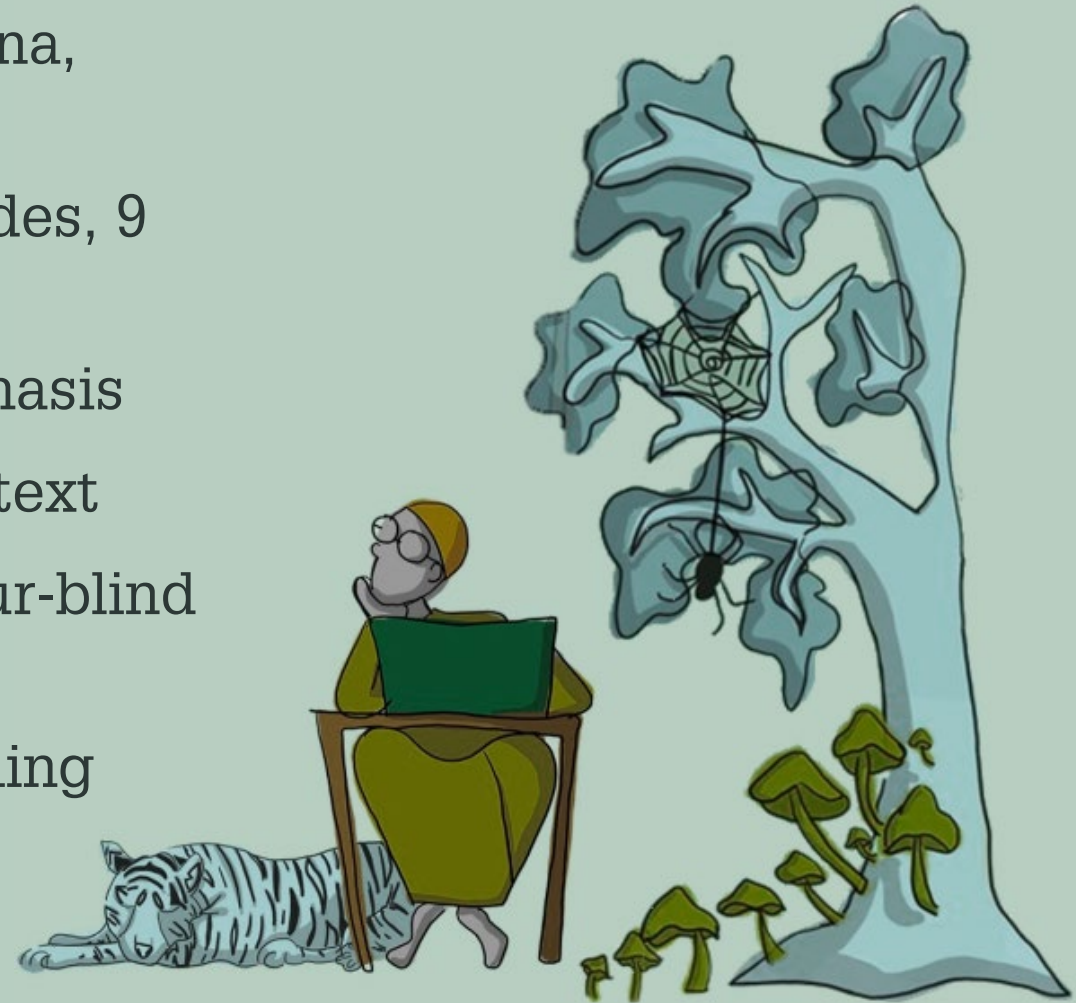


The British Ecological Society wants to ensure that the online Festival of Ecology is as inclusive as possible.

We have put together the following checklist for your pre-recorded video presentation and/or ePoster.

ACCESSIBILITY

- Use simple, sans-serif fonts e.g. Arial, Verdana, Helvetica
- Use large font sizes: size 24 minimum for slides, 9 for PDF posters
- Avoid all-caps and instead use bold for emphasis
- Use contrasting colours for background and text
- Check that your [figures are suitable](#) for colour-blind viewers
- Keep animations simple and do not use flashing GIFs



ACCESSIBILITY



- Spell out abbreviations and acronyms when first used
- Speak slowly and clearly; if possible, ensure that your face can be seen clearly whilst you are speaking
- Ensure you verbally talk about all displayed text and graphics – do not assume they can be read/seen
- Check your PDF poster has searchable text (Microsoft Word automatically generates searchable PDFs alternatively use the [Adobe function](#)).

CLOSED CAPTIONS & SUBTITLES

We encourage closed captions or subtitles to be added to your videos.

Option 1

The conference platform links out to Vimeo or YouTube. If you have your own accounts with these providers, you can upload your talk, add closed captions, and insert this video link when you submit your talk.

Option 2

You can 'burn' subtitles to your video, these are visible on screen all the time. As well as software like [VLC](#), there are several online tools that can be used.

ZUBTITLES

CLIDEO



DO NOT TWEET



We love social media. It is a great way to connect with people, share ideas and create collaborations.

However, we understand that some people will not want their research broadcast. We have created a 'do not share' image for people to add to their poster/talk presentation wherever necessary.

We expect that fellow attendees will respect these by not sharing this content.

If people do not include the 'do not share' image on their presentation, we will assume they are happy for their research to be publicised openly.

SUBMITTING YOUR PRESENTATION

- You need to prepare a **15-minute talk** as an **MP4**
- Your talk must be submitted to the BES by **17:00 (GMT), Monday 23 November**
- Your presentation should be submitted via the form below
- If you have any questions, please contact us: events@britishecologicalsociety.org

SUBMIT YOUR PRESENTATION

