CONGRATULATIONS!

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

You will need to prepare an **A4 PDF poster** and **2-minute MP4** lightning talk.

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

POSTER PREPARATION

- Please prepare an **A4 portrait PDF** poster presentation

- This should be one side of A4 only

- Ensure the PDF is high resolution

- Minimum font size 9pt

- As well as the usual suspects like Adobe there are lots of free/low cost online tools to design fresh engaging posters, some example are:

DESIGNCAP   CANVA.COM

PIKTOCHART   VENNGAGE

LIGHTNING TALK PREPARATION

British Ecological Society

- Your lightning talk is a short introduction to your work and will be shown next to your PDF poster. If you do not wish to do a lightning talk, simply upload a poster only

- Your talk should be no more than **2-minutes long**

- You can record your talk on Zoom or another video-recording device, such as a smartphone

- Please make sure you have watched your recording before you submit it

- Please ensure the file type of your lightning talk is **MP4**

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

- 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

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RECORD USING ZOOM

- 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'

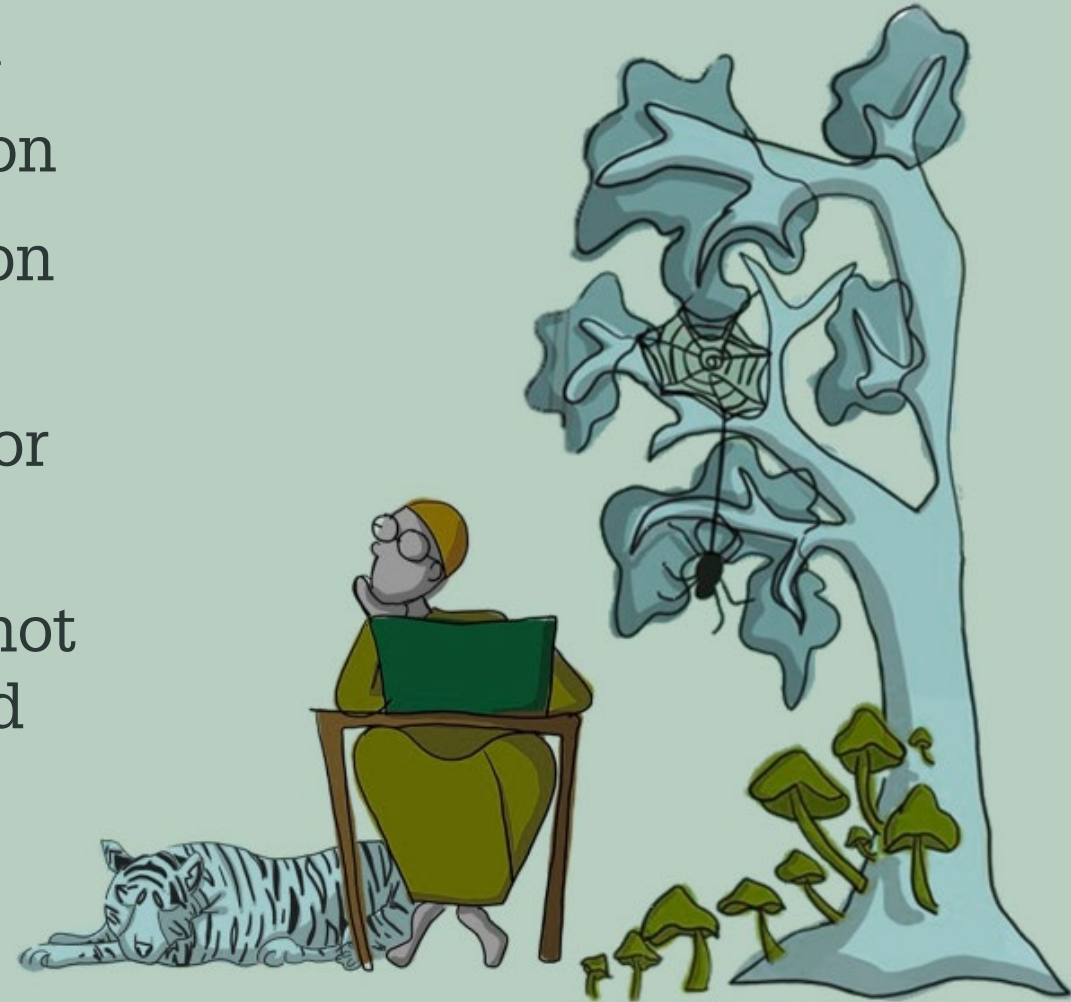ZOOM WEBSITE

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 note you will not need to share any slides; you will be recording yourself only**

- Please watch your recording before submitting to make sure you are happy with it

ZOOM TUTORIAL

RECORD USING YOUR PHONE

- If you can't use Zoom, using a recording device like a smartphone is also an option

- Make sure you record with your phone on its side (**landscape**) for best quality

- Prop your phone up on a stable surface or on a tripod to avoid shakiness

- Make sure your phone's microphone is not being covered or you may sound muffled

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

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We encourage closed captions or subtitles to be added to your videos.
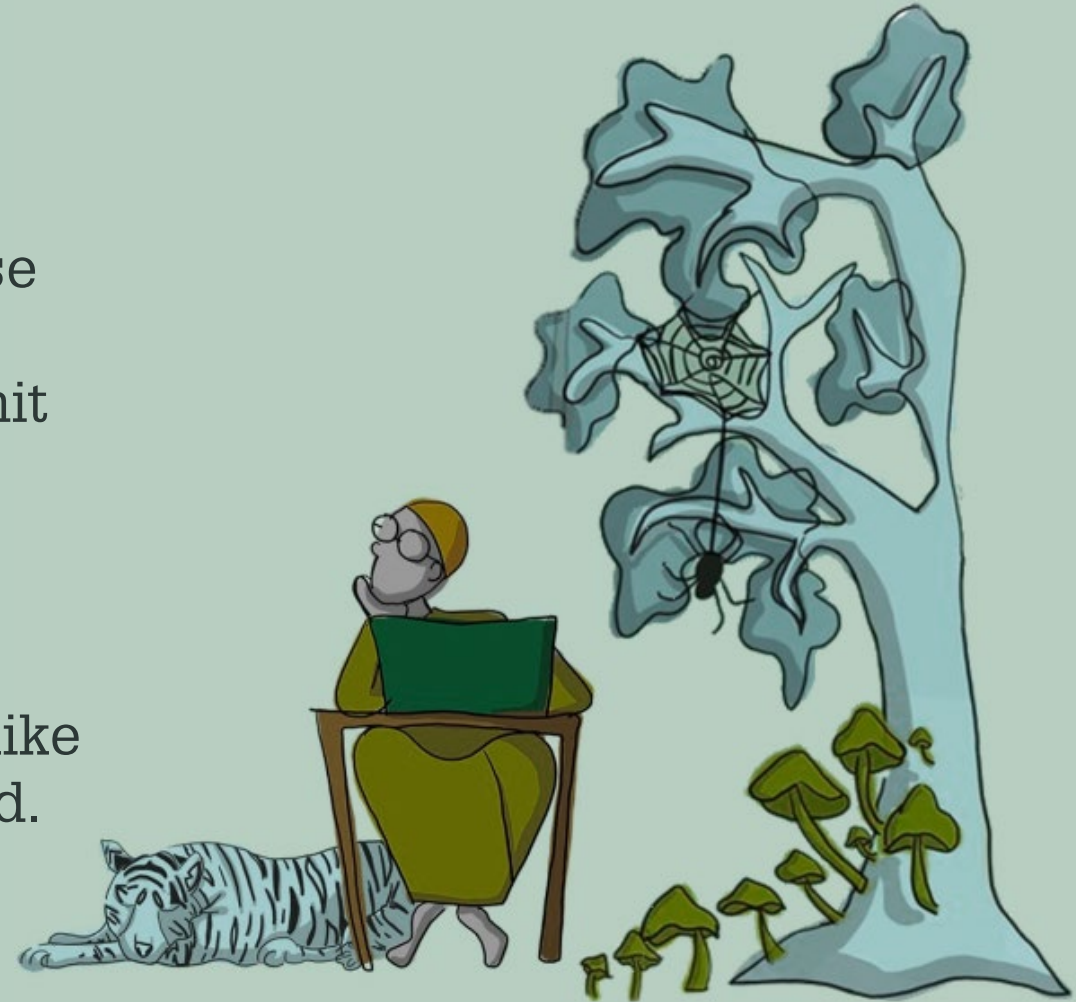
Option 1

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

- Your poster should be prepared as **A4 portrait PDF**

- Your **2-minute talk** should be prepared as an **MP4**

- Both 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