

AHE Guidelines for Speakers

Thank you very much for agreeing to participate in AHE's 2020 online conference. Please note all session times are BST.

We recommend you download the Zoom programme into your laptop or device beforehand. The chair of your session will contact you prior to the session to ensure that you are prepared and have all the information and assistance you require. You'll access the webinar via a **specific panelist link**. This will come directly from the Zoom webinar facility to the email address we have for you.

You will be asked to go to the Zoom meeting 15 minutes before the start time so that we can make sure your audio and video work fine. You should only need to click on the link you have been sent in order to join in. If you would like to practice sharing your screen and make sure the Zoom app works before the session, please reach out to your chair and we will try to accommodate this request.

In terms of housekeeping, we would like to draw your attention to a few points:

- As and when you are successful in logging in, we ask that you **mute yourself immediately**. This is done to prevent background noise from intruding into the presentations; and also removes the possibility of comments being shared unintentionally with a wider audience. The mute button can be found on the lower left hand taskbar.
- You can present your powerpoint by **sharing your screen**. Depending on how comfortable you are with Zoom, you can also send your powerpoint presentation to the chair (as a PDF file to avoid formatting errors) beforehand. Then you will have to let the chair know each time you want them to proceed to the next slide.
- **During your presentation, we ask that you unmute yourself and enable your camera**, so that you are visible to participants.
- The chair will collect questions from the Q&A chat function for you.
- If you would like to communicate with the chair during the event, the easiest way is through the **chat function** where you can write to the chair directly and in private. You can also chat with other panelists.
- Your chair will let you know how much time you have for your presentation. We appreciate it if you keep the time yourself. The chair will send you a chat message when you have five minutes left (which you might not see, depending on your settings) and interrupt you when your time is up (unfortunately we haven't found another good way of keeping people to their allotted time).

For the best speaker and participant experience on the day, we recommend that you:

- Use a headset or earphones with a built-in microphone
- Close all other tabs and programmes running to conserve bandwidth for Zoom
- If on a laptop, instead of tilting the screen, position the whole laptop on top of few books so that the camera is at eye level
- Minimise external noise and find the quietest location possible - though not too far from your internet router
- If you are not in a quiet location, keep your mic muted - *but check before speaking that you are unmuted*
- If a disturbance occurs, mute yourself and deal with it without too much unnecessary explanation - the audience will understand!

We are planning to record the webinar, and if you're happy for us to do so, we need you to sign a copy of our privacy notice as release that you consent to the recording. A typed name is sufficient as signature if you sign in-document or return it via email.

Finally, we may need your patience at certain points, given that the shift from a physical to a virtual conference will bring its own difficulties, but we do hope the conference will be an interesting event with many fruitful discussions.