



2020
OXGVC

Oxford Geoheritage Virtual Conference

Convened by the Oxford University Museum of Natural History

25-29 May 2020

oxgvc.co.uk

Guidance to
Speakers

#OxGVC

Presentation Style

OxGVC will have two styles of presentation. You will have been informed of the style of your presentation in your abstract acceptance email.

Standard Talk - 15 minute presentation with 5 minutes for questions

Flash Talk - 5 minute talk using a maximum of 3 slides. Questions to all speakers are the end of the session.

The challenges of running an online conference mean that timings are very important. We would like to impress upon speakers that it is vital their talks do not over-run. The Session Chairs will be very strict in ending talks after their allotted time, to ensure the Conference stays on schedule.

Webinarjam Online Platform

The Conference will be held online, using the Webinarjam platform. In the week before the conference, you will be sent an email titled “[Webinar] Your admin login links” containing your links to present. When it is time for your session, please use this link to access the virtual lecture theatre. Be sure to use the link marked “For Presenters” – click “Login to the live broadcast room”.

To present you will simply need a good internet connection, a web browser, webcam, and microphone. We recommend you click the link to the live broadcast room 5-10 minutes **before the start of the session** – this will allow you time to go through the system checks on your webcam and mic. Once you have accessed the link, the Session Chair will be able to help you with any problems. At the top of the page you will see the controls to turn your webcam and mic on and off – please turn them off while you are not presenting.

Slide Formats

Presenters are asked to note the following, which will improve their use of the online presentation platform:

- Your talk slides must be submitted in Powerpoint or PDF format
- Slides should not be animated – the system will not play the animations
- Should presenters need to play a video, please submit a Youtube link in advance, and we will have this ready to play on the system. We cannot accept the video files themselves. Videos within slides will not play on the system.
- Contrary to our previous advice, we can accept slides in 4:3 or 16:9 sizes, though we strongly recommend using the attached templates so you are aware how much of the slide is covered by your webcam view.
- Your presentation file must be smaller than 80MB

We apologise for the restrictions we are putting in place, but hope you will recognise this is for the smooth and efficient running of the meeting.

Slide Submission

Slides for presentation MUST be submitted in advance. This is to allow conference organisers the time to upload them onto the system so they can easily be presented on the day. The deadlines for slide submission are as follows:

May 21st: Deadline to submit talk for those presenting on May 25th

May 22nd: Deadline to submit talk for those presenting on May 26th

May 23rd: Deadline to submit talk for those presenting on May 27th

May 24th: Deadline to submit talk for those presenting on May 28th

May 25th: Deadline to submit talk for those presenting on May 29th

These deadlines allow plenty of time to rectify any issues should they arise.

Presentation slides need to be sent to organisers.oxgvc@gmail.com. Should you have a large file not suitable for email, we recommend sending a link to download the file from a file sharing platform such as Dropbox.

Using WebinarJam

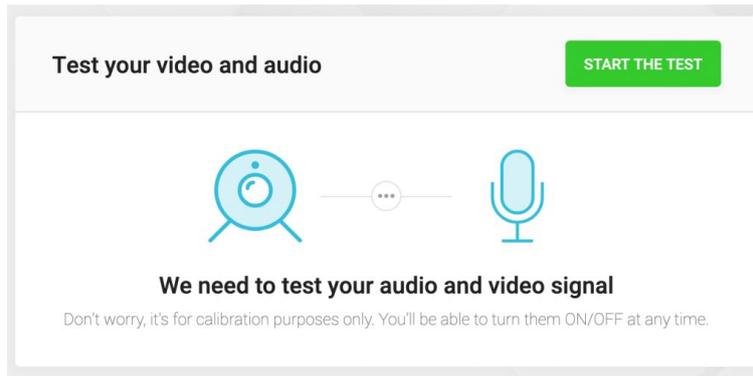
On clicking the link at the start of the session you are presenting in, you will first be reminded of a checklist that will ensure as stable an internet connection as possible:

Last-minute checklist! CONTINUE

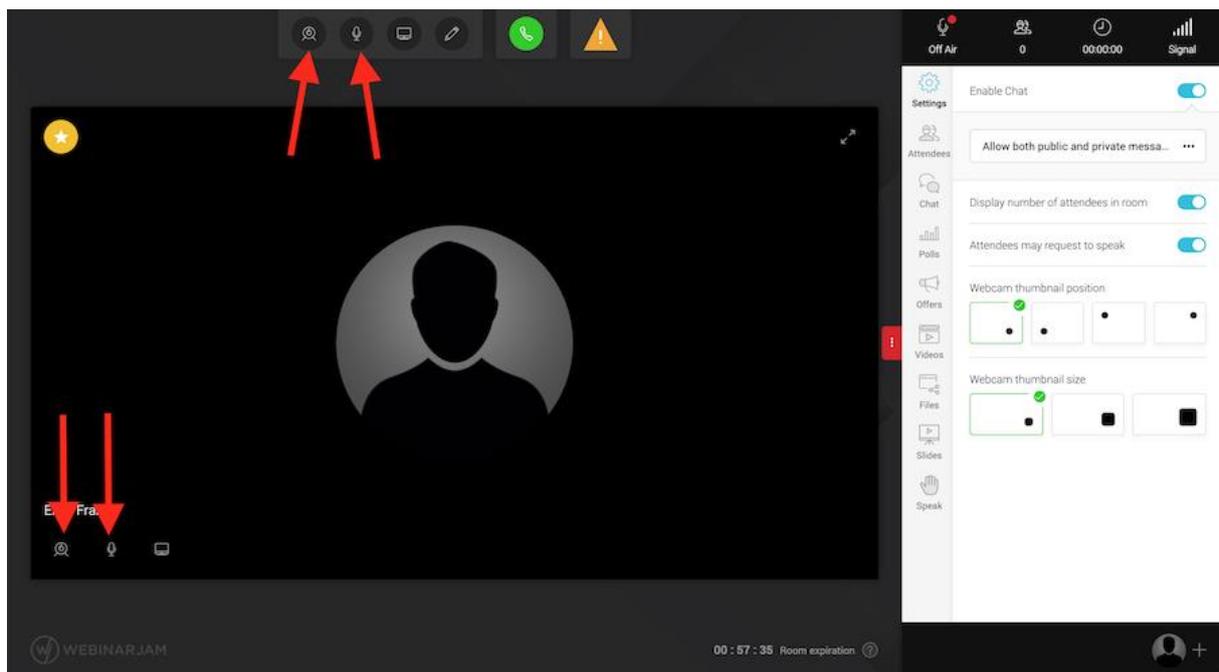
 Free up resources Free up as much as possible your computer resources. Close all other applications, browser tabs, etc.	 Wear headphones Wear headphones to minimize audio feedback between your speakers and your microphone.
 Internet connection Don't consume your household internet connection. Netflix, gaming and downloads might reduce your bandwidth.	 Avoid distractions Avoid distractions and background noise while you're on-air: mute your phone, Skype, email and close the door!

WEBINARJAM

You will then be asked to test your video and audio:



Once you enter the live presentation room, you will see a page similar to this:



At the top, and bottom-left, you can see controls to turn on and off your camera and mic. We ask you keep there turned off until it is time to give your presentation. We also ask that you don't click on any of the other settings – this will severely effect the other presenters in your session. When it is time to give your talk, the Session Chair will load your talk for you, and you can begin.

Once your talk is loaded, and your webcam and mic are on, you will appear as a box in the bottom-right of the screen. You will NOT be able to use your keyboard to control the slides – there will be two buttons at the bottom of the presentation page that you can click with your mouse to move the slides forwards and backwards. Should you have any problems, the Session Chair can help – they can remotely assist you with changing slides, etc.

We will be asking conference attendees to submit their questions through the Webinarjam live chat system. These will be collated by the Session Chair, and asked to the speaker at the end of their talk.

Organising Committee



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Contact Details

Should you have any questions or queries, please don't hesitate to contact us at organisers.oxgvc@gmail.com

Support

This conference is being run with the support of the Oxford University Museum of Natural History, and the Oxford Policy Engagement Network, funded through the Higher Education Innovation Fund



We are also grateful to the support of the following organisations:

