



Congratulations on being accepted to give an online talk at the Royal Entomological Society's Annual Meeting, Ento23, taking place this September.

Below are detailed instructions for preparing your presentation and what to do at the conference. Please read through these carefully in advance of the event.

KEY POINTS

- We ask that all online talks are **pre-recorded** and sent to the organisers in advance, by **Wednesday 30 August**.
- Your presentation will be played at the conference centre and to online delegates. You will be present in the Zoom meeting and take any questions live.
- You will be provided with a **Zoom link** to join the meeting a week before the conference. Please note the date and time of your session and keep this link to hand.
- Please arrive on Zoom for your session **15 minutes before the start of the session** to introduce yourself to the Chair and confirm how you would like to be welcomed to the stage.
- Speakers are expected to attend their own **session in full**.

TALK TIMINGS

- **Keynote speakers** are allocated 30 minutes, which includes question time. Keynote talks should not exceed 25 minutes, allowing at least 5 minutes for questions.
- **Standard talks** are allocated 15 minutes, which includes question time. Standard talks should not exceed 12 minutes, allowing at least 3 minutes for questions.
- In both cases, the session Chair will keep you to time, signalling when you have **5 minutes and 1 minute** of speaking time remaining.

RECORDING YOUR TALK

Below are some tips to consider when recording your presentation:

- Please ensure your talk does not go over 12 minutes for a standard talk, and 25 minutes for a keynote talk.
- We recommend using Zoom to record your talk. Zoom is free to use. Once you have an account, you can host a meeting, share your presentation, and record yourself presenting.
- Make sure any computer or phone notifications are turned off.
- Work from a quiet space free from distractions.
- Record a test video to ensure everything works correctly and your voice is clear.

- Speak slower than you might do in person.
- Your camera is best at, or just above eye level. Try to look into the camera when speaking.
- Sit facing a light source not with it behind you. Natural light by a window is always better where possible.
- Use a virtual background if you are concerned about disruptions or privacy.

SESSION SCHEDULE

- Please note the date and time of your talk, and ensure you join the Zoom link 15 minutes before the start of the session.
- The session Chair will greet you and ensure we have your presentation ready to play.
- When the session starts, please turn off your camera and microphone.
- At the time of your talk, your presentation will be played to both delegates at the conference centre and online.
- Once the presentation has been played, please turn on your camera and microphone to take questions from the Chair. You will be visible to both delegates at the conference and online.
- Please turn your camera and microphone off before the next talk.
- If there are any unanswered questions in the Zoom chat, please feel free to type a response to these.

SHARING CONTENT

If there is work in your presentation that you would not like to be shared, please ensure you highlight this at the beginning of your presentation and/or on the slide with specific content not to be publicised. You can use the Do Not Tweet symbol below. If you do not note this, it is assumed this information can be shared more widely.



ACCESSIBILITY

- When preparing your presentation, please consider your graphics and text colour to make your presentation accessible and colour-blind friendly. There are plenty of resources online to ensure your presentation is visually accessible.