Whova Guide to Oral Presentations
An email will be sent to you 2 weeks before the start of the conference with an individual link for you to follow. If you can't find this email, please check your spam folder or contact us and we can send another via the platform. Here, you can sign into Whova and fill in all the details regarding yourself, your presentation and upload files.

The deadline for presentation slides to be uploaded is midnight on Tues 7th Sept.

If you have any issues updating your own profile or something is wrong, please don't hesitate to contact the organising committee for help.

Before and during your talk

1. The Zoom meeting room for your session will be open 10 minutes prior to the start of the session. Important: All presenters for a given session should enter the waiting room 10 minutes prior to the start of the session.

2. The conference host will trial screen-sharing with all presenters. The conference host will unmute you, and grant you the permission to share your screen

3. This allows you to check that your audio and visual set ups are working properly

4. The audience will then be allowed to enter the room just before the start of the session

5. The audience will be muted on entry and for the duration of your talk

6. The conference host will 'spotlight' you so you are visible to the audience, introduce you, and then you can commence your talk!

7. During the Q & A session, audience members can raise their hand. The host will unmute question askers on a first-come-first-serve basis. You can then respond directly to the question as the camera is still on you

8. The Q & A session is scheduled to take 5 minutes, followed by 5 minutes hand-over time for the next presentation

After your talk

On top of the questions that come up in the Q & A session, attendees can ask questions or give constructive feedback via your presentation's channel in Whova. So make sure to check your Whova channel throughout the duration of the conference, and reply to any further questions or conversation threads.

Presenter checklist

- ✔ Prior to the conference, consider testing that your camera, microphone and screen-sharing works… we recommend doing this with a friend or colleague
- ✔ Do consider a dry run of your talk. Make sure that you are not going over 15 minutes (sharp!)
- ✔ We recommend using a laptop or desktop PC, not a mobile device
- ✔ Please consider what can be viewed in the background when you are on camera, as this will be visible to all attendees e.g. don't have any personal items or distractions such as posters in sight

- ✔ Try to make sure the main light source isn't coming from behind you. If you are filming in front of a window please make sure you are not in silhouette or in darkness.
- ✔ Consider if you are most comfortable sitting or standing while presenting and position your laptop accordingly!
- ✔ Please close all apps (other than Zoom and Whova) on your PC or laptop during your presentation
- ✔ Switch off or silence your phone
- ✔ Make sure other people (family members, roommates etc.) know that you are giving a presentation; ideally, they should not be using too much bandwidth (no streaming)

You can find more information here:
Whova speakers guide - https://whova.com/pages/whova-speaker-guide/?source=ems