

ePresenter GUIDELINES

Congratulations on being accepted for an online poster or talk presentation at British Ecological Society (BES) Virtual Annual Meeting 2022. Please read ALL these instructions carefully to ensure that your presentation is properly uploaded on the online platform.

- ❑ You will have the option of submitting a poster presentation only, or a poster presentation with a lightning talk.
- ❑ You will be required to upload your completed presentations onto the conference platform by **17:00 (GMT), Monday 5 December**.
- ❑ There will be three **poster hours** where delegates and online poster presenters will be encouraged to be online to view posters and answer questions through the chat function in real-time. Two of these will be before the main conference, to allow both in-person and online delegates to attend, and one will be during the main conference.
- ❑ Your poster will be available to view on-demand throughout the main conference dates and for a further 3 months.

SUBMITTING YOUR PRESENTATION

You should receive an email from the Whova conference platform, with a unique link to upload your poster or talk. You can expect to receive this in the next couple of days. Please check you spam or junk mail if you have not.

Your name, abstract title, and abstract will be auto filled. You will be required to add:

- A cover photo of your presentation, that will be visible as a tile in the full list. This can be a title slide or an engaging image to encourage people to view your presentation.
- Additional photos e.g. to emphasise specific graphics or images (optional)
- For **online poster**: Upload your poster **PDF**
- For **online talks**: Add a **YouTube/Vimeo link** to your video.
- You **do not** need to add additional presenters
- You **do not** need to add a streaming link

You will be required to upload your completed presentations onto the conference platform by **17:00 (GMT), Monday 5 December**.

ONLINE POSTERS

You will need to prepare an **A4 PDF poster**.

- This can be either landscape or portrait, however **landscape** will be easier to view on a laptop screen.
- This should be one side of A4 only.
- Ensure the PDF is high resolution.
- The minimum font size should be 9pt.

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

- [DESIGNCAP](#)
- [PIKTOCHART](#)
- [VENNGAGE](#)
- [Canva](#)

On the conference platform you can also upload separate images if you would like to emphasise certain charts or figures.

Your presentation will be available on-demand during the conference week and a further 3 months for delegates to view in their own time.

All presentations will have a Q&A chat function.

POSTER HOURS

During the below poster hours, we encourage delegates and online poster presenters to be online to view on-demand presentations, and to use the chat function to ask/answer questions in real-time.

We have purposely added a range of times to cater for delegates across different time zones.

- **Thursday 15 December, 08:00 – 09:00 (GMT) and 14:00 – 15:00 (GMT)**
- **Monday 19 December, 18:00 – 19:00 (GMT)**

ONLINE TALKS

You will need to prepare a **15 minute** talk.

- You can record your talk on Zoom or another video-recording device, such as a smartphone.
- Please make sure you have watched and listened to your recording before you submit it
- Your talk can either be added as a **YouTube or Vimeo link** to the platform.
- You do not need to upload a PDF poster.

TIPS FOR RECORDING YOUR VIDEO

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.

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 a virtual background if you are concerned about disruptions or privacy.

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

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.

Uploading your video

- Videos can be uploaded to **Vimeo** or **Youtube** and then shared on the Whova platform
- If you do not already have access to these services, [Vimeo](#) and [Youtube](#) accounts can be created for free.

ACCESSIBILITY TIPS

- 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, such as by using the [Color Brewer 2 free online tool](#).
- Keep animations simple and do not use flashing GIFs.
- 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](#)).
- We encourage closed captions or subtitles to be added to your videos where possible.

CODE OF CONDUCT: PRESENTER BRIEF

Please ensure you have read the conference [Code of Conduct](#).

SOCIAL MEDIA POLICY

We love social media. It is a great way to connect with people across the world, to share ideas and create collaborations. We encourage people to tweet and post about their experiences.

However, we understand that some people will not want their research broadcast. We respect that, so have created a 'do not share' image for people to download (via the link below) to add to their poster/talk presentation wherever necessary. We expect that fellow attendees will also respect such a request. We will explain the meaning of the 'do not share' image on social media, our website and in the printed programme. 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.

[Programme and Presenter Guidelines](#)

We look forward to seeing your work at BES2022!