

Speaker Tips and Tricks

We will be using Zoom for this event.

The Zoom link has been provided on the InDiCo site and can be found further down the page.

<https://meetings.triumf.ca/indico/event/194/overview>

Check List: Day of Your Talk

If you would like to double-check your audio, video, and/or slide sharing, we encourage you to please connect early to the event and we are happy to do a check with you before the event starts. Please contact Jana at

thomson@triumf.ca if you would like more assistance.

1. Join the conference using the **Zoom link**
2. You may find the use of headphones, if possible, may improve audio quality
3. Turn off your phone ringer and/or any audible email reminders
4. Please remain **muted** unless it is your time to speak
5. When the session chair calls for your talk, you should:
 - Unmute your microphone
 - Open your PowerPoint or Acrobat file
 - Put your slides in full screen mode before screen sharing
 - Use the Zoom Share feature to broadcast your talk slides
 - The chair will introduce you while you are opening slides in full screen & sharing
 - After you have finished answering any questions posed by the session chair at the end of your talk, please:
 - Stop sharing your slides
 - **Mute** your microphone

Giving Your Talk

- Due to the compressed format of the symposium we do not foresee live questions and answers. You can account your whole time slot just for your presentation. If you finish earlier, the session convener may decide to pick up a question from the Chat and ask it to you.
- Please plan to give your talk from a quiet space isolated from noises, pets, family members, and others, if at all possible.
- Turn off phone ringers and be mindful of anything visually distracting in the background.
- Disable notifications on your computer.
- Try to keep the number of applications open to a minimum as they can often use up a lot of extra CPU.
- If you can, face a light source.
- DO NOT present with a window behind you, you will be a dark image otherwise.
- Take care to adjust your camera so you are looking directly at it, this way you will be virtually face-to-face to the audience.

Bandwidth and Internet Connectivity

Please check your setup ahead of time and make contingency plans if your setup fails during your live presentation. For example, if you start experiencing bandwidth issues during your talk, be prepared to **switch off your video** and just use your computer's audio. Keep a phone and the Zoom phone dial-in number handy in the event that you lose internet connectivity during your talk. You can rejoin the event from a phone line. Often the audio is much better on the phone line.

Please note that people who join by phone may be charged by their phone carrier. Costs vary depending on country and are paid by the minute – so they can grow quite fast.

Join Zoom Meeting

<https://ca01web.zoom.us/j/69424204697?pwd=YnBTVmFuVlhVN1dqUGt1Znpvb1JDQT09>

Meeting ID: 694 2420 4697

Passcode: 101285

One tap mobile

+17789072071,,69424204697#,,,,*101285# Canada

+12042727920,,69424204697#,,,,*101285# Canada

Dial by your location

+1 778 907 2071 Canada

+1 204 272 7920 Canada

+1 438 809 7799 Canada

+1 587 328 1099 Canada

+1 613 209 3054 Canada

+1 647 374 4685 Canada

+1 647 375 2970 Canada

+1 647 375 2971 Canada

Meeting ID: 694 2420 4697

Passcode: 101285

Find your local number: <https://ca01web.zoom.us/u/gbYiPedeZ>

Communications with Conference Organizers

We will be broadcasting live, so if you have a question for us, please do not unmute and ask your question while connected to Zoom. Please use the **Chat** feature and direct your question to an individual or everyone. You can also raise your hand (Zoom feature) to communicate with the conference organizers if you have questions. Please take care to select that your **Chat** is sent to "Everyone" if it is a question about the talk, your chat will be broadcast to all of the conference attendees. During the talks if you need help choose a specific person and send a direct message in the Chat to them. If you have questions or concerns before the day of your talk, please email Yuri at bylinsky@triumf.ca

Answering Questions After Your Talk

Conference attendees will have the ability to ask questions via a live Q&A window (Chat) in Zoom during the conference. Our staff will be monitoring the Chat. You do not need to answer the questions live unless the session chair at his discretion will read the questions out loud to you after your talk for you to answer. You are welcome though to answer the questions in writing in the Chat after you finish your presentation. **Please include page numbers on your slides so that conference participants can reference them when asking questions.**