



ABPS 2022 - Instructions to speakers...

All talks should be presented **from your own computer / laptop** (even if you are presenting from the main site in Brisbane). Prior to your session, you should ensure you have internet access and that your laptop is sufficiently charged / plugged in. If you are in Brisbane, and are a visitor to UQ, you can find instructions on how to access wifi on campus here...

<https://my.uq.edu.au/information-and-services/information-technology/internet-and-wifi/visitor-and-conference-internet-access>

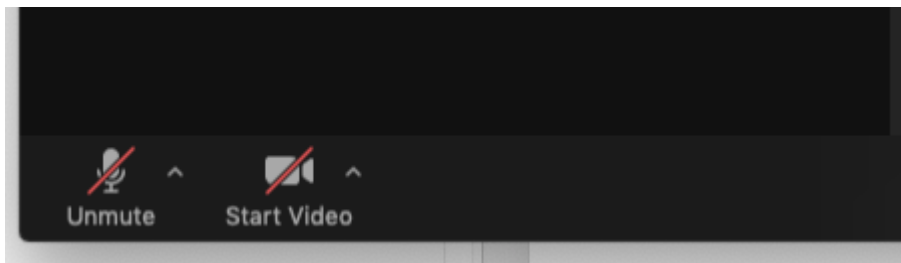
If you are attending in-person, before you start your zoom **PLEASE MUTE YOUR AUDIO INPUT (MIC) AND OUTPUT**. *This is necessary to avoid feedback into the zoom stream. Audio input into the zoom stream will be provided by a radio mic you will be given, which will also broadcast to the live audience.*

Whether you are presenting in-person or remotely via zoom, before your talk you should have joined the relevant zoom stream for your session. You can start your zoom stream by clicking on the relevant link from the conference website

[Program - ABPS 2022](#)

You should also have PowerPoint (or another presentation program) open with your presentation ready to start – **BUT DO NOT BEGIN YOUR PRESENTATION YET!**

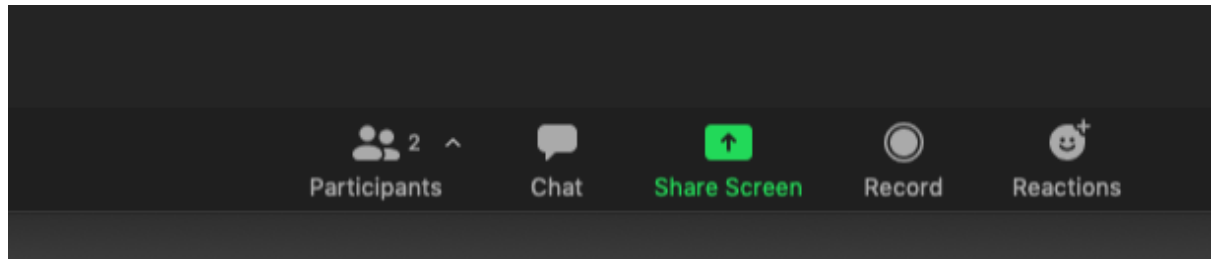
When you join the zoom stream – your audio mic should be automatically muted. If it isn't, please mute yourself by clicking the mute button. **Only the current speaker and session chair should ever be unmuted!**



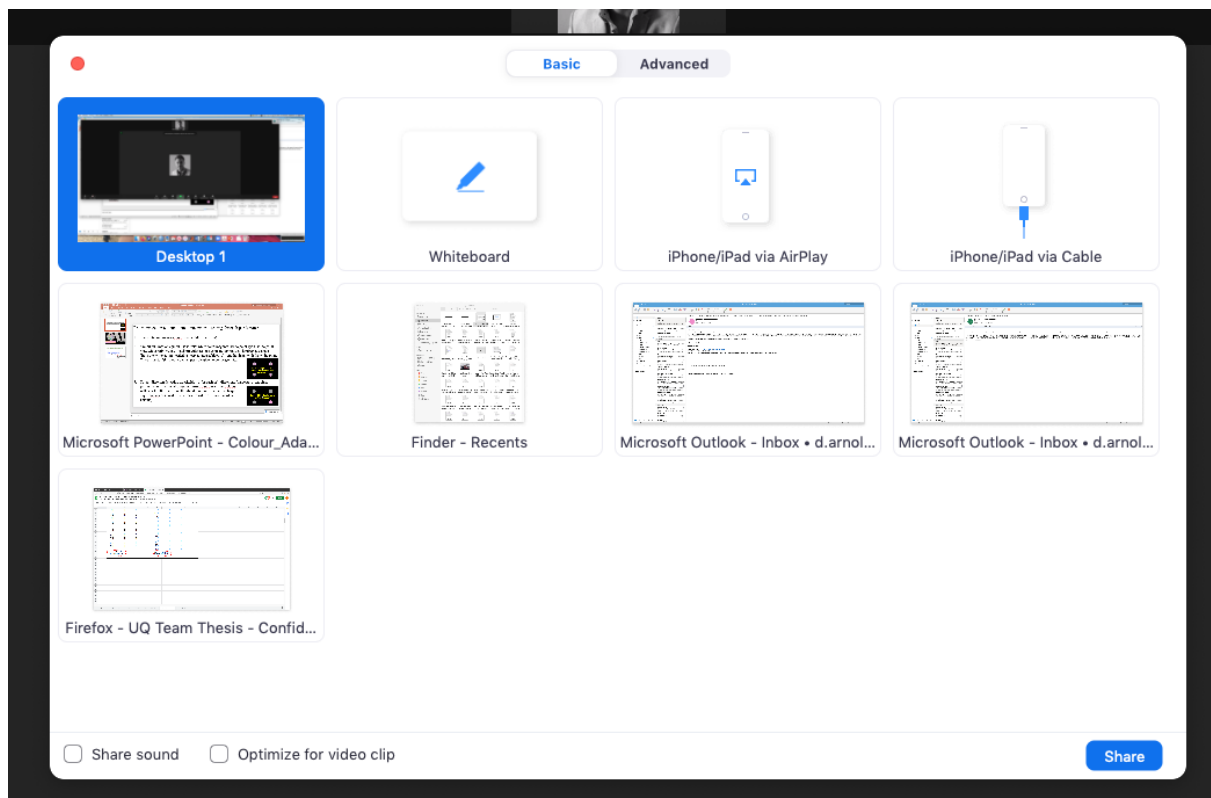
If you are presenting online via zoom, when it is time for your presentation, the session chair will invite you to unmute, and to share your screen. To unmute, simply click on the unmute option (bottom left of the screen in your zoom app).

If you are presenting in-person, when it is time for your presentation, the session chair will invite you to share your screen (but do not unmute).

In either case, to share your screen click on the green 'Share Screen' option (bottom centre or bottom right of the screen in your zoom app).



Once you choose to Share Screen, you will be shown a number of possible screens to share. **Click on the screen that features your presentation** (which has not yet started).



Once you click on the screen featuring your presentation, that screen will be shared into the zoom stream, and you should find that your computer has switched over to your presentation. Now you should begin your presentation. At this point, the session chair will introduce you and your talk.

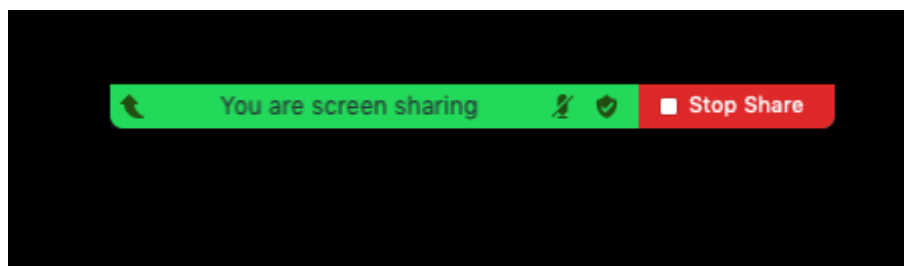
If your presentation contains audio, you will have to unmute your audio (your computer speakers). If this is necessary, and you are presenting in-person, **BEFORE you unmute your speakers – ask everyone in the room to make sure they have their speakers and mic muted.** This is very important – otherwise you will get painful feedback into the zoom stream! If your presentation does not include audio, you should not unmute your speakers.

You should present your talk as you normally would, advancing through your slides until you finish.

Each talk is allotted 12 minutes for the main talk – and 3 minutes for questions. After 10 minutes, the session chair will give you a warning – a sign if you are presenting in-person, or they will simply say “2 minutes” into the zoom stream if you are presenting on-line. After 11.5 minutes, the session will either display a 30 seconds sign, or say “30 seconds” into the zoom stream – to warn you that you have just 30 seconds to conclude. If you are still talking after 12 minutes, the session chair will ask you to wrap up (if you are presenting in-person) or they may mute you (if you are presenting via zoom, and fail to wrap up). This is necessary, as we need to maintain precise timing for all talks in order to coordinate the multiple streams of the conference.

Once your talk is finished, the session chair will pose questions to you, from members of the live audience, and from participants watching your presentation via zoom. **NO REMOTE QUESTIONS WILL BE POSED BY AUDIO TO AVOID FEEDBACK** (i.e. unless you are the current speaker or the session chair – you should **NEVER** unmute your zoom stream).

After 2 of the 3 minutes allotted for questions, the session chair will ask you to stop sharing your screen. You can stop sharing your screen by clicking on the red ‘Stop Share’ option near the centre top of your display.



At this time the session chair will invite the next speaker to share their screen. Once you are finished answering questions, the session chair will ask you to mute (if you are presenting on-line) or they will ask you to hand the radio mic to the next speaker or to themselves (if you are presenting in-person).