Guidelines for Presenters
iJADE Online Conference Day (Zoom)
Friday 24 November

The guidance below is intended for both experienced and new presenters. Please read through carefully to ensure the smooth running of Parallel Sessions during the conference.

Preparing and Giving your Presentation

When giving your presentation you may find the following suggestions useful:

- Most of the sessions on Friday 24 Nov include up to 3 papers. Each presenter/paper has a 28/30 minute slot: approx. 20 minutes for the presentation and 8 minutes for questions. You may prefer to shorten your paper to allow for more questions.
- Please note that the sessions only allow for a two-minute changeover time between speakers, so you will need to be prepared for a quick handover.
- Keep the number of slides manageable (you are unlikely to be able to use 30 slides in a 20-minute presentation) and keep the amount of information on each slide succinct and relevant for your audience. As a general rule, the font should be at least **18-point** and animations or transitions should not be distracting or hinder the legibility of the text.
- If you plan to show images in your presentations, please provide a short audio description.
- Session Chairs will be asked to keep a tight rein on time to ensure a fair distribution between presenters. Please ensure you rehearse and check the time of your presentation prior to the conference.

We recommend keeping a clock or watch next to you during your presentation so you can see how much time you have remaining.

- To engage your audience, please ensure your presentation is specific to the iJADE conference (Time) rather than using a presentation you have previously prepared for another event.

Sharing Presentations and Videos

Prior to the conference, please test your presentation and check the settings for video and audio sharing through Zoom.

In particular, Mac users may have to set permissions to share their screen via System Preferences:

'System Preferences' > 'Security & Privacy' > select the 'Privacy' tab > select 'Screen Recording' in the left-hand menu > Select 'zoom.us' (this may appear automatically or click on the + button to search for an app)
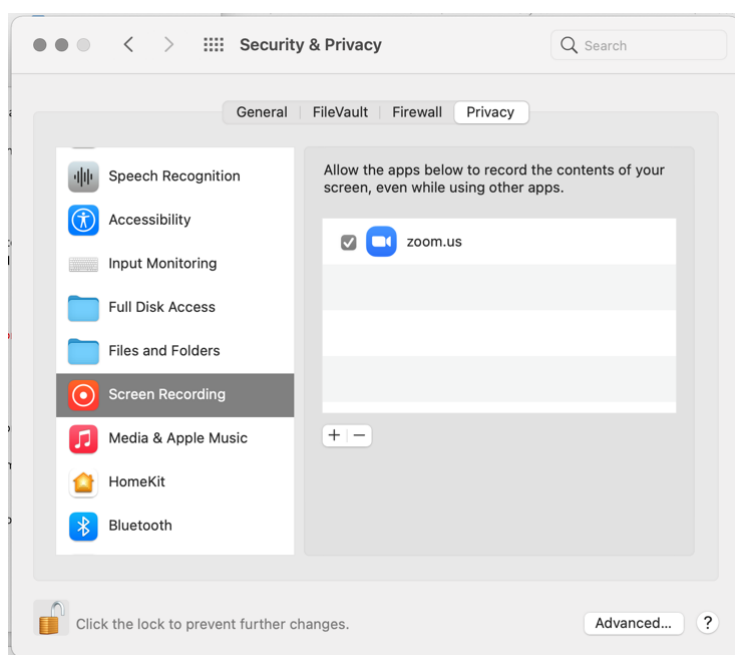
In the break prior to your session, please check that your presentation is open on your computer and functioning properly. As previously mentioned, sessions will be running to a tight schedule, and we request your cooperation in keeping delays to a minimum.

Sharing a PowerPoint presentation in Zoom

1. Before the session, open the PowerPoint file you want to present. Nothing else should be open on your Desktop.

2. Join the correct Zoom meeting - you will be notified of the breakout room for your presentation ahead of the conference.

3. Do not start screen sharing until instructed to by your Session Chair. When the Session Chair invites you to begin your presentation, click 'Share Screen' in the meeting controls.

4. Select 'Desktop' then click 'Share'.

5. The green border around your screen indicates that screen sharing has begun. A screen sharing menu bar will be available at the top of your screen - if you cannot see this, move the mouse to hover in this area for it to appear.

6. You can present your PowerPoint as you would normally, by clicking the 'Slide Show' menu tab > select 'From Beginning' or 'From Current Slide'.

7. At the end of your presentation remember to click 'Stop Share'.

8. The Session Chair will then moderate a brief Q&A with the delegates in your session.

Sharing videos in Zoom

1. Before the session, navigate to the video you wish to share and keep the file folder or web page ready. Nothing else should be open on your Desktop.

2. Join the Zoom meeting - you will be notified of the breakout room for your presentation ahead of the conference.

3. Do not start screen sharing until instructed to by your Session Chair. When the Session Chair invites you to begin your presentation, click 'Share Screen' in the meeting controls.

4. Select 'Desktop' and tick the boxes to 'Share Sound' and 'Optimize for Video Clip' (bottom left). Then click 'Share'. (Mac users may be prompted to give permission to Zoom for audio sharing, if this has not previously been enabled).

5. The green border around your screen indicates that screen sharing has begun. A screen sharing menu bar will be available at the top of your screen - if you cannot see this, move the mouse to hover in this area for it to appear.

6. You can now maximise the file or web page and begin playing your video clip.

7. At the end of your presentation remember to click 'Stop Share'.

8. The Session Chair will then moderate a brief Q&A with the delegates in your session.

For more information about sharing videos and PowerPoint presentations through Zoom, please see the guidance available online:

[Zoom Help Centre](#)
[You Tube: How to Zoom](#)

We strongly recommend testing your presentations and videos in Zoom prior to the conference.

Questions

If you have any questions or problems on the day, the Conference Coordinators will be available via email (ijade@nsead.org) or can be contacted through the chat function on Zoom.