



**BSECS 51st Annual Conference:  
'Indifference and Engagement'**

5-7 January 2022  
Online Conference

## Attendee Guidance

### Introduction

Whether you are new to the online conference experience or you are a veteran, we wanted to provide a brief attendee guide answering some frequently asked questions.

### Script for chairs to read at the start of each session

At the start of each session the chair will brief attendees about how the session will run and will give a quick etiquette reminder. They will read out the following script ahead of each session:

*Welcome to the session. Before I introduce the speakers, we would like to cover a few etiquette rules. All attendees will be muted for the whole session. This is to limit noise disturbances. If you would like to ask a question, please type it in the chatbox. You can also switch on the live, auto-transcription function by navigating to the Zoom bar and clicking 'Live transcript'. If you are experiencing technical difficulties, please privately message [insert hosts name], who will be able to assist you. As you are aware, all of our panels and workshops are being recorded through Zoom. If you do not wish to appear in the recording, please turn off your video now. Please be aware if you choose to contribute to the discussions your responses will appear in the recording and the transcript. I am now going to switch on the recording NOW.*

### **PRESS RECORD**

*[Quick explanation about how the Q&A will run i.e. questions at the end of each paper or after all the speakers have spoken]. It is my pleasure to introduce the speakers for this session—[Speaker introduction].*

### Before the presentations begins

Please be aware, the Zoom links will be sent to registered attendees online. Please do not send these links to anyone else.

- It is advisable to enter the session a few minutes before it begins. Please bear in mind if a Zoom link is unavailable, the session may not have been started by the host. Please wait a few minutes.
- A waiting room is enabled. This is because speakers and chairs will be testing equipment ahead of the session. When they are ready, attendees will be admitted into the session.
- Please be aware all sessions will be recorded. If you do not wish to appear in the recording, please turn off your video. If you choose to contribute to the discussions your responses will appear in the recording and the transcript.

### During the presentations

#### Why am I muted?

- All attendees should remain muted while the speakers are presenting. This is to avoid additional noise disturbance during the presentations. If an attendee wants to ask a question in the Q & A the chair may invite them to speak.

**Is live captioning available?**

- Yes! We are happy to say that live captioning should be available for all of our sessions through Zoom's automated captioning service. Please navigate to the Zoom bar and click 'Live transcript'. If there is a problem with the captioning, send a private message through the chatbox to the host/co-chair and they will be able to fix it.

**Can I ask a question during the session?**

- Yes, but please use the chatbox. The chair and co-chair will be able to see this and they can ask the question after the presentation.

**What if I have a technical problem?**

- The host/co-chair can give basic advice if an attendee is experiencing technical issues.
- They may advise an attendee leave the session and come back to resolve a problem. If you do have to leave and return to the session, you will re-enter the waiting room. Please wait for the host/co-chair to re-admit you into the session.
- If you are experiencing technical difficulties, please private message the host/co-chair using the chatbox for technical assistance.
- If you are unable to private message the host/co-chair in the session, please email [tech.support@bsecs.org.uk](mailto:tech.support@bsecs.org.uk).

**After the presentation****Managing Q & A**

- We want to encourage as much discussion as possible, but this is a little trickier to manage in Zoom. Attendees can type a question in the chat box. The chair will then ask on their behalf.
- If additional clarification is needed, chairs may invite the attendee to speak. Once the speaker has responded, the chair will mute the attendee again.

**Videos**

- We endeavour to record all sessions. Links to these recordings will be sent to all registered attendees when they are available.
- Recordings will be made available to registered attendees for 14 days.

**Thank you**

Finally, we want to say thank you for attending the conference and we hope it is an enjoyable experience. This is only our second time running an online conference of this size, and we hope it runs as smoothly. If there are any technical issues, we will endeavour to fix these quickly.