



BSECS 51st Annual Conference:  
'Indifference and Engagement'  
5-7 January 2022  
Online Conference

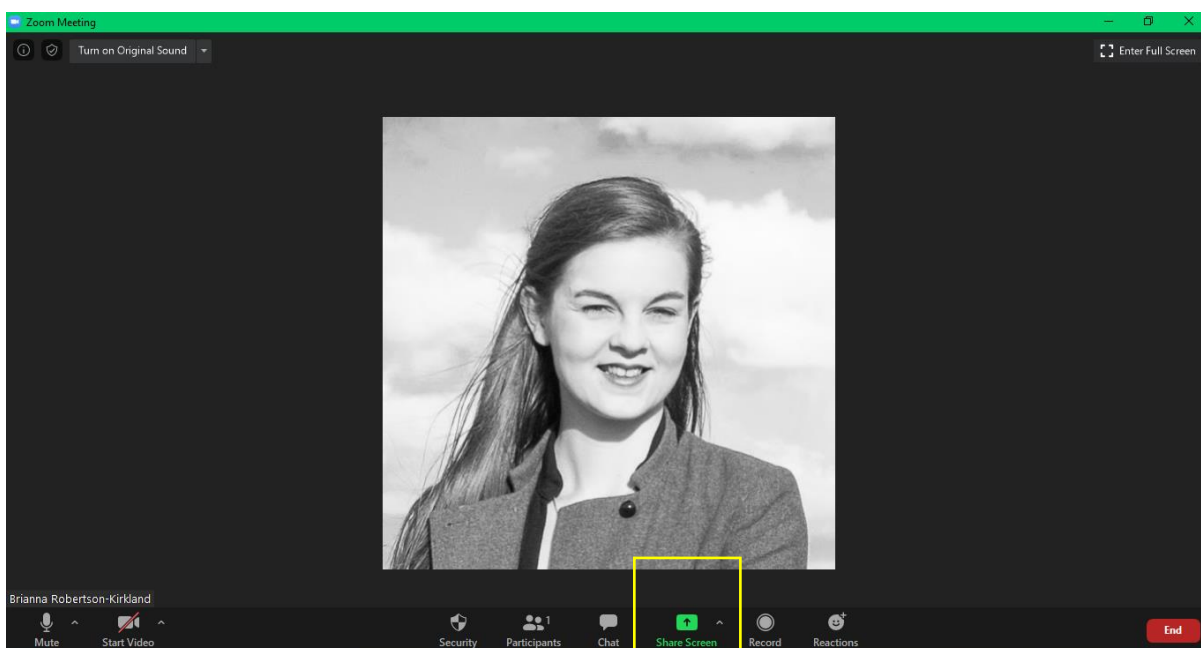
First of all, the conference team would like to thank you for agreeing to present at this event. We recognise that this may be your first time giving a conference presentation. Even if you are a seasoned conference-attendee, this might be your first time presenting online, so we want to pull together our top tips for presenting.

### 1. Presenting on Zoom

Zoom is a versatile digital platform that allows speakers to present live over video and they can share audio and visual examples including Power Points slides. Participants can even ask questions using the chat box.

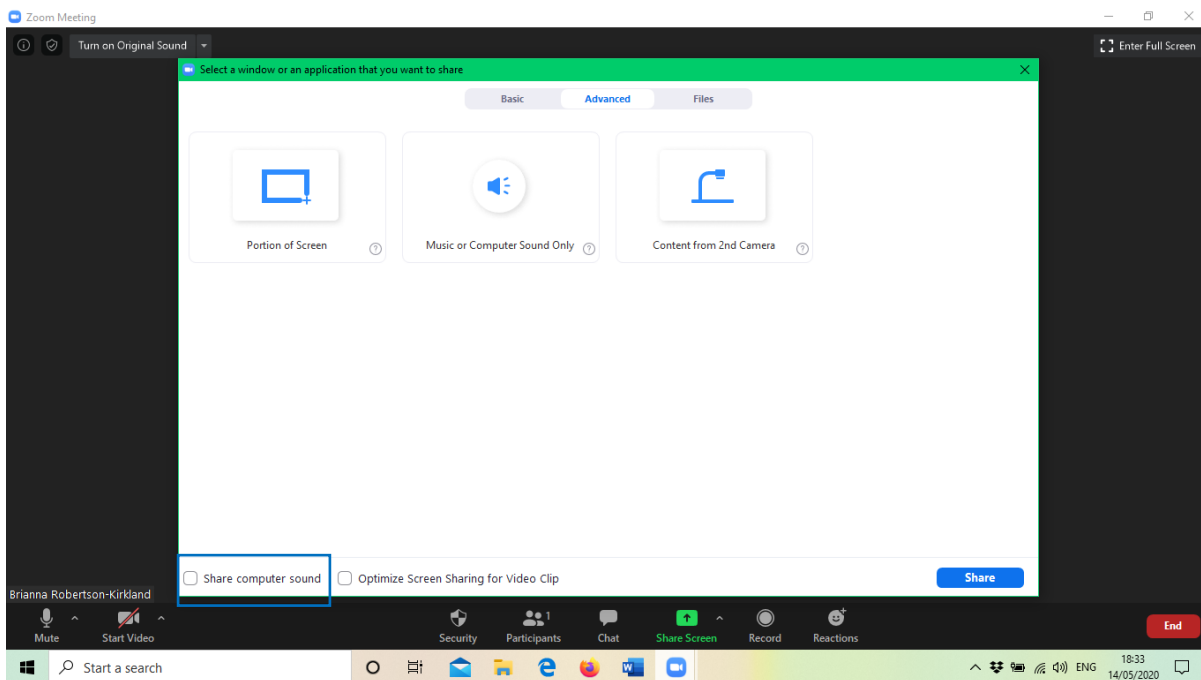
Before sharing your slides, it is a good idea to open them on your computer first, and close other files and windows if possible.

This is the button to click to share screen:

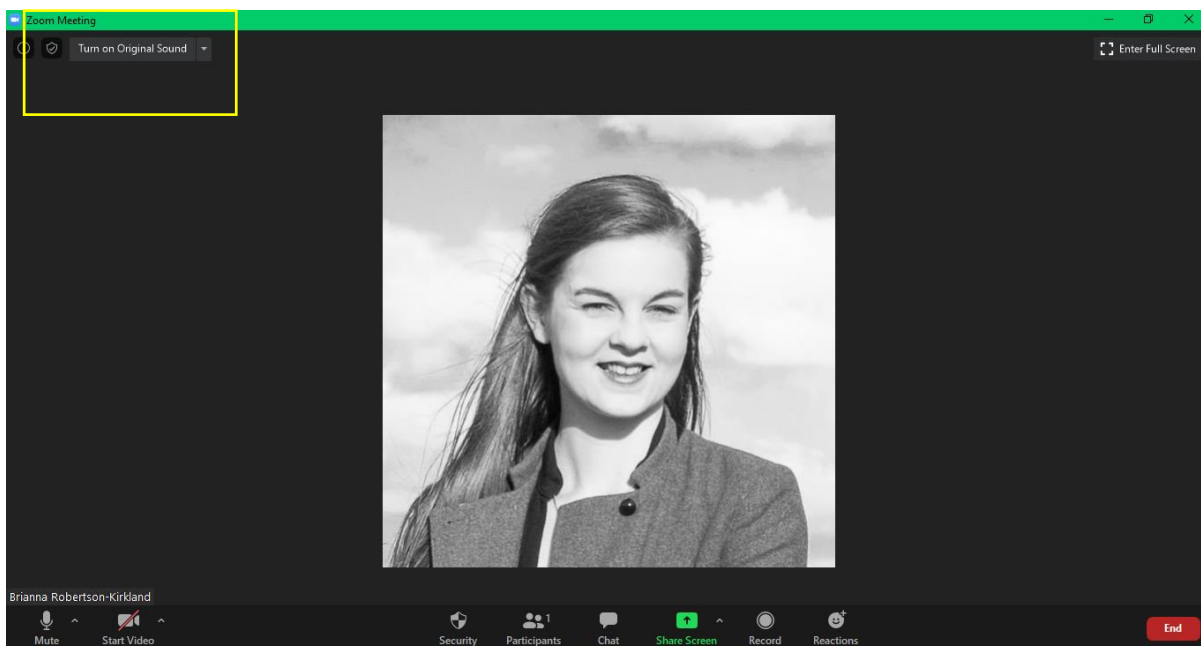


If your slides are open, they should appear at the top. Click on the slides and all the attendees will be able to see them.

If you plan to play audio, make sure you have selected share computer sound. Click 'share screen' and it will be in the bottom left-hand corner.



Click 'turn on Original Audio' for better sound quality:



## 2. Accessibility and slides

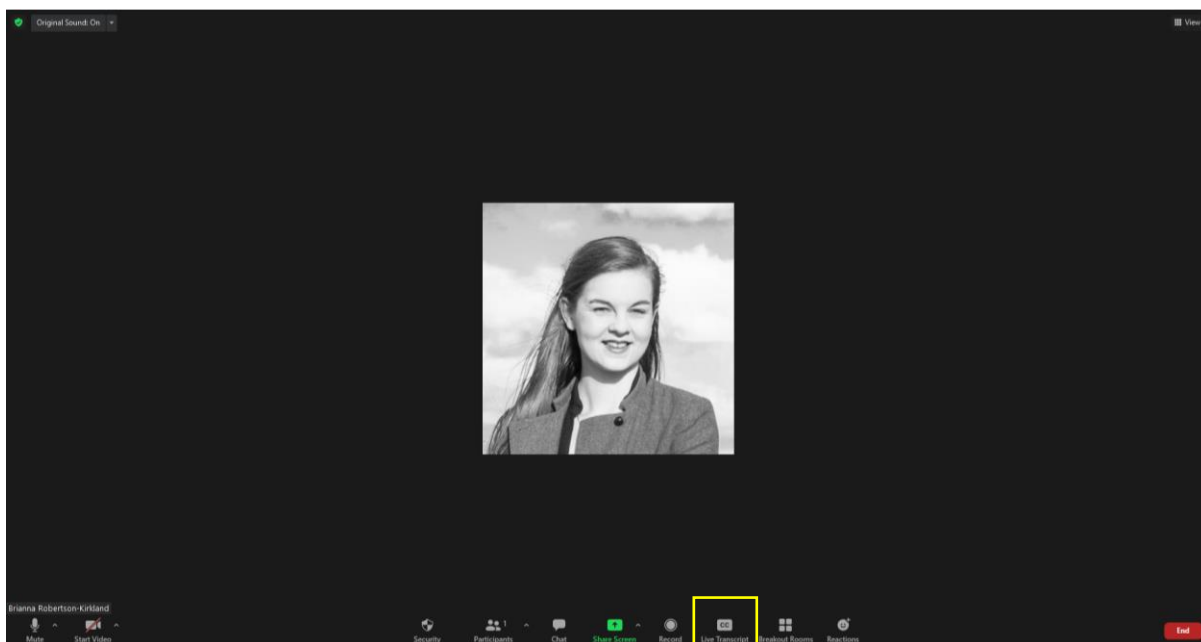
- We want to ensure the conference is an enjoyable experience for everyone, so here are some best practice recommendations for preparing accessible slides:

Top tips for presenting

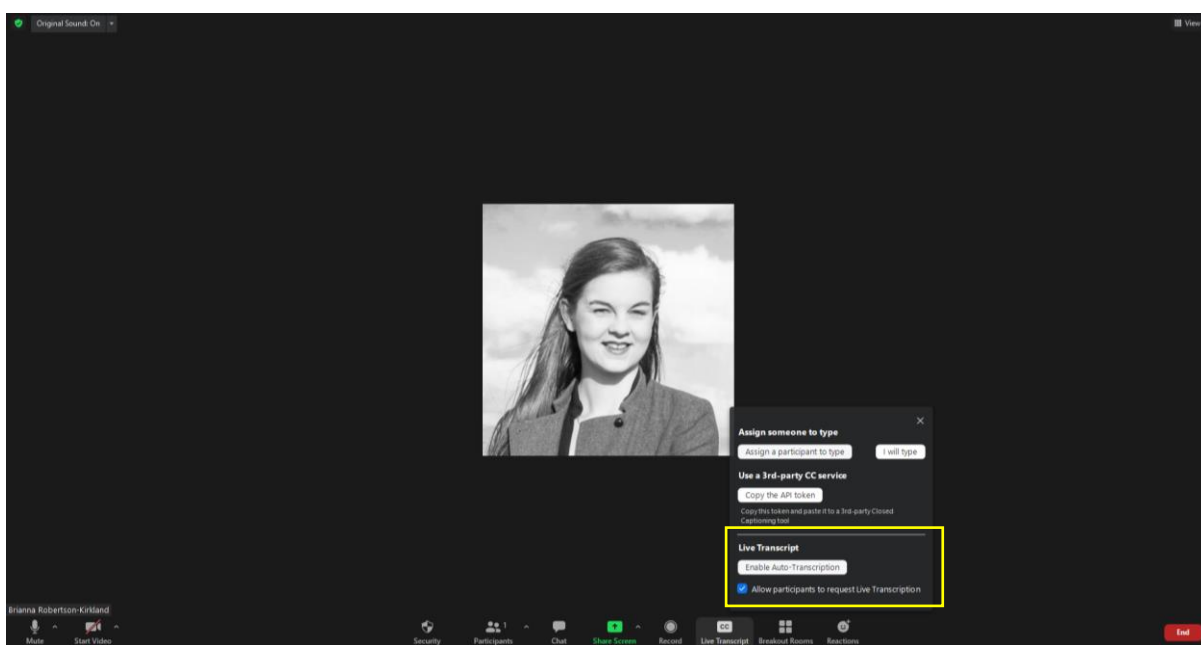
- If you are including text on your slides, use it sparingly and read it out during the presentation.
- If you decide to include images on the slides, incorporate Alt text (a one or two sentence description to accompany the image) or verbally describe the image as part of the presentation.
- Try to avoid dark backgrounds with light text. These can be tiring on the eyes and screen readers and other accessibility devices may not be able to read them properly. Instead, try using the provided templates in PowerPoint. These are pre-approved for screen readers and other accessibility devices.
- Also try to avoid using Red and Green to highlight or emphasise anything on the slides.
- If you would like more specific information on creating accessible slides, Microsoft have prepared some detailed guidance:  
<https://support.microsoft.com/en-ie/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25>
- We also encourage making sure your face is well-lit, so that people can see your facial expressions.

### 3. Live auto-transcription

Zoom now has an in-built auto-transcription function that transcribes speech to text. This can be enabled during a meeting. To do so, navigate to the bottom bar and click 'Live Transcript'.



Then click 'Enable auto-transcription'



Any participant in the meeting will be able to turn on auto-transcribe if they need it.

#### 4. Reading or vamping a presentation?

It is entirely up to you if you wish to fully type out and read your presentation, or if you want to prepare bullet points and vamp. Whatever you decide to do, we recommend speaking slowly, while also ensuring the presentation keeps to time. In general, papers should be a maximum of 18-20 minutes long. Keep a timer or clock nearby and please be aware our chairs will indicate when you have 2-minutes left. If you do run over, the chair is permitted to step in and ask the presenter to make a final conclusive statement.

## 5. Technology worries

Though it might be difficult, try not to worry too much about the technology. The chair will give you the chance at the start of the session to check your slides and your audio. If there is a problem, we do have someone on hand to help with technical issues. Here are a couple of things that may help to prevent technology woes:

- Plug in your device so it does not run out of charge mid presentation.
- If you can, use headphones with a microphone. This helps to remove extraneous noise and it will prevent feedback.
- If your internet bandwidth is continuously buffering, try turning off the Wifi on devices that are not in use. You can also turn off your video on Zoom. This will not prevent your ability to share slides.
- If all else fails, please get in touch with our tech support email: [tech.support@bsecs.org.uk](mailto:tech.support@bsecs.org.uk).
- We can arrange to meet with you on a private Zoom call, if you need any help or guidance.

We hope this guide has been useful. If you have any other queries, please feel free to get in touch.

Thank you.