

# CCD2021: Guidelines for presenters

Dear Presenters

In advance of the conference, please see the guidelines below on presenting at the conference.

**Please note that all presentation in the conference will, by default, be recorded and subsequently shared on our website. If you do not wish your presentation to be recorded, please let us know in advance, and we will ensure that it is deleted.**

General guidelines and recommendations:

- Presentations are timed at 20 minutes: that is, 15 minutes for your presentation and 5 minutes for questions.
- We recommend that you 'pin' the session chair during your presentation. This will allow the chair to give visual time cues. To pin the chair, in the top righthand corner of their image you will see 3 dots. Click on these and you will see an option to pin. At the end of your presentation, you can unpin using the same button.
- You may wish to close the chat window during your presentation, since it can be an unwelcome distraction. A member of the team will monitor the chat, and help to collate questions.

For group presentations, please think through the delivery of your paper by following the guidelines below:

- Plan in advance the order in which members will speak, and allocate timing.
- Nominate one person from your group to share their screen throughout the presentation. This person will be best placed to move through the slides while other members of the group are presenting.
- You may wish to pin yourselves, so that you can all be seen.

Breakout rooms will be opened 10 minutes before the start of the session to allow you to join and get yourselves set up before the start of the session.

If any speakers experience technical problems during their presentation, the session chair may opt to move on to the next presentation to keep to the schedule, and return to the missing presentation at the end of the session, time allowing.

If you run into difficulties, we can offer the following assistance:

- If you lose the internet connection, we can share your powerpoint. Send it to the conference email [dressincontext@bcu.ac.uk](mailto:dressincontext@bcu.ac.uk).
- If you have difficulty sharing your screen, you can post your powerpoint in chat, and people can access it from there.
- If you miss the opportunity to give your presentation, you can record it and we will share it on our website along with others.

NB unfortunately, no one in the team has any IT or internet experience, and therefore, we will be unable to offer assistance if you experience technical problems. We strongly advise you to practice your presentation on Zoom in advance of the conference. We will also be running a practice session on Tuesday 4<sup>th</sup> May at 16.00 (GMT+1), and you are welcome to join us for that. Here is the link to join.

<https://us02web.zoom.us/j/83098056357?pwd=SHkwMGU1RjBoVWhicGx5MEVMaDltdz09>

Best wishes

Anne