

Virtual Speak Brief

Programme

The final programme is available [here](#). Please check the document for your slot and presentation room and inform us immediately of any problems. You can search the document for your name using the search tool on your pdf reader. Zoom links for the respective rooms will be provided in due course.

Your Presentation

We require you to prerecord your presentation in advance of the conference. You can do this via teams, zoom or power point for example. The recording should be no longer than **15 minutes**.

Please send your video no later than **13.00 Thursday 28th March** to [Rebekah @beaconhouse-events.co.uk](mailto:Rebekah@beaconhouse-events.co.uk) for us to pre-load your presentation. If your presentation is too large to send via email, you can send it via [wetransfer.com](https://www.wetransfer.com)

Zoom

We will require you to join the meeting via Zoom for a live Q&A which will last no more than **5 minutes**. We would like you to be online for the start of your slot. We will share the Zoom link and time to join ahead of the conference.

Q&A

We will be taking questions from both the virtual and in-person audience, there will be a chair in the session who will be able to field these questions to you.

Code of conduct

The Organizers are committed to making the meeting productive and enjoyable for everyone. Please follow and promote our [code of conduct](#).

Freedom of Speech Policy

The Organizers draw your attention to the code of practice regarding [freedom of speech operated by Newcastle University](#). It is not anticipated that speakers will find anything objectionable in this code, but if you have any queries please get in touch.

For any queries, please contact the team on magda.carr@newcastle.ac.uk or Katie@beaconhouse-events.co.uk