57th ANNUAL CONFERENCE, 14-16 SEPTEMBER 2021

Newcastle University

Logistical Information for Speakers

All sessions take place **synchronously** (in 'real time', that is), and are assigned a physical space in the Armstrong Building. However, we expect around 35% of delegates to attend online, and so we shall also relay the in-person proceedings online via 'Zoom'.

This will be two-way:

- A **camera and microphone** will be positioned in front of the lectern, and these will feed into the Zoom room; remote speakers will be projected onto the display screen to in-person delegates;
- We shall take **questions** from the floor, and from the Zoom room;
- The chair of each panel will **repeat questions** asked by in-person delegates through the microphone, so that questions are audible to online listeners;
- All conference sessions will have a **technician** in attendance;
- conference sessions involving online speakers and/or chairs will also have a **conference assistant** in attendance;
- We shall **record** all presentations (but not Q&A) via Zoom, except where speakers have requested otherwise.

INFORMATION FOR ONLINE DELEGATES

You will participate 'live' via **Zoom**. Each of the five main conference rooms in the Armstrong Building will be assigned a Zoom address for each day of the conference; these addresses will be emailed to registered delegates 24 hours in advance.

Technical requirements:

- You will need **reliable internet**, preferably wired connection: if you don't have reliable internet, see below, under 'Pre-Recorded Presentation Option';
- **Check your Zoom settings** when logging on, to ensure that you have shared your AV and thereby avoid disappointment: *see pp. 5-6 below*.
- We will open the Zoom room 10 minutes before each session: see it would be a good idea to **log-on early** for sound checks et cetera;
- Slide show format: select slide size of **16:9 aspect ratio**;
- Avoid using the top RH corner of slides for text or images.

Handout: if you wish to share your handout in advance of your session, please save it using **ONLY** the following filename: '[session]_[surname]_handout' (for instance, **10a_Jones_handout**) and then upload it before **5.00pm BST on Thursday 9 September** to the following OneDrive folder: RMA 2021 handouts and slides.

Caution: please do not delete anything from the OneDrive folder.

Pre-Recorded Presentation Option

If you have an unreliable internet connection, you can send us a recording of your presentation as a back-up. In which case, please save it as **MP4 or MOV** file, with **resolution** of at least 1280x720 (or ideally 1920x1080) and with **aspect ratio 16:9**. If you choose this option, we ask you to save your presentation using **ONLY** the following filename: '[session]_[surname]_presentation' (e.g., **10a_Jones_presentation**), and upload it by **5.00pm BST on Thursday 9 September** to the following OneDrive folder: RMA 2021 recorded presentations.

If you have a good internet connection, however, you shouldn't need to send us a pre-recording and are under no obligation to do so.

---

https://newcastle-my.sharepoint.com/:f:/g/personal/nmgw2_newcastle_ac_uk/Egc04yoBE2ZAn4wx7oySEAkBl9Y4nEYccu0-L4P8xewI8g?e=7D04DU

INFORMATION FOR IN-PERSON DELEGATES

Your paper will be live-streamed to Zoom listeners in real time. Audio-visual pick-up will be via a camera and microphone at the lectern, so you will need to speak clearly into the microphone.

Technical requirements:

- Optimize your slide show format: select slide size of **16:9 aspect ratio**;
- It is easiest if you **embed sound clips** in your presentation whenever possible, rather than bring lots of different devices;
- Each conference room is fully networked PCs with USB ports for stick drives and laptops, as well as data projector and a piano or keyboard;
- If you are a Mac user, please bring a **USB connector**!
- **Handouts**: because a number of delegates will be attending remotely, it is probably easiest to be selective with handouts or not to avoid using them if possible.
    - *Print-outs*: please bring 25 copies for in-person delegates;
    - *Electronic copy*: if you wish to share your handout with online listeners in advance of your session, please save it using **ONLY** the following filename order: '[session]_[surname]_handout' (for instance, **10a_Jones_handout**) and then upload it to the following OneDrive folder: RMA 2021 handouts and slides.[1]

There is enough time between sessions for delegates to save their slide shows onto the lectern desktop. As a failsafe, you can also send us an electronic copy of your slideshow in advance via the RMA 2021 handouts and slides folder (saved with filename '[session]_[surname]_slides').

Caution: please do not delete anything from the OneDrive folder.

---

[1] Here is the same link: https://newcastle-my.sharepoint.com/:f:/g/personal/nmgw2_newcastle_ac_uk/EvYPloEMT1hDg4EF8cuoQDgBFYM6SIx3vq3anSYwQJf8BQ?e=xI4cRL

INFORMATION FOR PANEL CHAIRS

There will be a mixture of online and in-person chairs throughout the conference. However, we have given preference to in-person chairs for sessions at which some or most of the speakers are also present in person; we are generally relying upon online chairs for sessions at which most or all of the speakers are online.

To this effect:

- a **technician** will be present for all sessions in rooms G.08, G.11, G.15, G.17, and 1.06;
- a **conference assistant** will attend sessions involving online speakers or and/online chairs;
- the conference assistant will support the chair by way of time-keeping, picking questions from online participants, et cetera;
- for **online chairs**, the conference assistant will relay to you any questions from the floor;
- for **in-person** chairs, the conference assistant will draw your attention to any online questions in the Zoom chat; we ask you, please, to immediately **<u>repeat each question asked by in-person delegates</u>** into the lectern microphone so that online listeners can hear them; this is simpler and more hygienic than handing a microphone from speaker to speaker;
- you may therefore want to remind delegates to ask **concise** questions;
- make sure you **speak at the lectern** and into the microphone when repeating questions and introducing speakers.

Zoom Audio Settings: a Reminder

If you are playing **audio clips** in your online Zoom presentation, ensure that your Settings are correct so that your clips can be heard by others.

1. Open Zoom on your desktop;
2. Click on the user icon at the RH corner, and then click on 'Settings' in the dropdown menu;
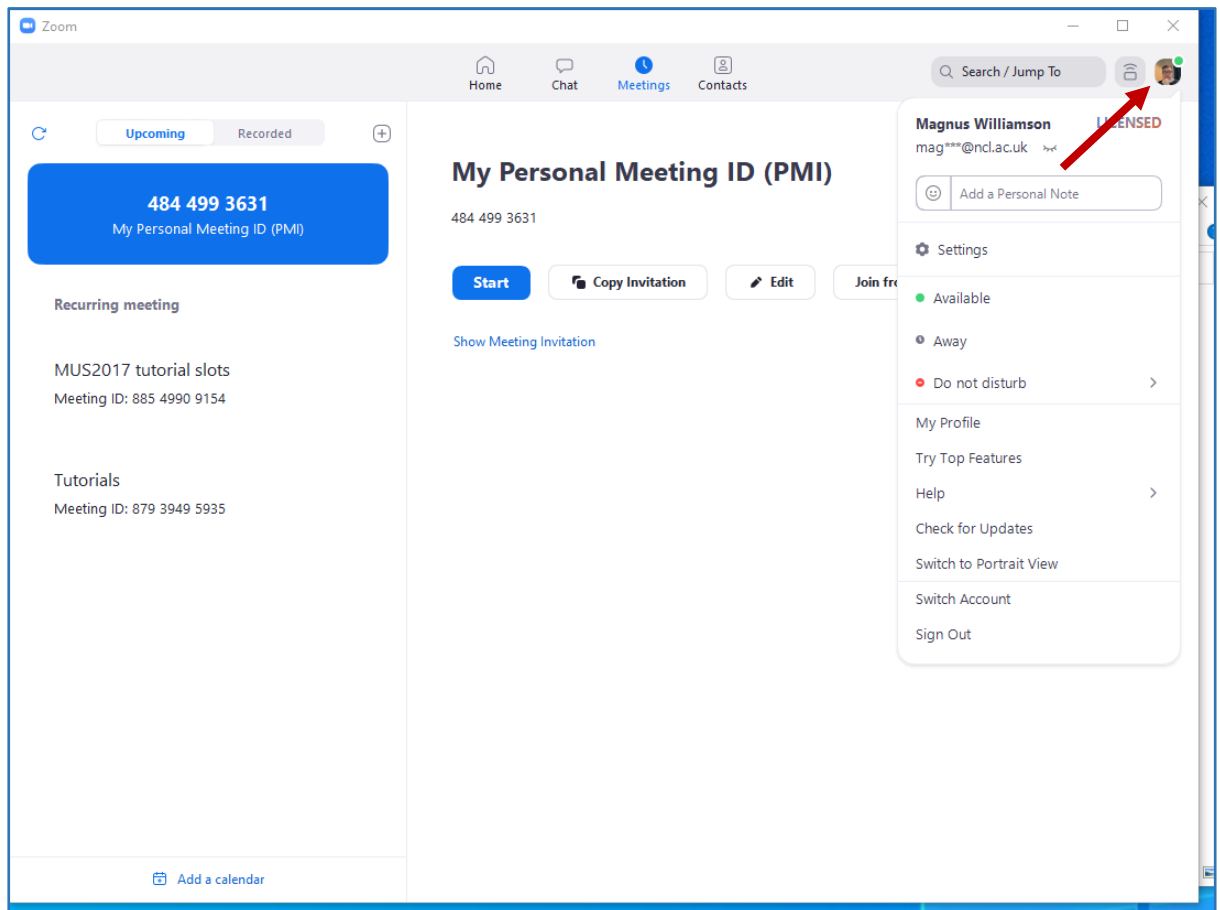
3. Click on 'Audio', and then, under 'Music and Professional Audio', select Show in-meeting option to enable "Original Sound". You might also want to select 'High fidelity music mode' at the same time. See next page.