

Main Group Seminar Series

Information for Speakers

Length of talks and seminar

The 'long' talks are normally 40 minutes, the 'short' talks are normally 20 minutes. We aim to have the event last between 1hr 15 and 1hr 30 minutes (we tend to get more questions than 'real life' in the online format, so there is extra time for them).

Before the Seminar

The seminar host uses Zoom to create an invitation link for speakers, which will arrive in your email.

Practice mode "on" – when you join the seminar on the day, only you, other speakers and the host will be in the "waiting room". When everyone is ready the audience will be "let in".

Software, set up, environment

You can present from the web interface using Zoom, but we recommend you download the software from zoom.us for the easiest experience and most reliable connection.

A computer with a webcam is ideal since the audience do prefer to see your face when you are answering questions. If you can find a quiet room to present from, and a reliable internet connection to use, then the audience will get the best experience.

If you share an internet connection it might be worth asking (if you dare!) fellow users to avoid streaming or large downloads during your talk

Presenting online

Slides that you have prepared for a 'normal' presentation will work fine. You will be able to screen share the full screen presentation using the option in Zoom. You can use your mouse pointer in place of a laser pointer. Some presentation software lets you change the pointer into a "laser pen".

Practice Seminar

We'll hold a quick 'practice session' for speakers and the host a day or two before the seminar, just to make sure everyone is ok with the software and screen sharing, etc. We'll be in touch about that in the weeks before your seminar.

*Michael Cowley
University of Edinburgh*

Running the seminar

- The speakers and host should join the seminar about 10 minutes before the start time.
- The host will set a 'landing page' presentation running whilst people join. **Speakers** should set audio and video **OFF** at this point.
- On the hour, the **host** will switch to video **ON** and welcome the audience, reminding them not to capture the seminar.
- The host will then introduce the first speaker.
- At this point, the **first speaker** should switch video and audio **ON**. The host will finish introducing the first speaker.
- The **first speaker** delivers their presentation
- The **host** switches video **ON** and thanks the speaker, asking the audience to indicate they have a question to ask using the 'raise hand' button.
- The host selects a questioner and enables their microphone, allowing them to ask a question
- The **speaker** answers the question Repeat a few times.
- The host thanks the speaker again, the **first speaker** switches to **video and audio OFF**, the host introduces the second speaker
- The second speaker switches to **video ON**
- The host finishes introducing the second speaker and switches **video and audio OFF**.
- The second speaker delivers their talk. Repeat as before for questions
- Host sums up and ends seminar.

Recording

We would like to make a recording of the seminar available for 24 hours to registered participants to stream. This so that audience members in Australia and far east can watch the lecture without having to stay up late. Please let us know if you would rather we did not make a recording available.