

MPM 2021 - Instructions for Talk presenters

Talk presenters will present during a live virtual session on Zoom. You will have 12 minutes to present, followed by 2-3 minutes for questions. The time limit is firm to enable the hybrid online/in person format.

Virtual presenters:

If you attend virtually, you will present via Zoom in real time.

- Preparing your talk:
 - Prepare your talk slides in powerpoint and save the presentation on the hard drive of the computer you will use for your presentation (do not try to run it from a usb drive or the cloud).
 - Please pay attention to the file size of your images. Import pictures as jpg into your presentation and avoid large tif and pdf files. Similarly, if you show movies choose the smallest file size that still provides reasonable resolution.
- Presenting your talk
 - Choose a quiet room with a computer that has a robust connection to the internet
 - Close all applications other than zoom and powerpoint.
 - **[updated] You should join the Zoom session 15 minutes before the start of the session. Join the webinar using the personalized panelist Zoom link in your email. You should receive it about 1 hour before the session you are presenting in. Only use this link for your presentation session.**
 - Change your Zoom name to include your first and last name. You may also include the pronouns that you use (e.g. she) if you would like.
 - Once you're logged on, send a private chat message to the session moderator and tell them that you are a presenter.
 - The session moderator will make you a "Panelist." You will now be able to try sharing your slides and turning your video and mic on and off. The controls are very similar to the ones you use during a normal Zoom meeting.
 - When it's your turn to present, please turn on your video and mic.
 - Start sharing your screen. (Note: If you're using "presenter view," make sure to start that view before you begin sharing your screen). This guide gives detailed instructions:
<https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen>
 - The audience will ask questions using the Q&A feature. The moderator will ask you the questions verbally, so you do NOT need to monitor the

Q&A or the chat. If there are questions that you don't have time to answer, we will copy the questions into a session-specific channel in the conference Slack workspace and you can answer them there.

- To contact the moderator or an individual attendee, you can use the chat.

In person presenters:

If you attend in person, you will present in an auditorium at the MBL, and the presentation will be streamed through Zoom so that the virtual audience can attend as well.

- Bring your presentation on a USB stick for upload. You should bring it to the MBL team in the back of Clapp Auditorium either the day before your presentation or between 10-10:30 AM on the day of your presentation.
- Arrive in the auditorium at least 15 minutes before the beginning of your talk session.
- The audience will ask questions using the Zoom Q&A feature. The moderator will ask you the questions verbally, so you do NOT need to monitor anything on Zoom. If there are questions that you don't have time to answer, we will copy the questions into a session-specific channel in the conference Slack workspace and you can answer them there.