

Instructions for Virtual Papers for the 2022 BGA Annual meeting

The 2022 BGA Annual meeting will be an in-person meeting with virtual attendance options. Please note that talks should be approximately 10 minutes long, leaving a few minutes for Q&A (15 minutes are allotted in total for each talk). That is true for in-person as well as virtual talks.

If you are attending the conference virtually you will need to prepare a **virtual presentation**.

Instructions for submitting a virtual talk for the 2022 BGA meeting

We have prepared some instructions to help you prepare a pre-recorded presentation but these are our suggestions and you do not have to follow them. If you would like to sit next to a screen that shows your slides and have someone record your mini-presentation on a phone that is fine. If you want to film the mini-presentation without including yourself in the video that is also fine. Just remember we need to be able to see the slides clearly and the font needs to be readable.

Once you are happy with your presentation, rename the file with the following format: surname_BGATalk.mp4 (e.g., Jones_BGATalk.mp4) and upload it using dropbox: <https://www.dropbox.com/request/R9ta4Ms9XoRYxLJIIR8>

If you would like to follow the instructions we have prepared you will need a computer with a webcam and microphone or a laptop or tablet with a built-in camera and microphone:

Step 1 – Prepare your slides using powerpoint or a similar program.

Step 2 – Prepare the talk that you want to give alongside your slides. Be sure to stay within the time limit!

Step 3 – Decide how you want to record your talk. We suggest using zoom.

Many people already have a zoom account from their university or workplace. If you do not have an account already you can make a free Basic account at <https://zoom.us/pricing>

Once you have a zoom account, when you are ready to record your presentation follow the steps below:

- 1) Open your presentation.

- 2) Start a zoom call.
- 3) If you are muted, click unmute (Figure 1 red arrow) and if your video camera is not on, click the *start video* symbol (Figure 1 yellow arrow).
- 4) Click Share Screen (Figure 1 blue arrow).
- 5) Select your presentation in the dialogue box that opens up (Figure 2 red arrow) and click share (blue arrow).
- 6) Make your presentation full screen (Figure 3 yellow arrow). You can resize the windows to make the video of yourself bigger or smaller as you prefer.
- 7) In the screen sharing menu click *More* (Figure 4 red arrow) then click *Record* or *Record on this Computer* (Figure 4 blue arrow).
(If the meeting control panel has disappeared from view, you can see it again by hovering your cursor over the green “You are screen sharing” bar.)
- 8) A red circle will show up in the menu (Figure 5 red arrow); this indicates you are being recorded.
- 9) Present your work. If you want to pause the recording use the menu (Figure 6 red and blue arrows).
- 10) When you are finished use the menu to stop the recording (Figure 6 red and blue arrows) and stop the screen share (Figure 6 yellow arrow), then end the meeting (Figure 7 red arrow).
- 11) Zoom will then convert the video and save it (Figure 8).
- 12) If you are using a PC you can find the saved mp4 file in Documents\zoom. If you are using a Mac you can find the file in Documents/Zoom/date-time-stamped-folder.
- 13) Feel free to edit your view if you want. Once you are happy with your presentation rename the file with the following format:
surname_BGATalk.mp4 (e.g., Jones_BGATalk.mp4) and upload it using dropbox: <https://www.dropbox.com/request/R9ta4Ms9XoRYyxLJIIR8>

Figure 1 - for a PC

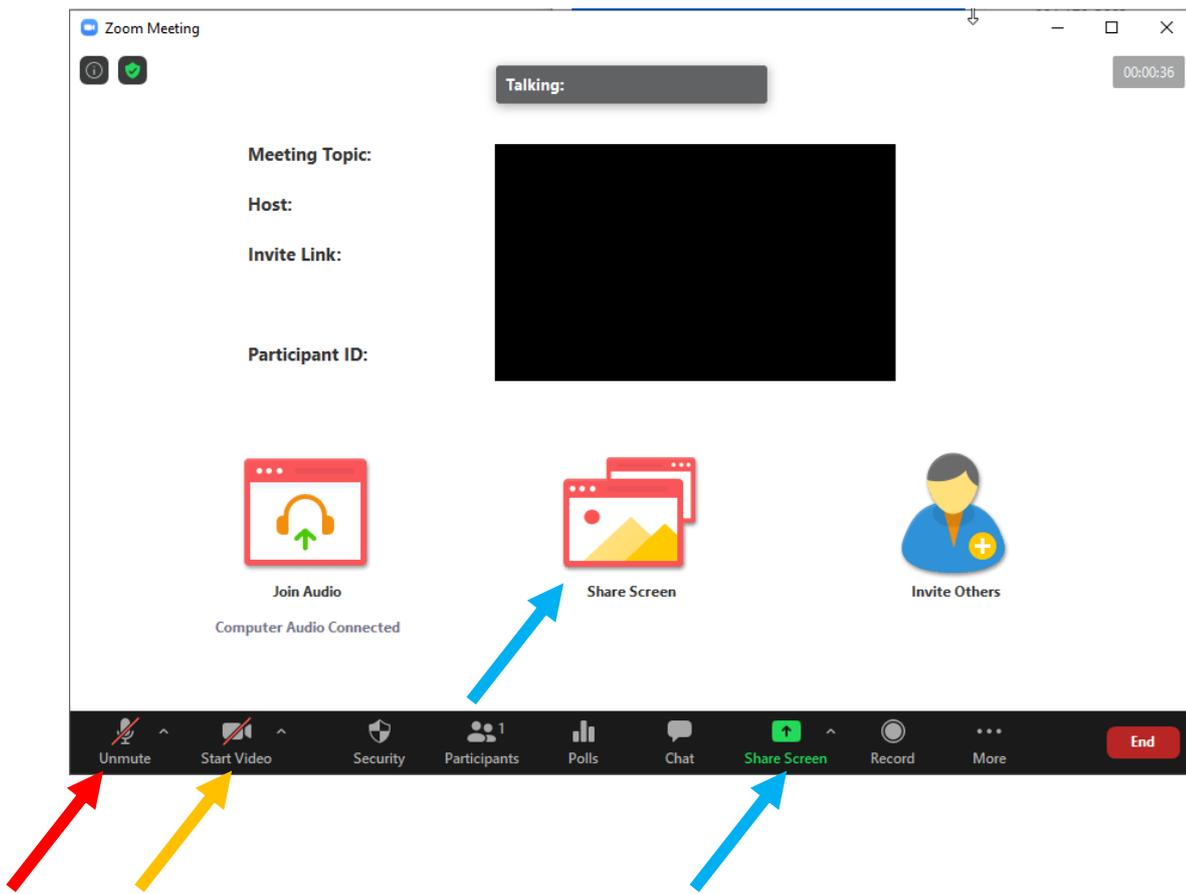


Figure 1 - for a Mac

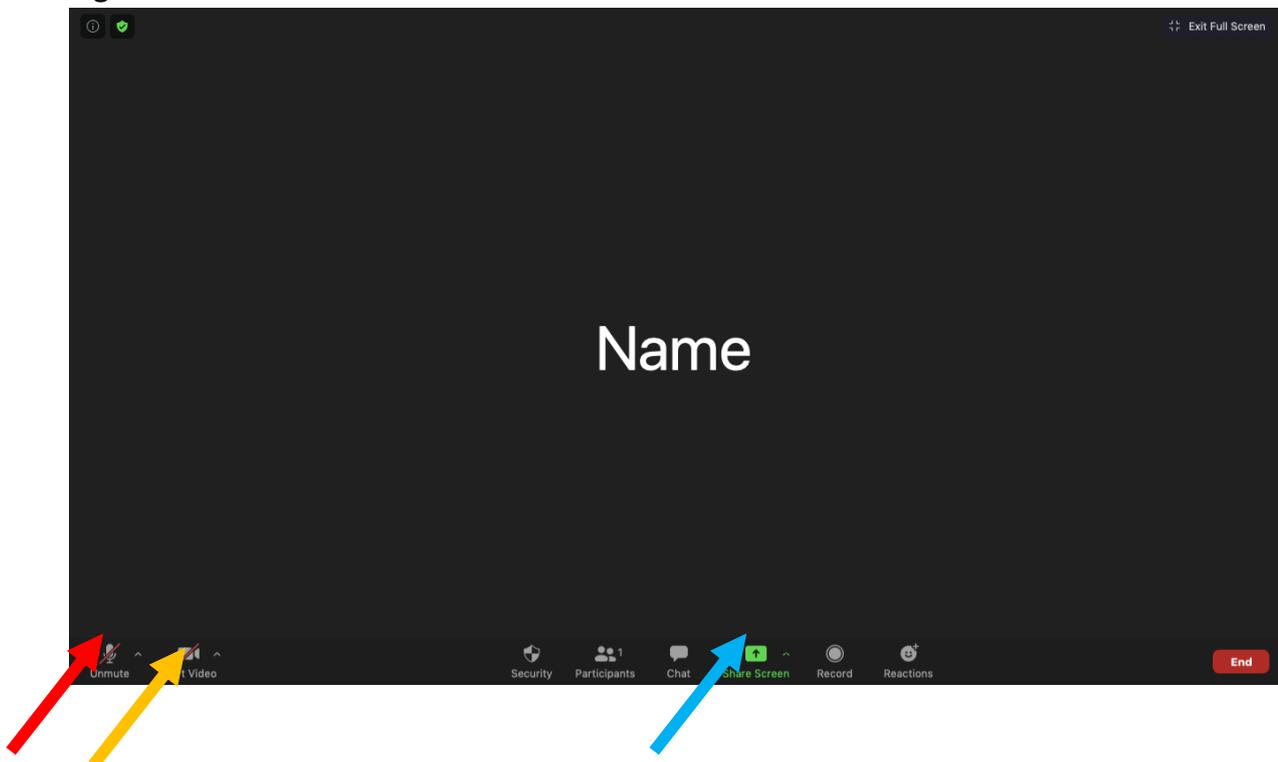


Figure 2

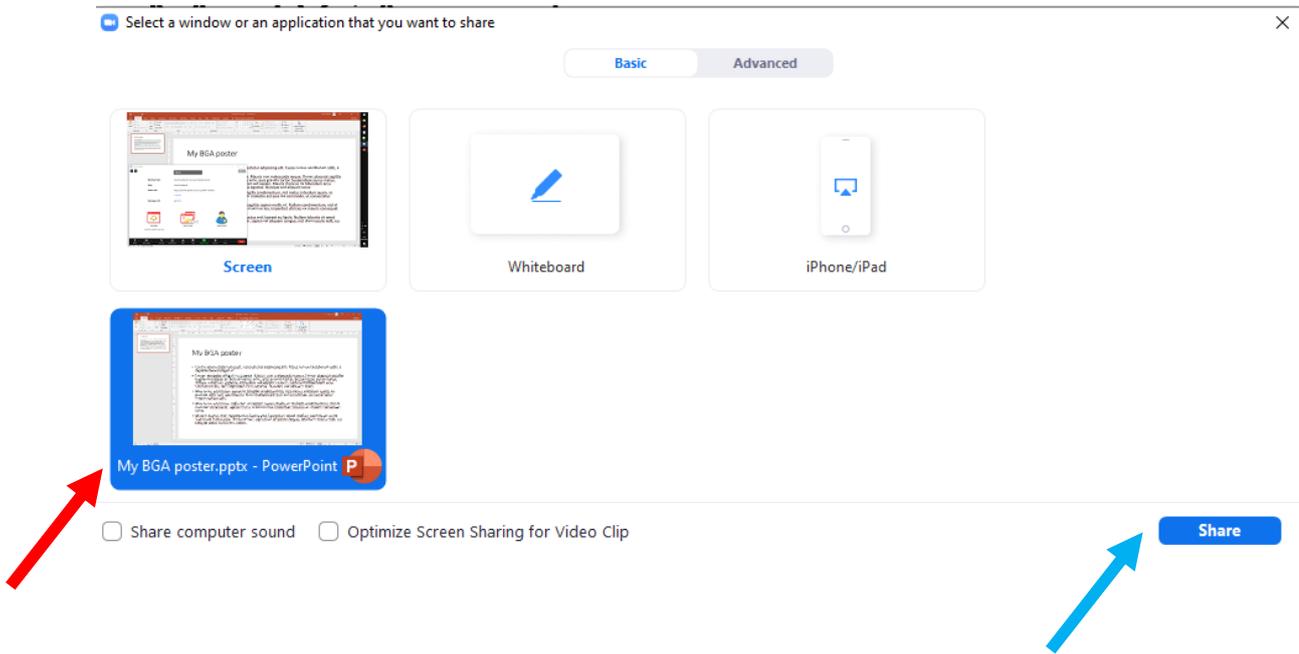


Figure 3 for a PC

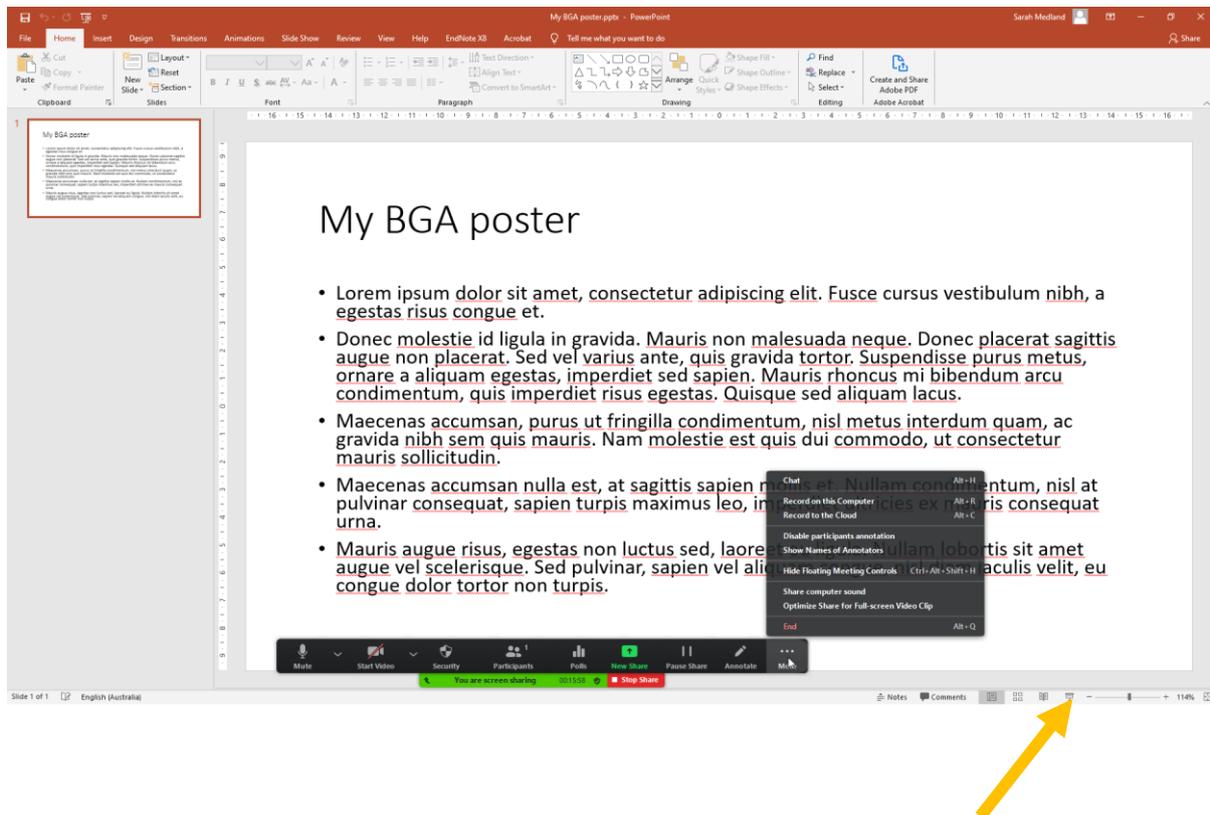


Figure 4 For a Mac

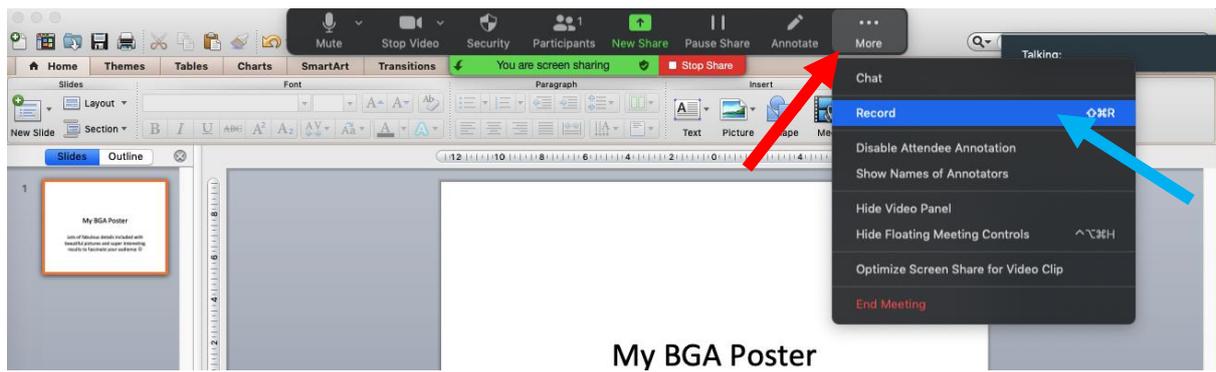


Figure 5



Figure 6

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consequat, sapien turpis maximus leo, imperdiet. Nullam condimentum
gue risus, egestas non luctus sed, laoreet eu ligula. Nullam lobortis
scelerisque. Sed pulvinar, sapien vel aliquam condimentum. Nullam lobortis
lor tortor non turpis.

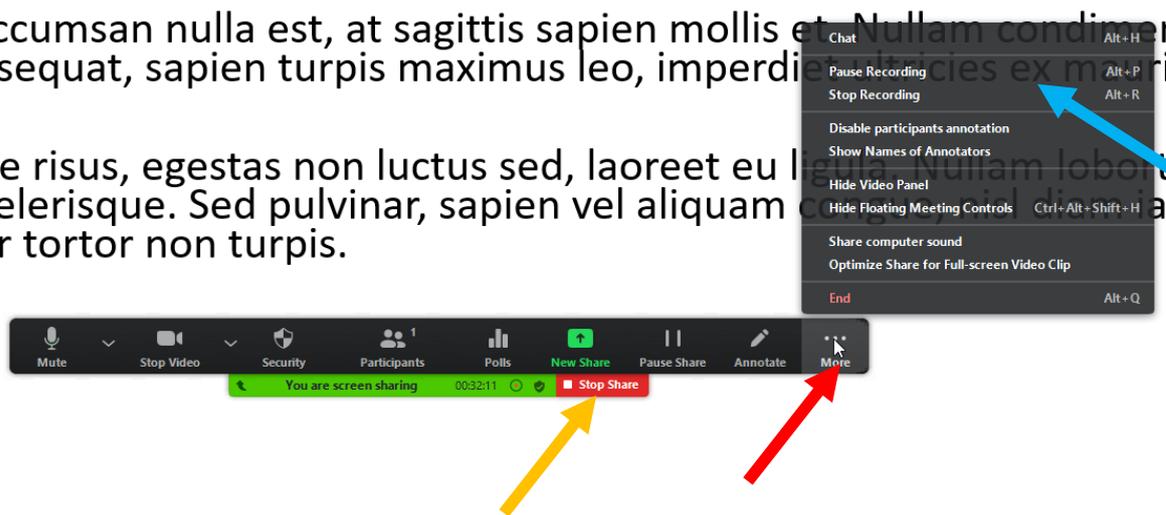


Figure 7

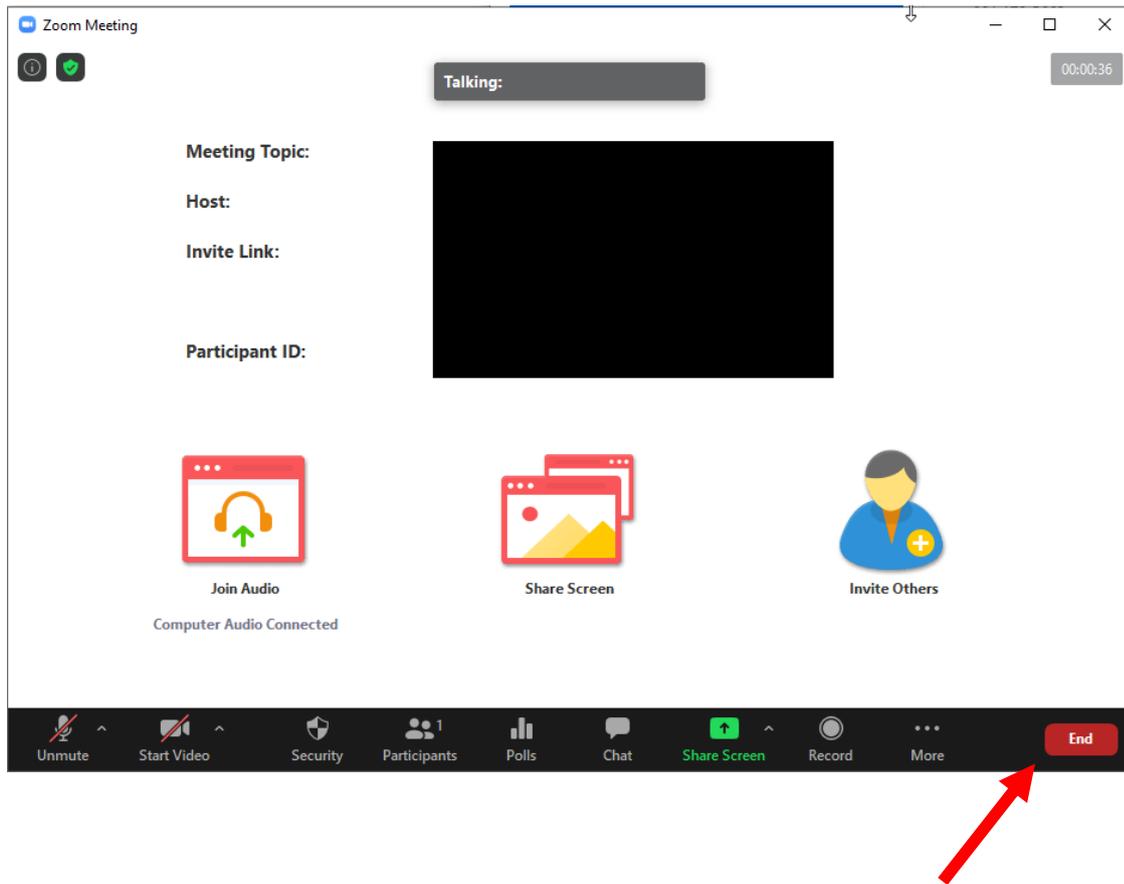


Figure 8

