

## Information for presenters

The meeting is being run as a meeting not a webinar – this means everyone uses the same link to access the meeting (there is no special presenter link).

You will be presenting live from your own computer. You will need to have access to a microphone and a webcam.

Please be aware that when you share your screen it is possible others may see your desktop, web browser and other files that you have open.

We will not be offering a call-in service by phone as this service has a pay per minute charge and we want to keep the costs for this meeting to a minimum.

We will not be allowing virtual backgrounds (as this uses too much bandwidth) and if there is a connection issue, we may need to turn off webcams to reduce bandwidth.

When using your webcam please be aware of what is behind you. Remember that you might stand up at some stage during the conference so consider this when deciding what to wear. Remember also that the conference proceedings are being recorded and will be made public.

If you choose not to use your webcam the name that you entered or the name associated with your zoom account will be displayed. Please check that the name displayed is correct as you will not be able to change this name during the call.

***What will happen during your session?*** We have organised the talks into sessions with breaks before the start of each block. Please be logged into the call by the time the break starts before your session. If you are speaking in the first session of the day please join the call 10 minutes early.

At the start of the break before your session please raise your hand to let the host know you are online (instructions on how to raise your hand are given below).

Before the session starts your host will add you as a co-host so that you will be able to present.

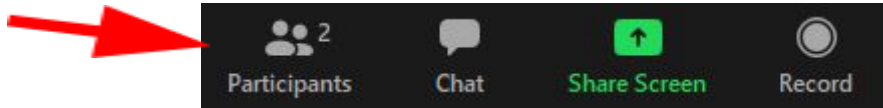
When it is your turn to present you will be able to unmute yourself, turn on screen sharing and select your presentation.

You will have 13 minutes to present.

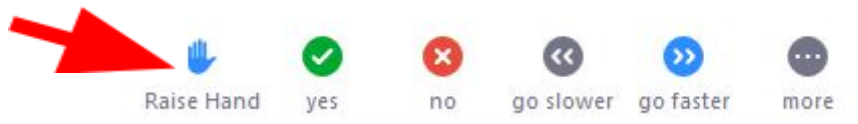
At the end of the presentation there will be five minutes for questions. One of the hosts will manage the questions for you and unmute attendees that wish to ask questions. If any questions are submitted via chat these questions will be read aloud by a host for you to respond to.

After you have presented, the host will remove you as a co-host and you will return to being an attendee.

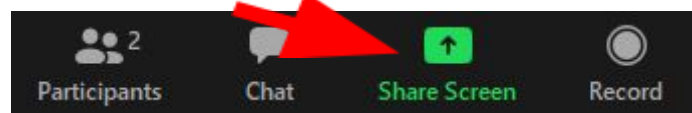
To raise your hand, click on the participants icon (this will usually be at the bottom or the top of your screen). You will only need to do this once and it should open up a side panel or a window which lists participants.



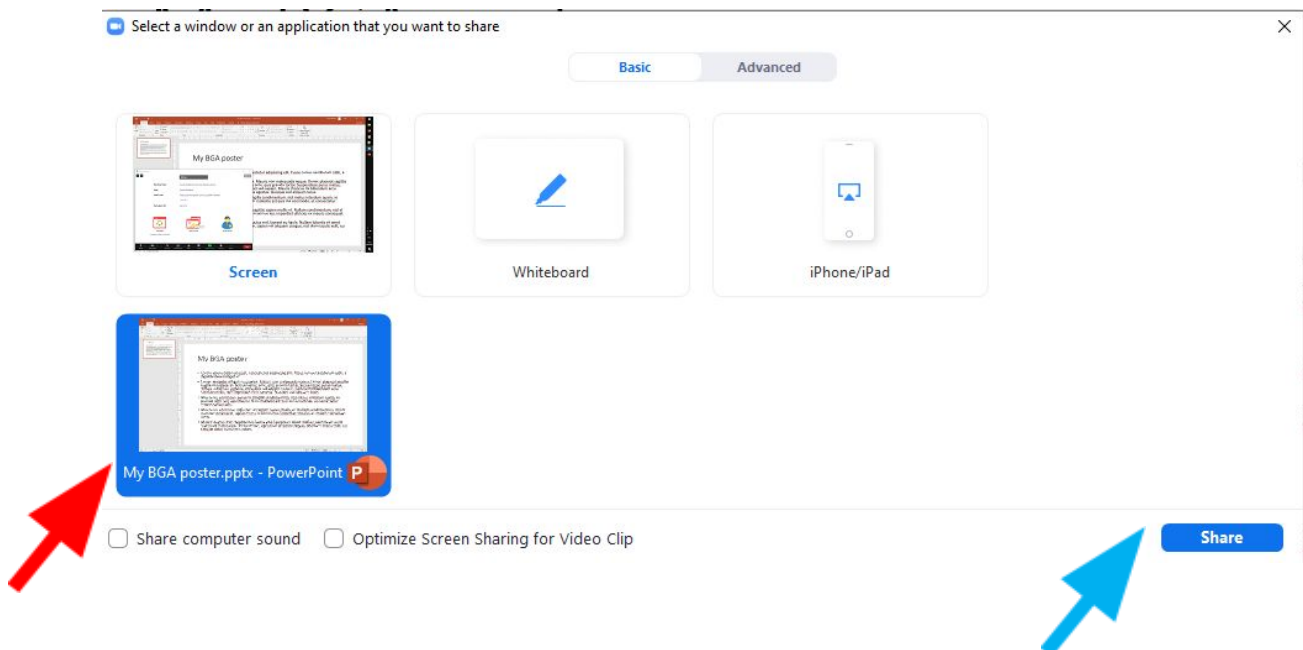
At the bottom of this will be a row of icons. To raise your hand click on the blue hand button. After you have finished asking your question the host will lower your hand and mute your microphone.



To share your screen, click on the share screen icon



This will bring up a window showing the 'screens' you can share. Select your presentation (red arrow) and once this is highlighted, click Share (blue arrow).



Once you have shared your screen make your presentation 'full-screen' and start presenting.

**Chatting:** If you need to get in touch with a host because there is a problem please chat or email [BehaviorGeneticsAssociation@gmail.com](mailto:BehaviorGeneticsAssociation@gmail.com)

We hope you enjoy the day. Thank you for joining us in this online meeting.

- BGA Exec