

# Digital Data 2021: Oral Presenter Guide

## Uploading your pre-recorded presentation:

All presentations should be uploaded to the following folder by **Friday, May 28**:

<https://drive.google.com/drive/folders/159ZyX3skj9fwE-rySQeCt5JGbJrMUL0v?usp=sharing>

Please use the format “LastName\_DD2021” when saving your file to the folder.

Pre-recorded presentations should be up to 10 minutes long. Mp4 file format is preferred. If you have trouble uploading your presentation, please contact Jill Goodwin ([jgoodwin@flmnh.ufl.edu](mailto:jgoodwin@flmnh.ufl.edu)).

## Moderators and Tech Support:

Each session will have a designated Moderator and a designated Tech Support person. If you have any questions or concerns before or during the event, please reach out.

A quick reference support staff document can be found here: <https://docs.google.com/spreadsheets/d/1AS67YenbFggm2mZQzpcWp-xJif7CHMadvEdplpmOz5U/edit?usp=sharing>

## Live sessions:

You will receive a special presenter link prior to the conference that will allow you direct access to the room you will be presenting in. Please try to join your session 10 mins prior to the session for a tech check. The Tech Support person will turn on your camera and give you the ability to use your microphone when it is your turn to present. You will then “Share Your Screen” and walk through your presentation. Sharing from Powerpoint or another presentation viewer rather than sharing your entire screen can help prevent unexpected pop-ups. You will be given 10 minutes for your presentation and then 5 additional minutes will be allotted for any questions from the audience. Attendees will ask the questions via the Q&A feature but the Tech Support person will choose which questions to ask of you and will ask you orally. You do not need to monitor the Q&A or Chat during your presentation.

## Zoom Security:

We will disable the use of cameras and mics for attendees to prevent “Zoom bombing” but if for any reason you feel uncomfortable by actions of any of the room attendees via Chat, contact the room Tech Support person. They can immediately remove this person from the room.

## Recommendations for speakers:

- We suggest the desktop client or mobile app, which use less bandwidth than Zoom in your browser. See Zoom help for more: <https://bit.ly/2RM0rzQ>.
- Please close all icons on your computer except for Zoom and your presentation to prevent any background noise.
- If you get disconnected – Don’t panic! and return to the room as soon as possible.
- You can edit your name and affiliation and add pronouns to your Zoom name.
- Keep your computer on a solid surface to avoid camera movement.
- Look directly into the camera while speaking, refrain from moving your head left or right.
- Use a headset to prevent background noise and feedback.
- Dress and act professionally as though it was an in person meeting.
- Try to face a window or light so your face is well lit.
- Mute your mic when you are not speaking.

- Verbally describe important images or figures.
- Avoid overuse of pronouns such as this/that/here, use descriptive language instead.
- Take your time speaking, don't rush through your slides.

**iDigBio Code of Conduct:** <https://www.idigbio.org/content/idigbio-code-conduct>

**Additional Virtual Meeting Resources:** <https://www.idigbio.org/content/virtual-meeting-resources>