



**Annual Meeting 2024**

10-13 December

Online

#BES2024

# VIRTUAL PRESENTER GUIDELINES

Congratulations on being accepted for a virtual poster or talk presentation at the British Ecological Society (BES) Virtual Annual Meeting 2024.

These instructions have been written to help you prepare and upload your presentation, so please ensure that you read them carefully.

## Timelines

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You should start preparing your presentation **now**, using the instructions in this document.

You will receive an email from our conference platform provider **Whova** by today, Thursday 14 November.

Once you receive the link, you will be able to submit a poster presentation only, or a poster presentation with a lightning talk.

You will then be required to upload your completed presentation onto the conference platform by **17:00 (GMT), Friday 22 November**.

Your presentation will be available to view on-demand throughout the main conference dates and for a further 3 months.

## Submitting Your Presentation

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You will receive an email from the Whova conference platform, with a unique link to upload your poster or talk. You can expect to receive this by today, Thursday 14 November 2024. Please check your spam or junk folder if you do not.

Your name, abstract title, and abstract will be auto filled. You will be required to add:

- A cover photo of your presentation that will be visible as a tile in the full list of virtual presentations. This can be a title slide or an engaging image to encourage people to view your presentation.
- Additional photos e.g. to emphasise specific graphics or images (optional).
- For **online posters**: A **PDF** of your poster.
- For **online talks**: A **YouTube/Vimeo link** to your video.
- You **do not** need to add additional presenters.

- You **do not** need to add a streaming link.

You will be required to upload your completed presentations onto the conference platform by **17:00 (GMT), Friday 22 November**.

The app will be launched to all 1,500 delegates on Tuesday 26 November. Please ensure all the information for your poster or talk is accurate to ensure you have the biggest possible reach when the conference begins.

## Online Posters

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You will need to prepare an **A4 PDF poster**.

- This can be in either landscape or portrait form, however **landscape** will be easier to view on a computer screen.
- This should be one side of A4 only.
- Ensure the PDF is high resolution.
- The minimum font size should be 9pt.

As well as the most common tools like Microsoft Office and Adobe, there are many free and low-cost online tools to design fresh, engaging posters, some examples are:

- [Canva](#)
- [DesignCap](#)
- [Piktochart](#)
- [Venngage](#)

You can also upload separate images to the virtual event platform if you would like to emphasise specific charts or figures.

Your presentation will be available on-demand during the conference week and a further 3 months for delegates to view in their own time.

All presentations will have a Q&A chat function.

## Online Talks

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You will need to prepare a **15-minute talk**.

- You can record your talk on Zoom or another video-recording device, such as a smartphone.
- Please make sure you have watched and listened to your recording before you submit it.
- Your talk can either be added as a **YouTube or Vimeo link** to the platform.
- You do not need to upload a PDF poster.

## Tips For Recording Your Video

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### Audio

- Turn off all other notifications on your computer or phone.
- Work from a quiet space free from distractions.

- Do a test video, replay it, and ensure you can hear your voice clearly.
- If you can, work in a carpeted room.
- Speak slower than you might do in person.

## Video

- Your camera is best at, or just above, eye level.
- Try to look into your camera to make eye contact with your audience.
- Don't use competing light sources. A couple of LED lights are a great way to light your face.
- Sit facing a light source (e.g. window), not with it behind you. Use natural light if you can.
- Try standing whilst presenting.
- Use a virtual background or blur your background if you are concerned about disruptions or privacy.

## Using Zoom

- Zoom is free to use. If you don't already have an account, you can easily [create one](#) by heading to their website and clicking the 'Sign up free' button.
- Once your account is set up, in the top right corner select 'Host' and choose 'With Video On'.
- To record the video, select 'More' on the toolbar and select 'Record on this computer'. The recording will be saved onto the computer you're using.
- If you wish to share your slides, you can select 'Share Screen' on the toolbar and further select the specific screen that you wish to share.
- Please watch your recording before submitting to make sure you are happy with it.

## Using your phone

- If you can't use Zoom, using a recording device like a smartphone is also an option.
- Make sure you record with your phone on its side (landscape) for best quality.
- Prop your phone up on a stable surface or on a tripod to avoid shakiness.
- Make sure your phone's microphone is not being covered or you may sound muffled.

## Uploading your video

- Videos can be uploaded to **Vimeo** or **YouTube** and then shared on the Whova platform.
- If you do not already have access to these services, [Vimeo](#) and [YouTube](#) accounts can be created for free.

## Accessibility Tips

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- Use simple, sans-serif fonts e.g. Arial, Verdana, Helvetica.
- Use large font sizes: size 24 minimum for slides, 9 minimum for PDF posters.
- Avoid all capital letters and instead use **bold** for emphasis.
- Use contrasting colours for background and text.
- Check that your figures are suitable for colour-blind viewers, such as by using the [Color Brewer 2 free online tool](#).
- Keep animations simple and do not use flashing GIFs.
- Spell out abbreviations and acronyms when first used.
- Speak slowly and clearly; if possible, ensure that your face can be seen clearly whilst you are speaking.
- Ensure you verbally talk about all displayed text and graphics – do not assume they can be read/seen.

- Check your PDF poster has searchable text (Microsoft Word automatically generates searchable PDFs. Alternatively, use the [Adobe function](#)).
- We encourage adding closed captions or subtitles to your videos where possible.

## Code of Conduct: Presenter Brief

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Please ensure you have read the conference [Code of Conduct](#).

## Social Media Policy

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Social media is a great way to connect with people around the world, to share ideas and create collaborations. We welcome you to post about your experiences. Please do use the hashtag **#BES2024!**

However, we understand that some people will not want their research broadcast. We respect that and have created a 'do not share' image for presenters to add to their poster/talk. We expect that fellow attendees will also respect such a request. We will explain the meaning of the 'do not share' image on social media, our website and in the joining instructions. If people do not include the 'do not share' image on their presentation, we will assume they are happy for their research to be shared publicly. If you would like to feature the 'do not share' image in your presentation, you can download it [here](#).



**We look forward to seeing your work at BES2024!**