Neutrino 2020 Speaker Tips and Instructions
June 22-July 2, 2020

We will be using Zoom Webinar to deliver the talks at Neutrino 2020. In this system, there are two roles and the URL you use to connect to the conference will define which role you have. The roles are:

- **Attendee**: This is how conference participants will connect to experience the talks.
- **Panelist**: This is how speakers will connect to deliver their talks. As a Panelist, you can share your audio, video, and screen share.

Please make sure that you have registered for the Neutrino 2020 conference. As a conference registrant, you will receive an email with a link to attend the conference in an **Attendee** role. You should use this link when attending all days other than the one you are speaking on.

For the session that you are presenting in, you must join the Neutrino 2020 conference webinar using the special link that will be emailed to you a day before your talk which includes your designation as a webinar **Panelist**. Please do not share your Panelist link with others so that you are uniquely identifiable. You must be a Panelist to give your talk and in order to share your slides and unmute yourself to speak.

Check List: Day of Your Talk
If you would like to double-check your audio, video, and/or slide sharing, we encourage you to please connect to the conference with your Panelist link at 6:30am CDT (UTC-5) on the day of your talk and we are happy to do a check with you before the conference starts. If this is an inconvenient time for you, we can also do a test (if you need) during one of the session breaks, but please note that if we do tests during the break, we will be broadcasting this to all of the Attendees.

☐ Join the conference using the **Panelist** link that you were sent by email ~14-18 hours before your talk.
☐ Please be connected for your entire session in case the talk order changes
☐ Use headphones, if possible, when giving your talk to improve audio quality
☐ Turn off your phone ringer and/or any audible email reminders
☐ Please remain muted while waiting for your turn to speak
☐ When the session chair calls for your talk, you should:
    ☐ Unmute your microphone
    ☐ Switch on transmission of your video
    ☐ Put your slides in full screen mode before screen sharing
    ☐ Use the ZOOM Share feature to broadcast your talk slides
    ☐ The chair will introduce you when the slides are full screen & shared
☐ After you have finished answering any questions posed by the session chair at the end of your talk, please:
    ☐ Stop sharing your slides
    ☐ Switch off transmission of your video
    ☐ Mute your microphone

Giving Your Talk
Please plan to give your talk from a quiet space isolated from noises from pets, family members, and others, if at all possible. Turn off phone ringers and be mindful of anything visually distracting in the background. Disable notifications on your computer. Try to keep the number of applications open to a minimum as they can often use up a lot of extra CPU.

Please upload your talk to Indico at least 18 hours before you are scheduled to present. People who are unable to participate in the live conference can therefore read the slides and submit questions to be answered at the end of your talk. We will also be recording all talks and hope to have them posted online on the same day the talk is given.

Please connect to the webinar in the break immediately before your session using the email that you received the day before your talk marking you as a **Panelist** and please come prepared to project your own slides. Speakers will be asked to share your screen on ZOOM so that you can control the progression of your presentation. As backup, we will have personnel ready to project your slides if there are any issues. After your session, you can enter the conference using the link in your Attendee email.

Pre-recording Your Talk
Our preference is to have speakers give their talks live, but if you need to pre-record your talk and have it played in your timeslot then please

1. Let us know you want to do this
2. Pre-record using zoom
3. Check the quality and duration of your recording
4. Upload the pre-recording to Indico well before 18 hours prior to your talk
5. Tell us that you have uploaded a pre-recording
6. Let us play the pre-recording to ensure a quality broadcast
7. Be available for questions at the end

Slides
You can use all of the common slide formats (powerpoint, pdf, keynote, etc). Please make sure you share the slides in full screen format. Zoom has some helpful instructions on screensharing powerpoint correctly.

Audio
Important: please use headphones if you have them - even the ones from your smartphone are better than using the built-in microphone on your computer. This will greatly improve the quality of your audio while giving your talk.

Video
Speakers will be asked to share your video so that you can be seen while giving your talk. Some tips:

- Check to see what's behind you. Make sure it's not too distracting to the audience. Windows or bright white walls in the background are often a challenge for webcams.
- You can also create a background to cover up the environment behind you.
  - ZOOM virtual background instructions
  - If you use a background, please avoid wearing a white or green shirt as the background will show up on your clothes.

Bandwidth and Internet Connectivity
Please check your setup ahead of time and make contingency plans if your setup fails during your live presentation. For example, if you start experiencing bandwidth issues during your talk, be prepared to switch off your video and just use your computer's audio. Keep a phone and the ZOOM phone dial-in number handy in the event that you lose internet connectivity during your talk. You can rejoin the webinar from a phone line. Both the internet and phone connections will be sent to you in a single email as your **Panelist** invite to the webinar. Please note that people who join by phone may be charged by their phone carrier. Costs vary depending on country and are paid by the minute – so they can grow quite fast.

Communications with Conference Organizers
We will be broadcasting live to all conference attendees, so if you have a question for us, please do not unmute and ask your question while connected ZOOM. Please use the Chat feature on the ZOOM webinar to communicate with the conference organizers if you have questions or need help during your session. Please take care to select that your Chat is sent to "all Panelists" and <u>not</u> "all Panelists and Attendees". If you select the latter, your chat will be broadcast to all of the conference attendees.

Answering Questions After Your Talk
Conference attendees will have the ability to ask questions via a live Q&A window in ZOOM during the conference. You do not need to worry about the Q&A window. Our staff will be monitoring this list and the session chair will read the questions out loud to you after your talk for you to answer. Please include page numbers on your slides so that conference participants can reference them when asking questions. Please also be sure to check the Neutrino 2020 Slack channel after your talk. Participants will be encouraged to get in touch with speakers on Slack if they have further questions or comments.