BRIEFING PRESENTERS AND CHAIRS @HOME

**TIMESCHEDULE**

<table>
<thead>
<tr>
<th>Time</th>
<th>Details</th>
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<tbody>
<tr>
<td>Rehearsal</td>
<td>Monday 21 September 2020, 14:00 hrs during the online workshop and training for all speakers. Please confirm your presence via: <a href="mailto:biophysics@nwo.nl">biophysics@nwo.nl</a> After registration you will receive a link.</td>
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<tr>
<td>Deadline requested input (see below)</td>
<td>Friday 25 September 2020.</td>
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<tr>
<td>Arrival</td>
<td>30 minutes before the start of the presentation the waiting room will be enabled. Please enter 30 minutes before your session starts.</td>
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**Remote (home/office) presentation:**

In the next two weeks, you will receive additional and detailed manuals on how to present online on our platform. We will make the platform as accessible as possible, so it will be easy for you to work with.

Make sure that you use the best internet available to you, preferably cabled. An external camera and microphone give the most optimal results.

For any queries please contact us via biophysics@NWO.NL.

**REQUESTS**

- Please prepare 5 questions related to your talk. If there are only a few questions from the audience, the moderator/chair can pose these.
- Since we are relying on the internet, we request, as a precaution, that you send us a video (mp4) in landscape of your presentation as a backup.

Please send your input before 25 September to biophysics@NWO.NL.

**INSTRUCTIONS**

Plenary presentations are limited to 40 minutes including 5 to 10 minutes for questions and discussion. Parallel presentations are limited to 15 minutes including 5 minutes for discussion. The large number of parallel sessions make it essential that speakers and session chairpersons work together to keep the timing of the individual sessions accurate and synchronized.

Instructions for presenters:

1. Please test your desktop or laptop and presentation before the session.
2. Make sure your audio is functional and of good quality. We advise to use an external microphone if possible.
3. Make sure your camera angle is set up well, we advise to use an external camera where you can look straight into the camera.
4. Make sure you are visible and that there is proper lighting (preferably daylight).
5. Please take the time to carefully introduce the subject of your talk. The audience consists of a mix of biologists and physicists, who may not be fully aware of the latest developments in your field, be it from a biological or physical point of view.
6. Use a clear font in your PowerPoint presentation.
7. Be prepared to stop on the exact time and/or when the session chair signals you are out of time.
Extra notes for session chairs:
1. Please arrive in the presentation room at least 15 minutes before the start of the session.
2. Briefly introduce yourself at the beginning of the session.
3. Start the session on time and announce the first presenter. Keep in mind that the session has to end on time and that the last speaker has as much right to an audience and time for discussion as the first speaker.
4. Timing is the responsibility of the session chair. The purpose of timing is to allow participants to move from one session to another and to be able to rely on the exact time of each presentation. Speakers should be asked to stop when their allotted time is up.
5. In case of technical problems with a presentation, clearly communicate to the audience what is happening. In case the presenter is broadcasting from home, the organisation will contact the presenter and will try to fix things in time. If this takes too long please inform the audience that the presentation will be available within the platform shortly. In case of minor audio/visual problems the Q&A can start via the chat if this is still working.
6. If a presentation has been cancelled or a presenter does not show up, allow the previous discussion to continue or suspend the session until it is time for the next scheduled presentation.

GENERAL TIPS: HOW TO GIVE A PROPER ONLINE PRESENTATION?

1. Technique
   - Make sure you have a stable internet connection. Preferably choose to connect via cable instead of WiFi.
   - Test your microphone (an external microphone is preferred over a built-in microphone).
   - Test your webcam (an external webcam is preferred over a built-in webcam webcam).

2. Proper lighting, sound & background is half the work
   Provide proper lighting. Put an extra lamp next to your screen or sit facing a window.
   Keep your background neutral to avoid distraction.
   If you prefer the sound with your earplugs and your microphone on your earplug, feel free to do so.

3. Time management
   Time management is key! Rehearse and time your presentation to make sure you do not go over your allotted time in order to have time for discussion and questions. The timing of the session will also be monitored by the session chair. Presenters will be asked by the chair to stop when their allotted time is up.

4. Connect
   - Regularly look into the camera.
   - Alternate between presentation mode vs. full screen.
   - Add interactive questions to your presentation (using the chat function, or polls).
   - Involve the audience by addressing them personally.

5. Convey your (core) message
   Use the art of repetition for maximum involvement.
   Set concrete goals at the beginning of your presentation. Link back to this continuously.
   What do you want to convey in 10 minutes?

The message comes across better if you:
   - Articulate clearly.
   - Include short pauses (so the audience has time to keep up with you).
   - Move while talking (not too wild).
   - Look into the camera.
6. Anticipate Murphy's Law
If your internet, sound or camera fails; no stress.
If the audience has missed something: give a short recap. In case it is not possible to fix your sound or camera problems, inform (by chat) the audience that the presentation will be available within the platform shortly.