

Speaker Guidance for RCPCH Online events using Zoom Webinars

Key requirements

- ✳ To present on the Zoom meeting you will need to use a laptop/desktop that has a microphone and webcam
- ✳ We would recommend installing the Zoom desktop client on Windows or macOS, version 5.3.0 or higher

Joining the Zoom Webinar

- ✳ You will receive an email from us with your 'Panellist' (speaker) link to join the Zoom Webinar.
- ✳ Before you connect to the Zoom webinar, have the PowerPoint presentation open on your desktop, **NOT** in presenter/full screen mode. You only put your presentation into full screen presenter mode when you are ready to present.
- ✳ Close all other windows/apps, especially emails.
- ✳ If you are unfamiliar with Zoom you can find out more [here](#) and also practice joining a meeting [here](#).

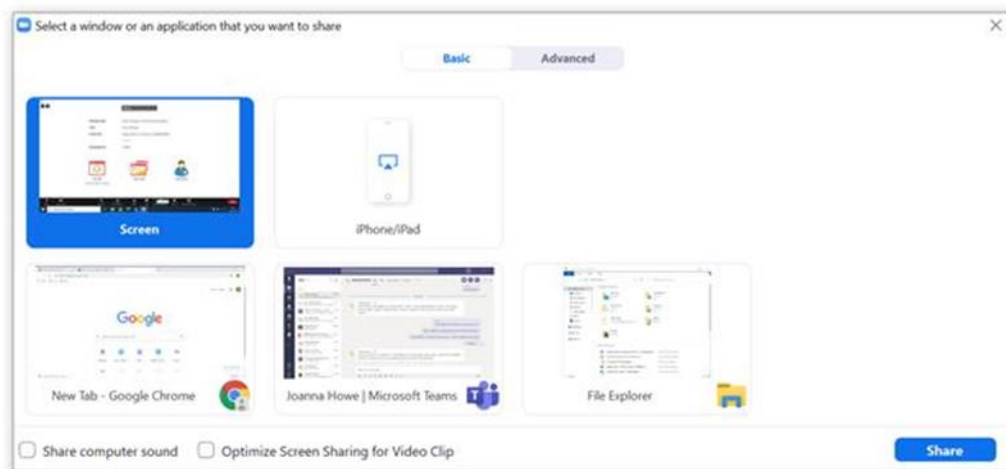
Online etiquette

- ✳ You **must** always remain muted and have your video turned off when you are not presenting or answering during the Q&A. Remember that any audio from speakers who are unmuted will be heard on the live event.
- ✳ You will be able to communicate with the Chair and Host (a member of the events team) via a speaker chat box. **Please do not speak to others whilst the event is live, all communication must be in writing via the chat box.**
- ✳ When you are presenting, your video will appear in a thumbnail window alongside your presentation. If you do not wish to be visible whilst presenting, please ensure that your video camera is switched off.
- ✳ You can leave the event at any point by simply selecting 'Leave Meeting'. If you need to leave before the end of the event, please let the host know by writing in the chat box.

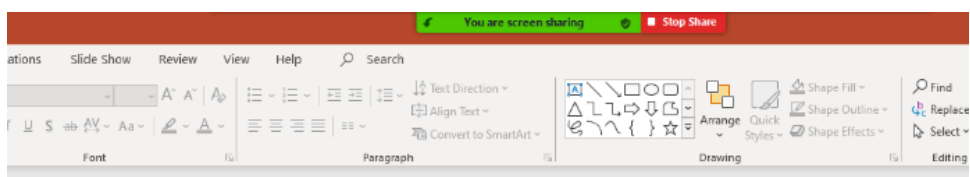
Sharing your screen with the audience (presenting)

- ✳ **Please email us any slides and/or videos 48 hours prior to the event.** This will be a backup in case you have trouble sharing your screen

- ✦ So that you can control your own slides you will need to have your presentation loaded on your desktop in advance, and when it is your turn to present you will need to share your screen. **Close any windows you do not need.**
- ✦ When it is your turn to present you simply need to click the 'Share Screen' button.
- ✦ Select the first box (as below), and this will share your desktop, meaning that you can easily move between PowerPoint and any other windows you need to.
- ✦ **If you will be playing any videos or audio as part of your presentation you must tick the 'Share computer sound' box (which you can see in the screenshot below). If you do not do this no audio will be heard by the audience. Also select 'optimise screen sharing for video clip'.**



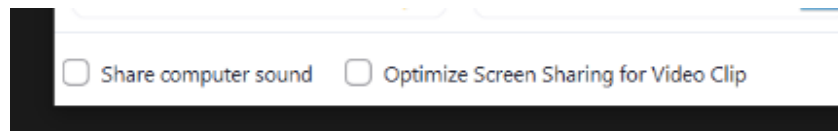
- ✦ You will know that you are successfully sharing your screen when you see a green line around your screen and a green toolbar at the top of your screen 'You are screen sharing'. This will also allow you to 'Stop Share'.



- ✦ **Please wait until called upon by the chair to share your screen and unmute your microphone.** The chair will thank the outgoing speaker and start to introduce you. They will then indicate when they are ready for you to start presenting.
- ✦ If there are any issues whilst you are presenting (i.e. audio, screen sharing) the chair will let you know.
- ✦ When you have finished your presentation and answered any questions, click 'Stop Share' and mute yourself. The chair will introduce the next speaker and move on.

Presentation format and using videos in your presentation

- * We recommend that all presentations are put together using PowerPoint.
- * If you will be playing any videos or audio as part of your presentation you **must** select 'Share computer sound' (as below). If you do not do this no audio will be heard by the audience. This option will appear at the same stage you select which window you wish to share.



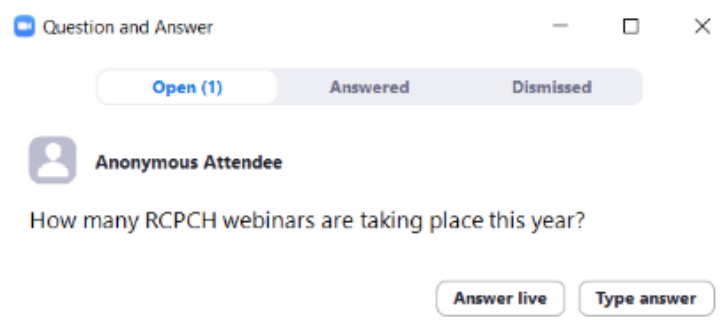
- * We advise against playing videos if possible, as good video playback quality and speed will be very reliant on a strong internet connection of both the speaker and viewer. If you do plan to use a video please ensure that it is not an integral part of your presentation, just in case you have any issues playing it.

Live Polling

Zoom Webinars allows live polling, which can help stimulate audience interactivity. If you would like to run any polls as part of your presentation this will need to be setup by the Conference team in advance of the event. Please email any poll questions and answers to us at the latest of **48 hours prior to your event date**. We will be unable to guarantee inclusion of any poll requests received after this time.

Will I be asked questions?

- * All presenters will be given the opportunity to take questions providing that the programme is running to time.
- * Depending on how your programme has been formatted, the Chair for your session will advise during the practice session whether they will be putting questions to you straight after your presentation, or whether you will need to reconvene for a speaker panel at the end.
- * The audience will be able to send in questions via a Q&A chat box, and the Chair will select which ones to ask live. Once you have finished your presentation you have the option to respond (in writing) directly to any other questions in the Q&A box, should you wish to (screenshot to right). This is not compulsory though.



- * If you do not wish to be asked questions please let the Chair know at the start during the practice session, or email us in advance at events@rcpch.ac.uk

Who can I contact if have any issues on the day?

- * Email events@rcpch.ac.uk and mark your email as 'High Importance' - a member of the Events team will be closely monitoring this inbox in the lead up to and for the duration of all of the online events.
- * Once you are online and the event is live you can communicate with the Host via the speaker chat box in Zoom.

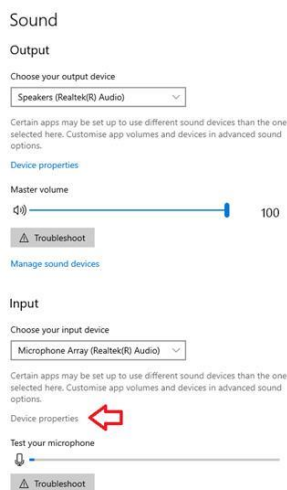
Troubleshooting

To fix your Zoom audio:

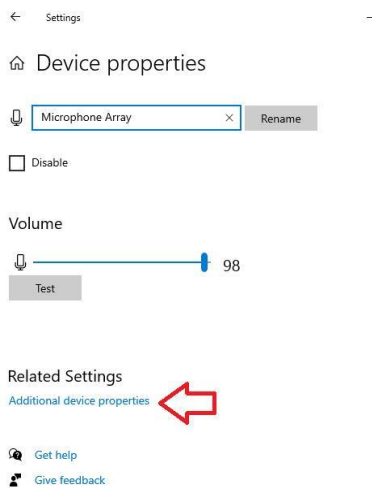
This issue can be resolved by disabling the options "**Allow applications to take exclusive control of this device**" and "**Enable audio enhancement**" in the advanced options of the microphone.

Press the **Start** button or **Windows logo Key**, then type in **Sound Settings** and press enter.

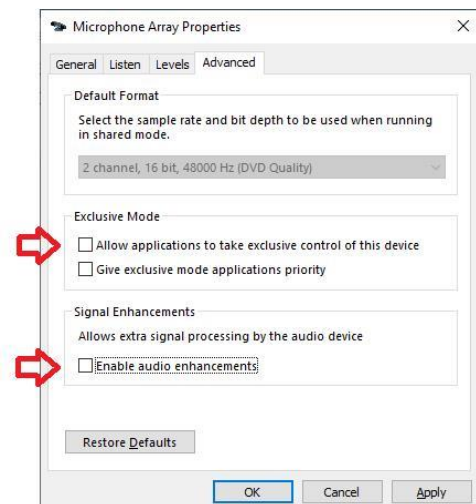
In the next window, scroll down to the **Input** section click on "**Device properties**".



Next click on **“Additional device properties”**.



Click on the **Advanced** tab and then **uncheck** the options **"Allow applications to take exclusive control of this device"** and **"Enable audio enhancements."** and click **OK** then close all the windows.



what if I have trouble joining the event or if my internet cuts out?

- ✦ If you have trouble joining the event, please refer to the [Zoom support page](#) where you can find FAQs and technical troubleshooting tips (audio issues etc). We recommend that if you have not used Zoom before you join their ‘test meeting’ in your own time. You can do this and find out more information [here](#).
- ✦ Allow yourself plenty of time and make sure that you join the practice session at the specified time, just in case you experience any delays with signing in.
- ✦ If you continue to have difficulty signing in please email events@rcpch.ac.uk reporting your issue and giving us your contact number, and a member of the team will call you.
- ✦ If you have any connectivity issues whilst you are presenting, please don't panic. Check your internet connection and try to reconnect and re-join the meeting.
- ✦ If for any reason you are unable to re-join the meeting please email events@rcpch.ac.uk to let the team know.