

## Top tips for presenting at the Spheres of Singing online conference

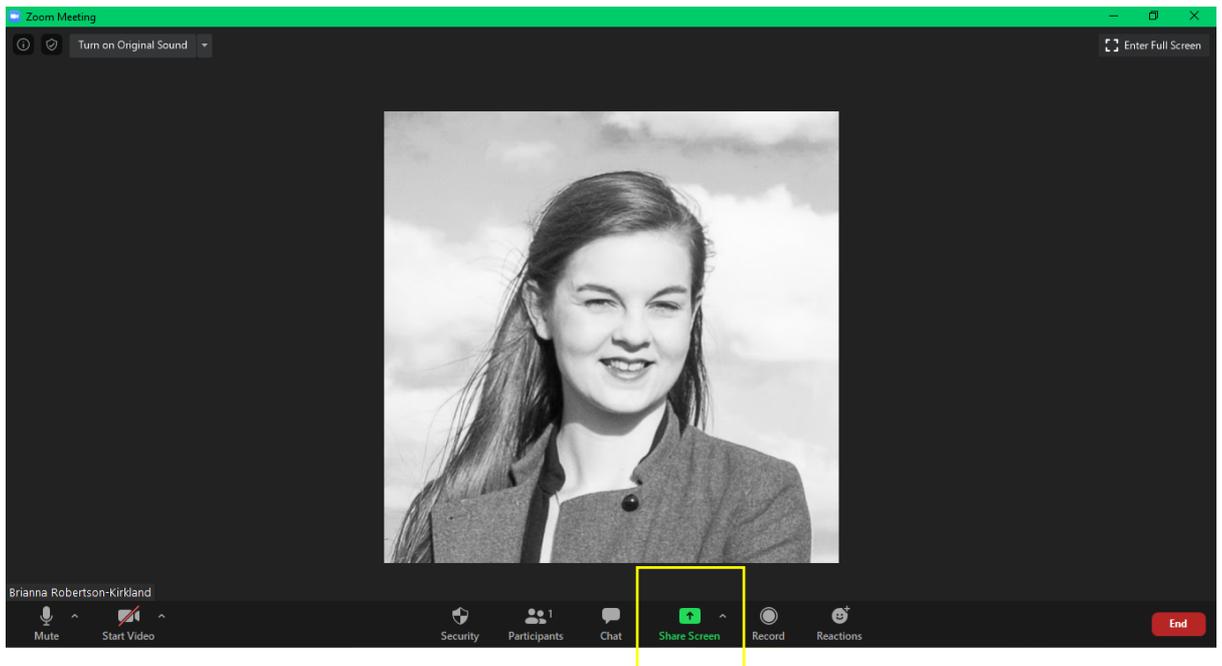
First of all, the conference team would like to thank you for agreeing to present at this event. We recognise that this may be your first time giving a conference presentation. Even if you are a seasoned conference-attendee, this might be your first time presenting online, so we want to pull together our top tips for presenting.

### 1. Presenting on Zoom

Zoom is a versatile digital platform that allows speakers to present live over video and they can share slides and videos. Participants can even ask questions using the chat box. Our chairs are on hand to facilitate the discussion, but speakers can present their presentation using Power Point or Prezi just as they would at any other conference.

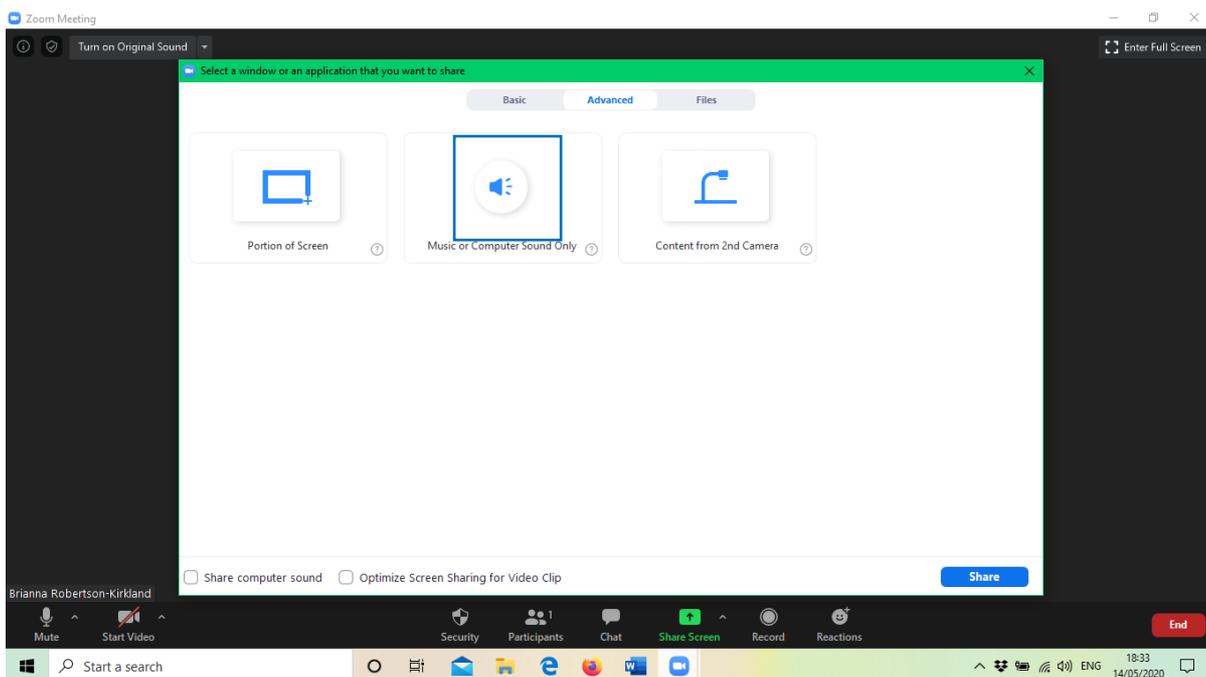
Before sharing your slides, it is a good idea to open them on your computer first, and close other files and windows if possible.

This is the button to click to share screen:

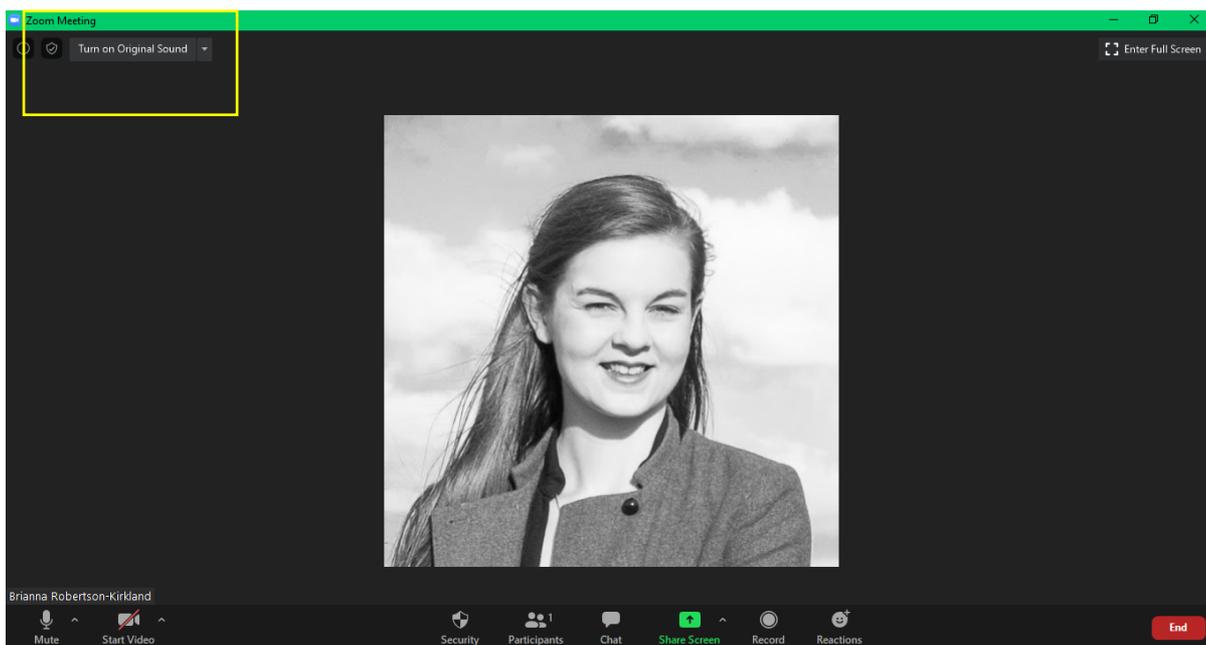


If your slides are open, they should appear at the top. Click on the slides and all of the viewers will be able to see them.

If you plan to play audio, make sure you have selected share system audio. This can be found under 'Share screen > Advanced'.



Click 'turn on Original Audio' for better sound quality:



## 2. Accessibility and slides

- We want to ensure the conference is an enjoyable experience for everyone, so here are some best practice recommendations when preparing slides:
- If you are including text on your slides, use it sparingly and read it out during the presentation.

Top tips for presenting

- If you decide to include images on the slides, incorporate Alt text (a one or two sentence description to accompany the image) or verbally describe the image in the presentation. This is extremely important not only for people with visual impairments, but also those who are neurally diverse.
- Try to avoid dark backgrounds with light text. These can be tiring on the eyes and it may be difficult for screen readers and other accessibility devices to navigate them. Instead, try using the provided templates in PowerPoint. These are pre-approved for screen readers and other accessibility devices.
- Also try to avoid using Red and Green to highlight or emphasise anything on the slides.
- If you would like more specific information on creating accessible slides, Microsoft have prepared some detailed guidance: <https://support.microsoft.com/en-ie/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25>

### 3. Reading or vamping a presentation?

It is entirely up to you if you wish to fully type out and read your presentation, or if you want to prepare bullet points and vamp. Whatever you decide to do, we recommend speaking a little more slowly than you typically might and ensure the presentation runs to time. Keep a timer or clock nearby and please be aware our chairs will indicate when you have 2-minutes left before the end of the presentation. If you do run over, the chair is permitted to step in and ask the presenter to make a final conclusive statement.

### 4. Technology worries

Though it might be difficult, try not to worry too much about the technology. The chair will give you the chance at the start of the session to check your slides and your audio. If there is a problem, the conference team will be on hand to help with any technical difficulties. Here are a couple of things that may help to prevent technology woes:

- Plug in your device so it doesn't run out of charge mid presentation.
- If you can, use headphones with a microphone. This helps to remove extraneous noise and it will prevent feedback.
- If your internet bandwidth is struggling, try turning off the Wifi on devices that are not in use. You can also turn off your video on Zoom. This will not prevent you sharing your slides.
- If all else fails, please get in touch with the conference team via our email: <spheres-of-singing@glasgow.ac.uk>;

We hope this guide has been useful. If you have any other queries, please feel free to get in touch.

Thank you.