AEGT2021 Presenter Information
(as of April 23, 2021)

General Information
AEGT will use a Zoom-based virtual conference platform. Each presentation will be assigned a unique link that conference registrants will select to join. Presenters will be designated as hosts or co-hosts so that the *Share Screen* function (see below) of Zoom can be used.

Please note that all conference sessions will be *automatically recorded* and accessible to conference registrants until September 30, 2021. This feature of AEGT2021 is valuable because it will permit delegates to view your presentation even if they are unable to attend your session due to scheduling conflicts or time-zone differences that make attending your scheduled session difficult or impossible. It is very important that all presenters sign and return the ***Speaker Release Form*** to AEGT.conference@ubc.ca by ***May 10***. The release form is attached and is also available on the "For Presenters" tab of the AEGT2021 website.

We recommend that all those participating in the conference install the newest version of the app (Zoom client) on the laptop or desktop they will be using during the conference. You do not need to have a Zoom account to do this or to participate in the conference, but basic Zoom accounts are free and allow you to record your presentation if you wish. Versions of the Zoom client for different operating systems—and mobile phones—can be found at here although we ***do not*** recommend using a mobile phone or tablet for conference participation.

If you are not familiar with Zoom, you can find training videos and additional information by following this link or on the Zoom site in your own country.

Pay particular attention to the following features of Zoom:
- **Audio and video settings** are accessed by clicking on the "up arrow" (^) to the right of the microphone and camera icons, although the locations and options might vary depending on the version you are using. To mute your microphone or start or stop your video camera, click on the icon. Headphones or earbuds with integrated microphones are recommended for clearest audio. *Muting microphones when not speaking is always recommended.*
- **Share Screen** allows hosts or co-hosts to share what is on their screens with other participants. If you are using this feature for your presentation—as most presenters will—practice before your session so you are sure how it works and that your presentation runs smoothly.
- **Chat** allows participants to post questions or comments to the entire group and to send messages to one another. The Q&A/discussion portion of your presentation may be conducted, at least in part, via Chat where questions or comments will be posted with the expectation that you will be aware of them and respond when appropriate.
- **Breakout Rooms** can be created to have participants work in smaller groups. We only recommend using this if you have some experience using this feature. Please email AEGT.conference@ubc.ca with the number of breakout rooms you require by ***May 15***. This will allow you to manually assign participants during your session to one of the pre-

created breakout rooms. Thought should be given to the time it may take to manually assign delegates to breakout rooms based on how many participants will likely be in your session.

Preparing for Your Presentation

There will be five types of virtual research presentations at AEGT2021: papers, roundtables, panels, posters, and symposia. Papers, roundtables, panels and posters will each be allocated a *40-minute session* including questions and answers (Q&A)/discussion. Each symposium is allocated a *90-minute session*.

Papers: We highly recommend, but will not require, that those presenting papers pre-record their presentations (see below), showing slides/visuals plus an image—if possible—of the presenter who is narrating. We suggest using no more than half the allotted time for your presentation followed by Q&A/discussion.

Roundtables: These are generally less formal than paper sessions, but in a virtual space, having a brief presentation to set the stage for discussion is recommended. You can pre-record your presentation (see below) or present it "live." Because the purpose of a roundtable is to discuss research that is not yet completed or a research-related issue, discussion should consume most of the allotted 40 minutes.

Panels: All panel sessions should have a designated moderator who will be responsible for introducing panelists, monitoring the time, and moderating the Q&A/discussion following the presentations. If a panelist wishes to pre-record their contribution, that can be played during their portion of the session. But care should be taken to not infringe on the time allocated to other panelists.

Posters: Poster presenters are expected to be present in their assigned virtual space during the 40-minute time slot they are assigned. The scheduled session for posters provides an opportunity for author(s) to engage in real time with interested conference participants. You can display your poster via Zoom when your session begins and then provide a brief presentation to set the stage for discussion. Please submit a one-page PDF of your poster to AEGT.conference@ubc.ca with "AEGT2021" in the subject line by *May 15*.

Symposia: These 90-minute sessions involve multiple speakers presenting different viewpoints on a common theme or topic. As with panels, a moderator should be designated from among the presenters to introduce speakers, monitor the time and moderate the Q&A/discussion. If a symposium speaker wishes to pre-record their contribution, that recording can be played during their portion of the session. As with panels, care should be taken to not infringe on the time allocated to other speakers.

Recording Your Presentation

You can record your presentation if you have a Zoom account by using *Share Screen* and the *Record on this Computer* option in the *More* menu. This will save the video file to your computer which you can then play back during your presentation. There are many videos online that explain how to do this including this one if your presentation is in PowerPoint. You can search for "Recording a presentation with Zoom" for more options.

You can also record your presentation in PowerPoint using the "Record Slide Show" function. There are also many videos online that explain this process including this one. More can be found by searching online for "Record a PowerPoint presentation with narration."

A third option is to record using Panopto Express, a free video and screen recorder. Information on using Panopto for recording a PowerPoint presentation can be found at this link.

Technical Support
Several kinds of technical support will be available during the conference including Zoom-savvy volunteers who can answer questions and help to solve technical problems you may encounter. We will be providing more details on how to access technical support just prior to the start of the conference.

Scheduling Presentations
Scheduling sessions with presenters from all over the world across many time-zones is challenging. We are using address information provided at the time of registration to inform our scheduling decisions. We recognize—and apologize in advance—that some delegates may have to stay up late or get up early to make their presentations, but that's a difficult problem to solve. A detailed conference schedule will be posted to the "Program" tab on the conference website shortly, but check periodically for updates.

Our Conference Partner
We are working closely with UBC's Conferences and Accommodations (C&A) staff who are working directly with the provider of the virtual conference platform, Ungerboeck. C&A will be collecting all Speaker Release forms, entering presentation details into the platform, and uploading any documents—or links to documents and other media—that presenters wish to have accessible during and following their session. Please submit all supporting materials to AEGT.conference@ubc.ca by *May 15*.