

2023 SRHE Conference, 4th December 2023

Guidelines for online presenters

Conference Platform: *Oxford Abstracts* is the software we are using to manage our online conference, and all sessions on Monday 4th December will be run using Zoom. Once you have registered for the conference, you will receive an e-mail from *Oxford Abstracts* inviting you to sign in and view the timetable. This is where you will find details for all sessions, including presentation titles, abstracts, authors/presenters, and Zoom links.

Zoom links will be available on the Oxford Abstracts program the week prior to the event. We will also circulate the Zoom links for the online conference sessions the evening prior the event, so that you have a backup.

If you are unfamiliar with Zoom, please be assured that support will be available throughout the conference via our specialist IT partner, NomadIT.

To successfully participate in the panel sessions, please read the following:

1) Individual paper presenters

- Paper presenters have been grouped into panel sessions of 2-3 presentations, organised by overlapping research interests, methods, or subject areas.
- Individual presenters have each been allocated **20 minutes** for their paper followed by **10 minutes** for Q&A; this will be led by an assigned chair.
- Each individual session will be chaired by an appointed individual whose role is to manage the time and ensure the session runs smoothly and punctually allowing enough time for discussion and questions.
- Please adhere to the scheduled order of presentations and ensure that you keep to the time allocated to you, as it will cause disruption to sessions if you run over your allotted time.
- If a paper presenter withdraws at the last minute, the IT support team member on hand will display a holding slide until it is time for the next presentation. Attendees will be able to stay in the Zoom room and chat or they can choose to join another parallel session.
- Please note there are no facilities to support any video recorded presentations and all presenters must be present online.

2) Symposia

- Each symposium provides a rationale and has a series of individual presentations, and all have a Chair and a discussant to facilitate good debate and manage the Q&A.
- Each symposium has been programmed into a 90-minute slots. Symposia organisers have complete flexibility over how they wish to use the time of the session. Please ensure that you are in contact with your panellists and chair/discussant to clarify your format of choice.