

## 2021 Joint Annual ISAB Meeting – 27<sup>th</sup>-29<sup>th</sup> Sept

### Structure of a Zoom Webinar



### Zoom Webinar Guidance for all Panellists

- As a Panellist, please join on a PC (desktop or laptop). Do not attempt to join the Webinar on a mobile / handheld device.
- Ensure your Zoom account is registered to your business email address.
- As a panellist you have a different link to attendees enabling you to join the webinar 30 minutes before the start time for sound and audio checks and to run through any final checks.
- We will assume you know which day(s) you are a panellist, also the time of your presentation.
- If you are only a panellist on one or two day out of the three only use the panellist link for the days you are panellist for.
- While we will be controlling the Attendees view, you will have some additional control over your own view as a panellist.
- You will have the best experience if you follow this guidance,
  - During presentations, when the screen will be shared, you use side by side speaker view. We will spotlight speakers so that those you need to see are in view.
  - During Q&A you use side by side gallery view
  - If you want to give more/less space to presentations and video, there is a slider at the right hand side of the presentation that can be moved left or right to resize the windows.
- Use Chat as much as you wish but be aware all Chat is public and you will need to name people if content is intended for specific attendees. The Moderators will not be monitoring Chat for questions.
- Panellists other than ISAB members, if you wish to ask questions of other presenters, please post your question in the Zoom Q&A.
- Only have your camera on during your theme or cross-Unit Presentation

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### Generic Guidance for all Panellists

- There are two Moderators, Richard and Lucy. They will also be responsible for Zoom functionality.
- Imperial will be driving the slide decks for the day. Remember to request 'next slide' for transitions
- Work somewhere where you have good broadband connection
- All speakers must let Angela and Ed know who your back up speaker will be
- No changes to presentations will be possible after the deadline
- We have switched off the ability to annotate slides during your presentation so please avoid relying on this
- **Time critical meeting.** Presentations as well as the Q&A must run to time. All aim for no embarrassing muting. If you over run you will be muted without warning which is likely to be mid-sentence.
- Be ready. Transitions, including returning from breaks will be to time
- A timer will run for all presentations to help you manage your time.
- *What will you do to ensure your presentation is professional and you are not in a position to be muted?*
- In the Q&A the moderators will say when it is time for the last question and/or only 1 minute remains.
- We will always prioritise questions from the ISAB members. If we have time remaining in the Q&A session we will ask questions on behalf of the other attendees
- Q&A sessions are also time critical. **Questions must be answered in less than 1 minute.** Give high level answers or your initial thoughts and commit to giving detail and more information after the meeting
- If you are unable to answer a question please say so and indicate how you will follow up and when.
- If you need to go back to a specific slide to assist in answering your question give the slide deck number
- Have a timer so you are able to check you are answering questions within 1 minute
- It is unlikely we will be able to ask all attendees questions in the time available. They will be asked in order of most liked/elevated by attendees

### Specific Guidance for Theme Presenters

- There are typically 3 speakers per Theme
- When sending your final presentations to us please send one combined presentation for your Theme. We expect just one presentation for your theme.
- Final presentations to [infomrchpru@imperial.ac.uk](mailto:infomrchpru@imperial.ac.uk) & [lucybrownsdon@centreforfacilitation.co.uk](mailto:lucybrownsdon@centreforfacilitation.co.uk). The file name should be Unit (CRTH, EEH, MRC-CEH), theme number, followed by FINAL in capital letters.
- Your overall Theme presentation (total for 3 speakers) must be no longer than 15 minutes. This includes a 20 second introduction by the Director, who will clearly hand over to the Theme Lead.
- Time management for this meeting will be crucial.
- For Theme Presenters the timer will run for 15 minutes down and will change from green to yellow with 10 minutes to go indicating a change of speaker. Then yellow to red when 5 minutes are left to indicate second change of speaker. It stops at 0.00. At the end of each 5 minutes, we will expect you to have already changed speaker to avoid being muted. Manage handover from one speaker to another yourselves as this will give your overall presentation a nice flow.
- It is imperative therefore that the 3 speakers are well rehearsed.
- The last speaker please make it clear you will now hand back to the Moderator for Q&A

### Specific Guidance for other Presenters

#### Knowledge Mobilisation, Joint PCIEP Programme and Joint Training Programme

- Same as Theme Presenters except timing 5 minutes to present and 10 minutes Q&A