

6th Prescriptivism Conference

Q&A about virtual presentations

Q: *What technology will be used for the conference sessions?*

All sessions (papers, round table, and plenary talks) will be delivered via the Zoom platform.

Links will be provided by e-mail before the event to registered participants only. Therefore it is important that all presenters and attendees register by the deadline.

Please be sure to test all of your equipment before the session begins.

Q: *What do I need to know about Zoom?*

Visit the Zoom website at <https://zoom.us> in order to familiarise yourself with the key tools to join a meeting and to take part in it (e.g. share your screen, make a question during discussion time). You may download the application to your computer or access the meetings via the web browser.

It is crucial that you enter the Zoom conference rooms with your real name as stated in the conference registration. Do feel free to add your affiliation as well, e.g. *Nuria Yáñez-Bouza, Vigo*. If you wish, you may also include your address pronoun.

We would like to politely ask that when you join the meeting you remain muted and with your video switched off while the speakers present.

Q: *Must I prepare a PowerPoint or similar slide show to accompany my presentation?*

Presenters are strongly urged, but not required, to prepare a slide show (PowerPoint, Prezzi, etc.) to accompany their oral presentation.

It is also possible to use other audio-visual materials. If that's the case, please let the organising committee know in order to make arrangements for a test.

Q: *How will the sessions be organised?*

Papers are organised as 20-minute presentations followed by 10-minute discussion. If your paper has more than one author and only one is presenting, please confirm which author(s) will be presenting at the virtual meeting.

For pre-recorded sessions, we kindly ask the speaker(s) to join the session for the live discussion.

Like in a live conference, there will be a session chair, who will be responsible for introducing the speakers at the start of each presentation, let them know when their time is up, and moderate discussion.

The round table will be chaired and moderated by the round table organisers.

We advise presenters to join the room at least 5 minutes before the start of their session.

Each session will be attended by a room monitor member of the organising committee, who will manage access to the room and technical matters arising.

Q: How can I take part in the discussion?

20-minute papers and plenary talks are followed by a 10-minute discussion for attendees to ask questions and/or make comments. For the round table, the chair will explain at the start of the session how the discussion time is organised.

Questions can be posed in two ways. (1) Orally: you should click on the ‘hand’ icon as if you were raising your hand in a live meeting. When the session chair calls your name, unmute your microphone and, optionally, turn your camera on. (2) Write your comment/question in the live chat and the moderator will read it aloud to the presenter. Please note that the post will be visible to everyone in the room.

Q: I would prefer to pre-record my presentation rather than present live, and then attend my session for the discussion slot. Can I do that?

Indeed. If you prefer, you may optionally pre-record your presentation and send it by e-mail to the conference organisers. Please bear in mind the deadline: 7 September 2021.

However, it is expected that authors attend the 10-minute discussion allocated for each paper. If it is a joint paper, there should be at least one author to address Q&A.

Q: I have never given a virtual presentation before and I am nervous about it. What can I do to prepare?

Don't be nervous. Your presentation will be given over Zoom, which is a user-friendly platform. You will be among friends – colleagues who are interested in the topic you are presenting on and will be eager to give feedback that will help your research. And you don't need fancy equipment to give a successful presentation; a modest external microphone can boost your audio quality, but the microphones available on most computers will be fine.

See below for further tips on handling Zoom and virtual presentations:

- Zoom Help Center: <https://support.zoom.us/hc/en-us>
- Zoom audio, video, sharing: <https://support.zoom.us/hc/en-us/categories/201137166>
- Zoom screen sharing: <https://support.zoom.us/hc/en-us/sections/201740106-Screen-Sharing>
- (also brief PDF by UC Davis: <https://urc.ucdavis.edu/sites/g/files/dgvnsk3561/files/inline-files/Zoom%20Presentations%20Quick%20Reference.pdf>)
- How to engage an audience when you are on camera: <https://www.britishcouncil.org/voices-magazine/how-engage-audience-camera>
- Ten Tips for Giving Effective Virtual Presentations (Stanford Business School). Note that items number 6 “be assisted” and number 10 “be early” will be taken care of by the organising committee: <https://www.gsb.stanford.edu/insights/10-tips-giving-effective-virtual-presentations>

Do not hesitate to contact us if you have questions not addressed above.

<prescriptivism@uvigo.es>

The Organizing Committee

