

British Thoracic Society Winter Meeting Online: 17th – 19th February 2021

Speaker & Chair FAQs

Please find below a series of questions and answers that have come from calls and emails. By publishing these, we hope they will be helpful to a wider audience. There is also useful information on the BTS website in the Resource Centre for Speakers & Chairs:

<https://www.brit-thoracic.org.uk/education-and-events/winter-meeting-online/resource-centre-speakers-and-chairs/>

Q: What are the time limits for pre-recorded presentations?

A: Poster presentation recordings should be a maximum of 2 minutes. Spoken presentation recordings should be a maximum of 10 minutes. Time limits for Symposia and other speakers vary – please contact cathryn@cconferences.co.uk

Q: What types of presentations must be pre-recorded?

A: Spoken and Poster and Daily Previews.

Q: For pre-recorded presentations, is it desirable to have the host show themselves talking or as a voiceover?

A: Ideally, all pre-recorded presentations should be recorded as ‘picture in picture (PIP)’ i.e., the PowerPoint slides or PDF with the Speaker showing in the corner delivering the presentation.

Q: How do I upload my pre-recorded presentation, slides and poster PDF?

A: Please visit the [Resource Centre](#) for Speakers & Chairs on the BTS website for instructions and upload your presentation on this [website](#).

Q: How can I record my presentation?

A: One of the easiest ways of doing this is to use one of the many meeting tools, such as Microsoft Teams, Zoom, Loom etc., and self-record. Instructions for how to do this on Microsoft Teams are available in the Resource Centre for Speakers & Chairs.

Q: Are the pre-event technical calls on 8th to 10th February just for live presentations or also for the live Q&A portion of the spoken and poster sessions?

A: Pre-event technical setup calls are for speakers **and** chairs in live symposia, guest lectures, spoken sessions and for the chairs of the poster Q&A sessions.

Please note that they are not necessary for poster presenters. However, poster presenters should arrange to be online on the day of their session one hour before the Q&A session starts, so that the production team can check your setup.

Q: Are the Speaker Coaching Call Recordings available?

A: Yes. Please refer to the Resource Centre for Speakers & Chairs for the link to the recordings and slide deck.

Q: What is the deadline for uploading pre-recorded content?

A: Please upload all pre-recorded content by 20th January.

Q: For live presentations, how will I advance my slides?

A: Step 1: Receive Octocue link from production team. Step 2: Open on a separate device or screen. Step 3: Use the green button to advance and the red to go back.

Q: Can we use a virtual background?

A: You can use a virtual background if you feel you need to, however please ensure the virtual background is suitable for this type of event. Please be aware that occasionally, there can be some distortion to the presenter when using these.

Q: Does background and lighting matter for pre-recorded presentations?

A: Yes. Please refer to the document 'tips for all presenters' in the Resource Centre.

Q: If you are submitting a pre-recorded presentation, do you also need to submit slides?

A: If you are pre-recording your presentation, we would prefer you to record this as 'picture in picture' (PIP). We are not asking presenters to provide separate slide sets for attendee download.

Q: For poster presentations, will the live Q&A session be moderated?

A: Yes.

Q: Can you use short PowerPoint presentation slides to illustrate a poster with video of speaker (picture in picture recording)?

A: Yes. And please remember to also submit your poster in PDF format with your recording.

Q: How will the Poster sessions run?

A: The pre-recorded 2-minute video presentations will be available to view at any time on the day they are programmed. They should be viewed prior to the Live Q&A session, which will be held on the same day, at the time specified in the programme. This is when poster presenters must attend to answer questions.

Q: For live sessions and live Q&A, you mentioned we will be invited to join a Microsoft Teams meeting. When will we get the invite for that?

A: Exact date is to be confirmed but will be sent to you via email.

Q: Is it possible to send an example of how to record in Microsoft Teams or Zoom?

A: Instructions for how to do this on Microsoft Teams are available in the Resource Centre for Speakers & Chairs.

Q: For the pre-recorded abstract presentations will there be a live Q&A at the end of these? If so, does this Q&A time need to be within the allocated time slot i.e. 10 minutes (spoken)?

A: For Spoken Sessions, the Live Q&A will be at the end of the entire session not after each individual speaker. However, we would ask that you join the call 1 hour before the session starts and stay on until the Live Q&A so that we can ensure your setup is correct before the sessions goes live. Therefore, you do not need to allow time for Q&A within your 10-minute allotted time.

Q: Will we still need to use the OctoCue application for pre-recorded presentations?

A: No. OctoCue is only used for live presentations.

Q: For the PDF of posters, is landscape or portrait preferred? What file size? Is there a PPT template we should use?

A: You may use your own template (BTS do not have a standard one that has to be used) and recommend that you produce your poster in PowerPoint, widescreen format (16:9) and then save it as a PDF. There is no file size issue.

Q: For pre-recorded presentations, will there be a live Q&A with the Chairs and speakers at the end of each session or will the pre-recorded presentations be simply played and run through one after the other?

A: For all pre-recorded presentations, there is a live Q&A associated with them. For Spoken Sessions, they are the end of the session. For Poster Sessions, they are in the one hour live Q&A programmed sessions. For Symposia, Guest Lectures, etc, questions will be taken either after each presentation or at the end of the session.

For all sessions (apart from the on-demand poster sessions), speakers and chairs must attend for the whole session and be ready and able to participate in live discussion.