British Thoracic Society Summer Meeting Online
Thursday 17th & Friday 18th June 2021

BRIEFING NOTES FOR SPEAKERS & CHAIRS

(Updated/4June2021)

The following outlines key dates and important information about your involvement in the Summer Meeting.

ON THE EVENT DAY

All Speakers and Chairs should be available online **1 hour** prior to their session going live for setup, including download of the OctoCue app, where needed.

Symposia and Open Session speakers and chairs will join their conference session via an MS Teams link. Chairs of these sessions will also need the platform link open on a separate (muted) browser tab.

Research Sessions and the Quiz Live Q&A speakers will join their sessions via a special link to the platform.

PRESENTATION & UPLOAD INFORMATION

We encourage all speakers to present live, but if you intend to pre-record your presentation, please be sure to contact Cathryn Stokes to confirm this as soon as possible (cathryn@csconferences.co.uk)

All presentations, both live and pre-recorded, will be run from the production team's computers and a slide advance app (OctoCue) will be available for those speaking live to control their slides. For technical reasons, we will not be allowing speakers to share their own screens. Therefore, **all speakers** will need to submit presentations in advance and by the date below.

All content* must be uploaded by: 23:59 on Thursday 3rd June at the absolute latest.

**Refers to both live presentation slide decks and pre-recorded video presentations.*

Presentation files should be saved by the presenter's surname, session title and day of presentation:
eg: Connell_YearInReview_Thursday

All content files should be uploaded here: https://presentation-uploads.web.app/bts/

Slides to accompany **live presentations** should be produced in PowerPoint (other formats such as Keynote can be used if PowerPoint is unavailable). Please embed any videos into the PowerPoint but also send as a separate file for backup and zip all files into one folder for uploading.

You may use your own PowerPoint template and we recommend using a minimum font size of 12 and the widescreen (16:9) format.

Pre-recorded presentations should be accompanied by slides and be supplied in MP4 format, at the highest possible resolution, ideally 1920 x 1080p, recorded with "picture in picture". Most meeting platforms, such as Microsoft Teams, Google Meet, Zoom, Loom etc., allow you to self-record in this way. Your presentation should have a maximum file size of 1GB. Where possible, please submit as a finished video with any edits and trimming completed prior to submission. A guide to recording is available via our Resource Centre (see below).

Note: If you are presenting at one of the **Research Sessions**, please ensure that your presentation does not contain any transitions, videos or animations.

The length of your presentation is as outlined in previous correspondence. Please contact Cathryn Stokes if you need clarification of this.

Polling will be available in some sessions and speakers in these sessions will receive separate instructions for this, which will also be available in the Resource Centre.
Further resources and tips for presenters are available on the Summer Meeting page here:
https://www.brit-thoracic.org.uk/education-and-events/summer-meeting-online/resource-centre/

SPEAKER COACHING SESSIONS
We know that many of you will have become accustomed to online presenting, but the various platforms do differ, so these sessions are designed to ensure that you are familiar with the technology for this particular platform and that you feel confident to produce and deliver your presentation. We really do recommend you attend a session, which will be run by our platform partners ETM.

Speaker & Chair Coaching Sessions (applicable to both live & pre-recorded presentations)

Thursday 20th May at 16:00 – 16:30 - Zoom link *here*
Or
Friday 21st May at 10:00 – 10:30 - Zoom link *here*

The coaching sessions will be recorded and will be available after each call *here*

Pre-event Technical Session Setup – All Speakers & Chairs

Tuesday 8th or Wednesday 9th June (20-minute slots, depending on your session)

Our production team from ETM have allocated these days for setup calls and BTS will be providing a specific date and time for your individual session. The reason for these setup sessions is to bring all contributors together to test their session as a group – treat this as a quick rehearsal. Each session will be allocated a 20-minute slot to be able to test the group setup with the chairs and speakers involved.
All chairs and speakers will benefit from attending this ahead of the live event. If possible, please use the same device, connection and be in the same location as you plan to be for the live event.

PRODUCTION & CONTENT

Each session will be fully supported by our production team, allowing chairs and speakers to concentrate on the delivery of their content. We will be using Microsoft Teams to produce the content for each session (apart from *below), which will be streamed out to delegates from the ETM studio, via the online event platform.
Speakers and Chairs (apart from *below) will, therefore, access the session in which they are participating via an MS Teams link, and not via the platform.
Chairs will also need to be logged in to the platform (on a second tab or screen, but not a mobile or tablet) in order to view the live Chat.

The OctoCue app will be used for speakers to advance their slides during live presentations. As this is linked to the MS Teams stream, it will need to be downloaded on the day, during the setup hour prior to the session start time.

All sessions (excluding Research Sessions and Physiology Quiz Q&A Session)

There may be a combination of live and pre-recorded presentations within each session, but all introductions and moderation by Chairs will be live, as will the Q&A at the end of each session.
Questions will be submitted by attendees via the live chat module on the virtual event platform and gathered by the session chair/s during the course of the presentations, ready for the live Q&A. **The chairs and speakers in each session must therefore attend the whole session and be available to participate in the live Q&A, even if a speaker has pre-recorded their presentation.**

*Research Sessions and Physiology Quiz Q&A Session

These sessions will be delivered as **live discussion forums** as part of the virtual event platform (not via MS Teams). Presenters will need to upload their PowerPoint slides in advance, as outlined above and by the deadline date – Thursday 3rd June. Please ensure your presentation does not contain any transitions or animations. You will receive an invitation to a pre-event technical setup call on Wednesday 9th June. Each session will be supported by our production team, allowing you to concentrate on the delivery of the presentation and discussion.

Chairs of All Sessions

Although Chairs won't, of course, have any content to upload, it is very important that Chairs also attend the coaching and technical training sessions to ensure that they are familiar with the platform and how the sessions will run on the day. Chairs will have a vital role in ensuring the smooth running of sessions with, of course, full technical support from our production team. A separate briefing document for the live chat and Q&A is available separately in the Resource Centre.

BTS News Live Broadcast Sessions

Separate information will be provided for those of you participating in the BTS News Live Broadcast session.

CONTACT DETAILS

BTS – for general conference information: bookings@brit-thoracic.org.uk
BTS – for presentation upload advice and assistance: presentations@brit-thoracic.org.uk
BTS – for specific speaker and chair queries – Cathryn Stokes: cathryn@csconferences.co.uk
ETM Productions – for technical assistance and queries: bts@etmproductions.com