For presenters

Dear Colleague

Your paper has been accepted for presentation at the upcoming HBA2021 conference, so we're writing to give more details of the platform that will be used, and when training can take place.

Platform

HBA will use Shindig to deliver the conference. Unlike everyday meeting platforms (Skype, Zoom, Meet, Teams etc), Shindig recreates something of the conference feel: it has a "stage" for presenters, while participants and presenters can still see the whole audience. Members of the audience can text/video chat to one another, even while a talk is going on. Video chats comprise up to six participants, making it possible to have fun coffee-break gaggles where people from one session can gather to discuss the papers just heard or those coming up. It is easy to find people in the 'room' via search and contact them for a chat, yet nobody is obliged to chat (you can decline the 'call').

Delegates can submit questions within sessions (these can be 'published' on-screen for all to see), write into a group chat, raise a hand indicating a desire to be brought onto the stage, or perhaps even 'climb up' onto an open podium. Thus panel organisers have flexibility in how they organise Q&A/discussion.

Presenting

If you wish to present slides, it's not done via screen sharing. Instead you will need to export your PowerPoint (or Keynote) presentation as a PDF. The PDF will need to be uploaded to your session's filestore **10 days before** the conference. We will send out upload links to all presenters in early March. Delegates can also upload sound (mp3) or video (mp4) files/clips for use in their presentations. Please read [this part of our delegate resources](#) before uploading your files.

Pre-recording

One option that virtual events and Shindig make possible is that of pre-recording your presentation. While this does involve more work before the event, it might allow you to deliver, despite the inconsistencies of internet bandwidth, or time zones, or nerves. You could still appear 'live' for the Q&A but your presentation could be uploaded and run during the session. If this is something you wish to consider, please view [this part of our delegate resources](#). Again, we'd like to receive uploaded files 10 days ahead of the event. We have now sent out upload links to all presenters - please get in touch if you've not received these via hba2021@nomadit.c.uk.

Indeed, given the vagaries of online presentation (electricity, connection, noise at home in lockdown, etc), HBA feels it would be a wise precaution to provide a recording as a backup. On the day you'd then have the choice of presenting live, or coming on stage after your recording has played, and if for some reason you're unable to connect, others would not miss out on hearing the presentation you have prepared.

Familiarize yourself with the platform

It is worth taking 30-40 minutes in advance of the conference to familiarise yourself with Shindig, as it's *not Zoom*! You can do this by viewing [this page](#) of our delegate resources. Apart from skimming through the screenshots and instructions and/or video, at the top of the page there is a link to a demo space that takes ten minutes to explore. While our team will be present throughout the event to give support, we'd ask all delegates to view this page and explore the demo space.

In the week before the conference we will run some drop-in sessions for presenters, so that you can enter a real Shindig and test out being brought onto the stage, presenting and addressing questions.

We will train session convenors/chairs/moderators to enable them to administer their session (with support) shortly, and will be emailing them separately.

We realise all requires a greater commitment at a time when workloads have soared, however this prior preparation will make for a better presentation and a happier conference experience for all. If you have any queries/problems with any of this, do email us on this address, and we'll do our best to assist.

Best wishes
NomadIT's virtual event support team.
hba2021@nomadit.c.uk