SP24 Speaker Instructions

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Speaker checklist

- ☐ I have [registered](#) for SP24 as an online speaker or an onsite attendee.
- ☐ I have uploaded my presentation [here](#).
- ☐ I will arrive 10-15 minutes early to my session room.
- ☐ I am aware all sessions will be live streamed via [b2match](#).
- ☐ I am aware session recordings and presentations will be placed [here](#) after the conference.
- ☐ I am aware that I can submit to [ORE](#) by 31 Oct. if my paper relates to an EU-funded project.

Onsite workshop contributors

BEFORE SP24:

- **Step 1** - Designate a workshop chair to introduce speakers, moderate onsite and online Q&A, and open and close the session. The workshop chair asks speakers to prepare their presentation slides, inserting the SP24 logo on the title (i.e., first) slides. Videos must be embedded within the PPT file for it to be correctly displayed at the venue. The stream will be displayed like the below image; please use minimal / large font text in your presentation.

- **Step 2** - Upload your integrated PPT (not PDF) file to the appropriate folder. You should also plan to bring a backup USB drive with the PPT file to the room.

DURING SP24:

- **Step 3** - All speakers should arrive to their assigned room 15 minutes before the session begins. If any changes were made to speaker presentations, ensure they're on the computer. NOTE: Onsite sessions will only use b2match for monitoring questions from the online audience. A professional AV team will be onsite, with 4 tech support representatives on duty. If you have any technical questions and can't find a tech support representative, please text or call Zia Lennard at +33-636-96-4158 and he will help you find one of the available tech support representatives.
- **Step 4** - The workshop chair keeps time based on the planned agenda, being sure to field questions from both onsite and online (i.e., b2match) audiences which can be done using the b2match mobile app.

AFTER SP24:

- **Step 5** - If related to a European-funded project, any speaker may submit papers for peer-review to the SP24 ORE colelction by 31 October.

Please utilise your marketing channels to promote the contribution (before, during, and after SP24).

QUESTIONS OR CONCERNS SHOULD BE SENT BY EMAIL TO: sustainableplaces[@]r2msolution.com.

Online workshops contributors

<u>BEFORE SP24:</u>

- **Step 1** - Designate a workshop chair to introduce speakers, moderate Q&A, and open and close the session. The workshop chair asks speakers to prepare their presentation slides, inserting the <u>SP24 logo</u> on the title (i.e., first) slides.
- **Step 2** - Ask speakers to upload their PPT files (not PDFs) to the appropriate folder <u>here</u>. If any changes are made after this date, they should update the file(s) accordingly.

<u>DURING SP24:</u>

- **Step 3** - All speakers should arrive to the virtual room 15 minutes prior to the session's planned start time. Each speaker should test their audio/video, and screen sharing. NOTE: when sharing screens, choose the "share entire screen" option and then put your slides into presenter (i.e., full screen) mode. Presenters will only see their slides, but the broadcast will come out correctly.
- **Step 4** - Keep time based on your planned agenda, being sure to leave some time for fielding questions from the online audience. You may want to delegate the monitoring of online questions.

<u>AFTER SP24:</u>

- **Step 5** - If related to a European-funded project, any speaker may submit papers for peer-review to <u>the SP24 ORE colelction</u> by 31 October.

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QUESTIONS OR CONCERNS SHOULD BE SENT BY EMAIL TO: <u>sustainableplaces[@]r2msolution.com</u>.

Onsite paper session contributors

BEFORE SP24:

- There's no PPT template; you're free to use any formatting. We do, however, ask that you please insert the SP24 logo on at least the title slide (i.e., first slide). The stream will be displayed like the below image; please use minimal / large font text in your presentation.

- Your presentation should not exceed 20 minutes. Sessions with 5 presentations will go 10 minutes over the 90 minutes. Q&A (if time permits) will be only after all presentations have been delivered.
- Please put your PPT file here (in the appropriate sub-folder). Each file will then be preloaded onto the session room computer.

DURING SP24:

- Please bring your PPT file on a USB drive to the assigned room 15 minutes prior to the start time, especially if any late changes were made to the presentation.
- The session moderator will introduce each speaker and be responsible for timekeeping, monitoring questions, and loading each PPT presentation on the computer.

AFTER SP24:

- If related to a European-funded project, any speaker may submit papers for peer-review to the SP24 ORE colelction by 31 October.

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Online paper session contributors

<u>BEFORE SP24:</u>

- There's no PPT template; you're free to use any formatting. We do, however, ask that you please insert the SP24 logo on at least the title slide (i.e., first slide).
- Your presentation should not exceed 20 minutes. Q&A (if time permits) will be only after all presentations have been delivered.
- Please put your PPT file here (in the appropriate sub-folder). Each file will then be preloaded onto the session room computer.

<u>DURING SP24:</u>

- Please "join" your session 15 minutes prior to its scheduled start time. During this time, please check your audio, video, and screen sharing. If you are having technical issues with audio or video, click the Settings icon in the upper left corner. IMPORTANT: When sharing your screen, there are 4 steps to do this correctly. You should only see your slides (not B2Match) during your presentation.
  - **Step 1**: First, open your PPT file;
  - **Step 2**: Then, in B2Match, choose "Share" located on the bottom bar;
  - **Step 3**: Next, choose to "share entire screen" (not a tab or a window);
  - **Step 4**: Finally, put your slides into presenter (fullscreen mode).
- When not speaking, please disable your video and microphone (on the lower left) so the audience can focus only on the person speaking at that particular moment.
- The session moderator will introduce each speaker and be responsible for timekeeping, monitoring questions, and sharing backup PPT files if needed.

<u>AFTER SP24:</u>

- If related to a European-funded project, any speaker may submit papers for peer-review to the SP24 ORE colelction by 31 October.

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