

Information for BeeCon 2022 Speakers – October 11, 2022

Here is some important information and reminders for speakers at this weeks' BeeCon event. Please read carefully and save.

1. Technical Checks/Practice Sessions TODAY (Tuesday, Oct 11) & TOMMORROW (Wednesday, Oct 12)
 - a. I will be holding optional drop-in sessions for speakers to practice connecting and presenting in Zoom, or to ask questions about the event. This is highly recommended for those with no or limited experience presenting virtually. The times are as follows, and use the same link
 - i. Today, Tues, Oct 11, 1:30-2:30pm Eastern
 - ii. Today, Tues, Oct 11, 7:30-8:30pm Eastern
 - iii. Tomorrow, Wed, Oct 12, 9am-10am Eastern
 - iv. Tomorrow, Wed, Oct 12, 3-4pm Eastern
 - b. Zoom Meeting link for practice sessions: <https://yorku.zoom.us/j/95328909260?pwd=MFZqeHE0dzlzQlE4amRsSy9lVTR6QT09>
2. Final Schedule
 - a. A couple of talks have changed since the first schedule was posted. A final, revised schedule is now available attached or at <https://www.yorku.ca/bees/beecon-2022/>
3. Thursday Webinar Links for Virtual Presenters
 - a. Virtual presenters should join with the personalized Zoom link sent directly to them from no-reply@zoom.us, with the sender name "The Centre for Bee Ecology, Evolution and Conservat...". This is NOT the same link as sent out to all attendees via the beec@yorku.ca email.
 - i. This personalized link will allow you to join as a panelist, and make it easier for us to give you permission to share your screen and present.
 - ii. Zoom will send out a 1 week, 3 days, and 1hr reminder. I can not send you these links - please watch your e-mail (incl junk folders). Note that the 1hr reminder may be delayed in reaching your e-mail, so find and save the link already sent to you.
 - b. To join virtually on Friday, all attendees can use the general link provided for all attendees that was sent out directly from beec@yorku.ca.
4. Pre-loading of presentations
 - a. **Virtual presenters:** please ensure your presentation is loaded in the background before your talk, and that you know how to turn your camera, and microphone on, and share your screen. *If you are not prepared, your connection/configuration time will be taken OUT of your allotted talk time.* See the drop-in speaker technical check details above for an opportunity to practice this.
 - b. **In-person presenters:** We will be using Microsoft PowerPoint run on a Windows-based computer. Please bring your presentation on a USB and load in the morning arrival period (8:30am-9am) or at the first break (10:45am-11:15am). Alternatively, please send it to beec@yorku.ca by Thursday at 7pm Eastern so we can pre-load the presentations. We recommend saving both as a PowerPoint file AND as a PDF.
5. Join Time
 - a. Please ensure you are in the "room" (virtual or physical room) a few minutes before the end of the preceding break.
 - b. Ensure that the moderator knows that you are present and ready to present.
6. Presentation time limits
 - a. All talks (except for the keynote) are limited to a 15 minute period. This includes 12 minutes for your presentation and 3 minutes for questions.
 - b. You will be given a warning by the moderator at 11 minutes and will be cut off at 15 minutes if needed.
 - c. We strongly recommend that virtual presenters have a timer going where they can see it (e.g. on their smart phone) AND have their Zoom chat box visible so they can see messages sent by the moderator.

7. Questions from the audience
 - a. We are using the Zoom webinar platform. Virtual attendees can add their questions to the Q&A box, and moderators will pose these to the virtual or in-person speaker. Virtual presenters who joined with the panelist links can also see these questions and respond to unanswered questions after their presentation has completed.
 - b. In-person attendees will raise their hands and the moderator will call on them, mixing in virtual questions if applicable.

8. Program
 - a. A program with abstracts will be posted later today or tomorrow to <https://www.yorku.ca/bees/beecon-2022/>.

9. Recordings
 - a. For those speakers who gave permission for their talks to be shared, recordings will be uploaded to our YouTube channel within two weeks of their presentation. Subscribe to get notifications of when new talks are uploaded: <https://www.youtube.com/c/BeeEcologyEvolutionandConservation/>. They will also be posted to the BeeCon2022 conference page.

10. Any other questions?
 - a. Please contact the coordinator, Victoria, at beec@yorku.ca, if you have any other questions.