Information for BeeCon 2023 Speakers – October 12-13, 2023

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

1. Technical Checks/Practice Sessions Tuesday, Oct 10 & Wednesday, Oct 11
    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. Tues, Oct 10, 1:30-2:30pm Eastern
        ii. Tues, Oct 10, 7:30-8:30pm Eastern
        iii. Wed, Oct 11, 9:30am-10:30am Eastern
        iv. Wed, Oct 11, 2:30-3:30pm Eastern
    b. Zoom Meeting link for practice sessions: https://yorku.zoom.us/j/99685226794

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-2023/

3. For Thursday's Virtual Presenters
    a. Virtual presenters should join in the last 15 minutes of the break period before their schedule talk session. i.e. if you are presenting at 2:00pm ET please join during the lunch break by 12:45pm ET at the latest.
        i. Please message the host/panelists once you join the zoom webinar so we can promote you to a panelist.

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 (8am-8:30am) or at the first break (10am-10:30am). 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.
    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 https://www.yorku.ca/bees/beecon-2023/.

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, Laura, at beec@yorku.ca, if you have any other questions.