Instructions for speakers at the Bolin Days 2020

- ❖ For the Bolin Days 2020 we will use Agorify, a hybrid event platform. All who register for the event, will receive an event code and a link to Agorify via e-mail prior to the Bolin Days. In Agorify you find the poster exhibition as well as Zoom links to all the sessions, breakout sessions and virtual mingle. You can also get in direct contact and chat with speakers as well as attendees and organizers via the chat function.

- ❖ All sessions will be on Zoom, a cloud platform for video and audio conferencing. The audience will follow the event from home or from their office. They are therefore challenged with distractions and the best way for you to make sure that you are listened to is to prepare an intriguing presentation. **The most common way to lose your audience is to use difficult terms and abbreviations.** Even though you are presenting to other scientists, they are not experts within your field, and it is better to explain one thing too much than to lose them. If you want advice, read *Guidance to a successful presentation.*

- ❖ We are all aware of the changing landscape and paradigm shift towards open science. We think open data should be emphasized and would therefore urge all speakers to include a web address to your open data, either on your first or last slide. Of course, we would like you to use the Bolin Centre Database (www.bolin.su.se/data) to strengthen our centre and to show what science and data is produced here.

- ❖ You will do your presentation from your home or office. The session chairs will lead the session, and the Bolin Centre crew will assist with technical backup. Here are some things to think of:

    - o Have the Zoom client downloaded.
    - o Test your background picture and video beforehand.
    - o Make sure you have a microphone and speakers that works well.

- o If possible, use a network cable instead of Wi-Fi. The connection will be both faster and more stable.
- o Practice sharing your PowerPoint. If you have two screens, you can easily see the Zoom-toolbar and the shared presentation on one screen, and the presenter view on the other (with preview of the coming slide and eventual notes). If you do not have two screens you will not be able to have presenter view on. Make sure to have notes and track of time somewhere else.
- o Session chairs will give you a message in the chat function if you are using too much time, or simply interrupt you.

Questions?
Please contact Annika or Eva, annika.granebeck@su.se and eva.gylfe@su.se.

Good luck!