# **SRFIDC 2022 - Information for Presenters**

This resource provides detailed instructions and information for presenters. It is organized in four sections. You can skip to the relevant section based on the type of presentation and mode you are presenting in.

* In-Person Presenters
* Virtual Presenters
* Poster Presenters (in person)
* Poster Presenters (virtual)

Here is the link that will take you to the Virtual Conference Space. We will publish the event on Friday, March 4.

**Zoom Events – Virtual Conference Link:** [**aub.ie/srfidc**](aub.ie/srfidc)

# **IN PERSON Presenters:**

**Presentation Tools – Available in the classrooms**

-Slide advancers

-Mics

-Glassboards, markers, and erasers

-Hexagon tables with 6 chairs per pod. Castors on furniture so it can be rearranged easily

-Pens (in your conference swag bag)

**Sharing Your File**

Our Tech Support facilitator will log in to the classroom monitor with their Auburn credentials.

We request you upload any/all presentation files to Box no later than the night before your session. Please make sure to name files with YOUR NAME included:

<Aub.ie/srfidcbox>

This will allow our Tech Support to have your presentation open and ready to go when it is your turn to present. And will ensure our virtual attendees can easily access your materials. For those like me who like to make last minute edits, you can still make changes to the file after it is submitted. This will ensure a smooth transition between presenters and less stress (as you won’t need to do anything but advance the slides).

Alternatively, you may use a jump drive or download a file from your email or drive folder.

We request that you do not present from your own device (although we are prepared to support you if this is a must-have for your presentation).

**Zoom Information & Support**

*Relax,* we’ve got this!

Meaning: each room will have a Tech Support facilitator. They will manage the Zoom stream to ensure audio and visual sharing. They can also manage the chat by alerting presenters when there is a question or issue. The room will be set up so virtual attendees can unmute to voice questions or share ideas. We will record sessions and share links of the recording with presenters after the event.

# **VIRTUAL Presenters:**

**Zoom Events – Virtual Conference Link:** [**aub.ie/srfidc**](aub.ie/srfidc)

**Technology Tools**

Your credentials have been added to the Zoom Events site. You will receive an email with a link to your session as soon as we publish the event. You can also find and enter your session through the Zoom Event interface itself by joining your session. You will automatically be the host.

**Facilitation Tools**

Once you start your session, the Zoom interface will look identical to a normal Zoom meeting: Screen Sharing, Breakout Rooms, Reaction buttons, Chat, Participants, Make Co-Host, etc.

If you are comfortable sharing your slides / materials with our attendees, please upload them to our Conference Sharing folder: [Aub.ie/srfidcbox](file:///Users/lindsay/Desktop/Aub.ie/srfidcbox)

**Room Information & Support**

Your Virtual Presentation will be streamed in our *hybrid* classroom, meaning our in-person attendees can walk-in to attend your session. There will be a facilitator in the room to support any kind of interactivity between face to face attendees and you as the presenter.

# Poster Presenters (IN PERSON):

**Poster Format**

You have the option to present your poster on a TV monitor using your own device. If you opt for a digital display, you will need to bring a laptop, tablet, or phone to connect to the display using ShareLink. We recommend you design your poster using PowerPoint.

OR

You can bring a hard copy / paper poster that we will display on one of the many glassboards in the classroom. There are no restrictions on size or dimensions.

**Sharing Your File**

If you are comfortable sharing your slides / materials with our attendees, please upload them to our Conference Sharing folder: [Aub.ie/srfidcbox](file:///Users/lindsay/Desktop/Aub.ie/srfidcbox)

# Poster Presenters (VIRTUAL):

**Zoom Events – Virtual Conference Link:** [**aub.ie/srfidc**](aub.ie/srfidc)

**Technology Tools**

Your credentials have been added to the Zoom Events site. You will receive an email with a link to your session as soon as we publish the event. You can also find and enter your session through the Zoom Event interface itself by joining your session. You will automatically be the host.

**Facilitation Tools**

Once you start your session, the Zoom interface will look identical to a normal Zoom meeting. Use Screen Share to display your poster. We will have a device connected to a large TV monitor in the classroom for our in-person attendees. You will be able to communicate with virtual attendees and folks in the room via the device we use to project your poster.

**Zoom Information & Support**

There will be a device in the room to support interactivity between you and face to face attendees. Tech Support will be on hand to facilitate the interactions.

**Sharing Your File**

We recommend you design your poster using PowerPoint. If you are comfortable sharing your slides / materials with our attendees, please upload them to our Conference Sharing folder: [Aub.ie/srfidcbox](file:///Users/lindsay/Desktop/Aub.ie/srfidcbox)