



## INSTRUCTIONS FOR PRESENTERS

You will receive training/guidance from Speakeasy (ILAS platform host) 7-10 days before the event. Speakeasy will contact you to advise of dates/times.

All presentations will be delivered live via Zoom and you will be visible to your audience. All attendees will also be visible however they will be asked to mute themselves to allow individual speakers to present. Presenters will share their screen should they wish to share slides and they will need to be available for live Q&A after their presentation. This will be managed through the chat or raise hand function within the individual Zoom meeting rooms for each session.

### IMPORTANT:

- AILU will also require a pdf of your slides one week before the event. These will be made available to registered delegates after the event. Please ensure your slides do not contain any sensitive information.
- Should you wish to record the session, you must ensure all attendees are aware and are advised to turn their camera off should they not wish to be visible in the session. To record the session, the session chair will select to record within each individual Zoom meeting room.

### Before the Session

- Make sure you arrive online at least 10 minutes before the session is due to start.
- A Speakeasy technician will be available to join the session should there be any technical difficulties.

### During the Session

- Keep a close track of time. The session Chair will give you a verbal reminder to wrap up your presentation 3 minutes before the end of the session. You will be reminded again during the last 60 seconds of their allotted time, at which point you MUST end your presentation.
- There should be time for 1 or 2 questions at the end of each presentation for Q&A.

If you have any questions please contact [cath@ailu.org.uk](mailto:cath@ailu.org.uk)

**THANK YOU**