

Instructions for Presenters

Raptor Research Foundation Virtual Conference - 2021

Dear Presenters,

Thank you for offering to present a talk/poster at RRF 2021! We want to set you up for success in your presentation. These short but important instructions will help you understand the process for presenting at the RRF virtual conference through Zoom.

We wish you the best of luck,

Raptor Research Foundation &
The Peregrine Fund

1. You should have received your personal Zoom link to attend the conference with your registration confirmation email. You will use this link to attend the conference and participate in question/answer sessions, and to give your presentation if you are giving a live presentation.
2. Every session has a moderator and a host. The moderator performs the normal functions they would at an in-person conference, like introducing the speaker, and watching time. The host manages the technical side of presentations, like muting and unmuting microphones. The host has the authority to eject from the conference any person who does not adhere to the [RRF Code of Conduct](#).
3. Arrive for your **session** 10 minutes early and stay for the **entire session**. Before the session your moderator may have instructions for you, and will want to confirm your presence.
4. Remember that you have 15 minutes to give your presentation, including time for questions. If your presentation goes too long, the host will disable your microphone and camera at 14:30; **there are no exceptions**. Due to the complexity of presenting virtually, the moderator will not warn you when your time is about to expire. You must watch your clock.
5. If you are giving a live talk, the host will enable your microphone, your camera, and give you permission to share your presentation. At the bottom of your Zoom screen is a green button that says "share." The moderator will introduce you. Then you can begin your presentation and speak to the audience.
6. If your talk is pre-recorded, the host will play it for you.
7. The audience can ask questions at any time during your presentation. They will type them into the Zoom chat window. At the end of your presentation the moderator will select from questions for you to answer.
8. If a presentation is cancelled for any reason, that time slot will remain open; in other words, we will not change the times of upcoming presentations or start any presentation early. The open time can be used to ask questions of any presenter.
9. If you are giving a poster, there will be an individual Zoom room for every single poster. The Zoom room will have the title of your talk. The audience will circulate amongst posters.