PRESENTER GUIDELINES

**Protocol for Spoken Paper Presentations, Workshops, Roundtables,
Virtual Poster and Other Presentations**

Dear Presenter,

Thank you for agreeing to present at the 12th European Music Therapy conference 'music therapy in progress: please disturb'.

These guidelines detail essential information about presenting at the conference. Please ensure you have read the following information in advance of the conference, which takes place between 8th – 12th June 2022.

As a hybrid event, the conference enables presenters to attend and present their work online or in-person at the conference venue (Queen Margaret University), and indeed some presentations with multiple presenters may have both online and in-person presenters. Equally, each presentation will have an online and an in-person audience. As such, when creating your presentation, please bear in mind that part of your audience will be online.

Each presentation – whether online or in-person – has been allocated a room at QMU and the Chair of each presentation will be in this room. In-person presenters will only need to go to their allocated room, and, if they co-present with online presenters, the Chair of their session will connect them to their co-presenters through the PC of the room.

This document is split into two sections:
- The first section covers general information that **must be read by all presenters.**
- The second section covers specific guidance for each type of presentation.

SECTION 1:
GENERAL INFORMATION FOR ALL PRESENTERS

As a presenter you have been sent a link to a speaker form and have been asked to complete the form. If you did not receive the form, here is the web address for it: https://www.cognitoforms.com/FreshStartEvents/SpeakerFormEMTCConference2022

If not done so already, please complete that form as it contains vital information about how you will be presenting at the conference. The form must be completed by **Thursday 5th May, 12pm (UK time)**.

Use of clinical material

If you are including clinical material in your presentation, consent has to have been obtained or at best interest agreement needs to have been agreed before you can present such material at the conference. Please take the appropriate steps to ensure that your clients' best interests and confidentiality are upheld and protected.

The online FLOOR platform for the conference is secure and GDPR compliant. This means that it is possible for clinical material to be shared. Additional safeguards in place are that delegates are not able to download any material (apart from poster presentations) directly from the platform. In order to register to the conference, delegates will be asked to confirm that they will not attempt to record any material from the conference.

We would ask that you carefully consider what material you share in your presentation and how, just as you would for any in-person conference. If you feel material is not appropriate to share online or in-person, then we would ask that you do not share it.

Timetable

The most up-to-date version of the programme is available on the conference website https://www.qmu.ac.uk/conferences-and-events/emtc-2022/programme/ Unless otherwise stated in the conference programme, the following timings apply per type of presentation:
- Spoken paper slots are 20 minutes long with 5 minutes for Questions & Answers (Q&A)
- Workshop slots are 90 minutes long
- Roundtable slots are 90 minutes long
- Virtual poster presentations (displayed online throughout the conference)
- Other presentation slots can vary in length as per the programme

Availability of recordings

You have the choice to provide permission for your presentation to be accessed by delegates after the allocated presentation time. On the speaker form (mentioned above) there is a consent box where you can grant your consent. Where permission is granted, recordings of each event will be available for delegates to access until 30th June 2022. We will be clearly displaying on the final timetable for the conference which presentations will be available to watch after and which are only accessible during the allocated time slots.

Recordings will only be accessed directly via the online FLOOR platform. There will be no option to download any of the recordings.

Chairs and volunteers

Every presentation will have a Chair who will be located in the relevant room at QMU and assist with the delivery and organisation of the session whether in-person or online. The Chair will be assigned by the conference committee and will facilitate the follow up Q&A and be on hand to offer assistance should it be required.

Each room (physical and virtual) will also have access to a volunteer to aid with the setup and running of the session. Volunteers will have additional training in the conference web platform and how to run the AV equipment in the room. They will be the first port of call for any technical issues that may arise.

Technical assistance

If a technical issue is beyond the knowledge of the assigned Chair or volunteer in your room, the onsite technical team (Fresh Start Events) will be on hand in-person at QMU and virtually on the online FLOOR platform throughout the conference to assist as needed. For those attending or presenting online, good internet connection and reasonably up-to-date IT equipment are vital.

Question and Answer (Q&A) section

For every presentation, the Q&A will come from two sources.
- *Online delegates:* Online delegates can contribute all questions using the chat and Q&A function tabs on the online FLOOR platform. The Chair of each presentation will facilitate/vocalise any questions asked online.
- *In-person (onsite at QMU) delegates*: In-person delegates at QMU can ask questions which will also be facilitated by the Chair of each presentation. This way, online delegates will also be able to hear the questions being asked by the in-person audience.

Accessibility

We pledge to make EMTC 2022 as accessible as possible to as many people as possible. The hybrid nature of the conference, with the opportunity to attend either online or in-person, means that delegates can access the conference from anywhere in the world.

British Sign Language (BSL) translation and live captioning will be available for those who need it, for both online and in-person attendance where possible. Online content and presentation slides should be suitable for screen readers, and presenters are encouraged to use minimum font size and spacing so that visual materials are as dyslexia friendly as possible.

Captioning of live presentations (both in-person and online) is complex for hybrid events. We are working hard to ensure that all sessions are delivered with captions to help accessibility. We will be distributing delegate guidance on captioning closer to the event.

We would like all pre-recorded presentations to be auto-captioned whilst recording where possible. Further details on this are provided later in the document.

Self-care

We appreciate that presenting at a conference can be tiring, and especially so with physical and virtual conferences where a great deal of additional preparation and screen time is required. Please know we are here to support you, so if you are struggling with any aspect of your preparations do get in touch and we will assist where we can.

We appreciate that the full schedule of events with many coinciding presentations and workshops may create a sense of overload. Please take the conference at your own pace. Transcripts and recordings will be available for as many of the events as possible, so should you require a longer break during each day you will be able to catch up with content at a convenient time.

For delegates attending in person, the conference and social activities will take place in fully accessible buildings with clear signage and there will be colleagues available on hand if anything further is required. Delegates will have access to a variety of quiet spaces.

SECTION 2:
SPECIFIC PRESENTATION INFORMATION

Below we outline specific guidelines for the following types of presenters:
- Live presenters (in-person) at QMU
- Live virtual presenters on the online FLOOR platform
- Pre-recorded video presentations to stream on the FLOOR platform (with live Q&A)
- Workshops and roundtables
- Virtual poster presentations

Live presenters (in-person) at QMU

The audio visual (AV) equipment in all of the rooms/areas at QMU has been configured and set up in the same way.

The room AV setup will be using the following:
- Microsoft Windows PC
- Microsoft PowerPoint presenter slideshow
- Webcam
- Microphone

The room PC is connected directly to the online FLOOR platform and through this PC the camera and microphone will stream your presentation to the online audience.

This does mean that all live in-person presenters will need to do the following:
- Supply a copy of your presentation, ideally in Microsoft PowerPoint format, to BAMT in advance of the conference. **The deadline for this is 1st June.**
- If you are unable to provide your presentation in the correct format, please do reach out for assistance.

Presentations can be uploaded here:
https://www.cognitoforms.com/FreshStartEvents/SpeakerContentEMTCConference2022

Uploaded files must be labelled in the following way:
1. surname of first presenter
2. type of presentation (spoken, poster, workshop, roundtable, other)
3. first three words of presentation title

Example: Watson-Roundtable-Valuing music therapy

- Most presentations are being run back-to-back so the room AV setup at QMU cannot be changed or modified. **It will not be possible to use your own laptop, MacBook or tablet device for your presentation.** Unfortunately, we do not have time between the sessions to allow for this.

Please ensure that you set up for your presentation in the break immediately prior to your session.

Live virtual presenters on the online FLOOR platform

We are working with Fresh Start Events who provide the online FLOOR platform; a bespoke online platform for the conference.

The FLOOR platform is accessed using a web browser, there is no app or additional software required. The team at Fresh Start Events will host a series of training opportunities and video tutorials to ensure you are familiar with the platform in advance of the main event. We will be in touch with dates for this in due course.

If you are using a system supplied by your place of work, you may experience issues with security systems such as Firewalls or VPNs (Virtual Private Networks). Most personal systems will not be affected by these security systems.

We recommend the following system setup:
- Where possible, connect online via a Microsoft Windows based personal PC or laptop
- If using a corporate PC or Laptop, connect from a personal network connection (not your workplace location).
- If connecting from an office or place of work, check in advance it works correctly for you. FLOOR is a live video streaming platform and requires access to your camera and microphone. This is often prohibited in a work environment and your IT support team may need to make system modifications for you.
- Ideally use Google Chrome as your browser.

We will be sending video tutorials so if you are unable to attend training live you can still be trained in advance of the conference.

**For the smooth running and success of the conference, it is essential
that you attend the training either in real time or by watching the recording.**

We strongly recommend that you gain access to the FLOOR platform and test your presentation in advance of the event. Please do not leave this until the last minute.

Pre-recorded video presentations to stream on the FLOOR platform (with live Q&A)

Online presenters can present live via the FLOOR Platform or, if they prefer, they can pre-record their presentation.

For pre-recorded sessions, the presentation will be played automatically on the online FLOOR platform at your allocated presentation time. You, as an online presenter, can sit in the audience and watch this pre-recording. Once the pre-record has finished, the room status will be switched to a LIVE session. At this point, as a presenter, you will go live on the virtual stage and the Q&A session can start. You will be able to see yourself and the Chair on screen, the audience members will not be able to be viewed unless you specifically request this. Online audience members will be able to see and hear you, but they will not be able to be seen or heard unless invited onto the stage by the Chair.

Sessions that are being pre-recorded must adhere strictly to the presentation time limits as outlined above, and should be uploaded to the link below by **Monday 16th May** in order to be checked and uploaded to the platform:
https://www.cognitoforms.com/FreshStartEvents/SpeakerContentEMTCConference2022

When uploading your presentation, please name your file in the following way:
      1. surname of first presenter
      2. type of presentation (spoken, poster, workshop, roundtable, other)
      3. first three words of presentation title

      Example: Watson-Roundtable-Valuing music therapy

Workshops and roundtables

Where possible, we would like to ask that workshops and roundtables be conducted live at QMU. This is to try and ensure a similar level of interaction that would take place at in-person conferences. Please think carefully about your planning. Live music making is likely to be affected by a lag on the online FLOOR platform. If you would like to pre-record any material to be shown as part of your workshop you are welcome to do so.

Workshops

There will be limited places offered for participants for each workshop. Any participants joining via the online FLOOR platform will be placed on the virtual stage with you, so you will be able to see their video feed and speak directly to them. Other online audience members will be able to watch and interact (if you request it) via the chat option, which will be managed by the Chair of your workshop.

The Chair will assist with inviting participants on stage, keeping the session to time and assisting with the Q&A if required. All of this will be covered in the online training.

Roundtables

Each member of the roundtable will appear live physically on stage at QMU or via the online FLOOR platform on the screen with their video. You will be able to converse with online presenters as you would normally. You will not be able to see online audience members, but there will be an online audience count on the screen to indicate how many people are watching, that your room host/chair can keep an eye on for you.

If you have any material you wish to share (such as video/audio) we ask that this is sent by Monday 16th May to ensure it is uploaded to the platform. Please indicate if this material needs to be captioned for accessibility.

Virtual poster presentations

All poster presentations will be virtual and hosted on the FLOOR platform. A unique virtual room will be provided on the platform for each poster. In this room, delegates will be able to read the abstract of the presentation and download the poster as a PDF file. If the delegates wish to have an online video meeting in a private room, then they can agree on a mutually convenient time between them (via the chat) and do this.

There is no specific time allocated for poster presentations during the conference programme. Delegates can visit the virtual poster booths at any time. There will also be a dedicated room at QMU where posters will be projected in a loop for the duration of the conference.

Please ensure your poster is emailed as a PDF file to emtc2022@bamt.org by Monday 16th May 2022.