



TIPPS FOR

**PRESENTING
ONLINE**

A WEEK BEFORE YOUR TALK

- If you have files to share (including videos and slides), please make sure to send them one week in advance. Send them to hello@sig17.net
- Send us any additional information, such as whether you would like to have your talk streamed and/or recorded, whether there are any activities to be done during your talk (sharing links, opening polls, ...).

BEFORE YOUR TALK STARTS

- Coordinate with your co-facilitator...
 - o...who will do what during the session?
 - o...does the co-facilitator need any additional information (e.g., URLs or files to share)
 - o...do you want your session to be recorded? Should it be streamed to the SIG17 YouTube channel for increased reach?
- Come early to check that your microphone and camera work well and that the network-connection is good. Last checks are best made in the break before your block starts (this does not refer to your assigned timeslot WITHIN a block, but the start of the whole block. The presentations within a block will be back to back).
- Please select a compatible browser for the tool, that we use for the conference (Chrome and Firefox work best in our experience)

DURING YOUR TALK

You focus on your talk, the co-facilitator will ensure smooth running of the rest (Q&A, chat, technical issues, timing).

TROUBLESHOOTING

Technical issues

1. Check your network connection
2. Reenter to the platform
3. Use a compatible browser (Chrome, Firefox)
4. Restart your computer
5. If you (still) have any problems, come to our slack helpdesk.

Other issues (accessing sessions, etc.)

1. Reach out to us through our slack helpdesk.
2. Send an e-mail to hello@sig17.net. We try to be fast, but do not use this for emergencies!