

A large, blurred image of a diverse crowd of people walking in various directions, overlaid on a teal background. The people are out of focus, creating a sense of movement and a large gathering.

**Guide for presenters**  
**CBC Online Conference**  
**#cbccconf2020**

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Information for all presenters

This year CBC 2020 (**#cbconf2020**) will run entirely on the Whova virtual conference platform, delivering a unique and fully interactive virtual conference experience.

This is a guide for **#cbconf2020** presenters and will outline key dates and provide instructions on presentation categories, methods and delivery for the virtual event. It also provides helpful links to the conference registration page, directions for uploading abstracts to the Open Science Framework platform, and how to use the Whova conference interface.

Please read this document to familiarise yourself with the requirements for this online conference.

The CBC conference team will be happy to answer anything that is not clear by email: [behaviourchange@ucl.ac.uk](mailto:behaviourchange@ucl.ac.uk).

## Key Dates

Milestones	Opens	Closes
<p><a href="#">Release of programme</a>  <i>*the programme will be uploaded to the <a href="#">CBC conference website</a></i></p>	Monday 27 July	
<p>Speaker Profiles  <i>*presenter profiles to be completed on Whova platform</i></p>	Monday 27 July	Monday 31 August
<p>Upload of pre-recorded presentations  <i>*presenters upload pre-recorded presentations and slides to conference platform Whova</i></p>	Monday 27 July	Monday 31 August
<p>Release of content  <i>*release of conference material on Whova site</i></p>	Wednesday 02 September	
<p>Conference dates  <i>*Launch of live programme with webinars keynote talks and discussion sessions</i></p>	Wednesday 16 September	Friday 18 September

How will this online conference work?

**#cbconf2020** will offer delegates a greater opportunity to curate their own conference experience using the virtual platform.

All content, apart from keynotes and panel discussions, will be released two weeks before the live event on the Whova platform, where delegates can watch, read and engage with content ahead of the live event running 16, 17 and 18 September.

Over the three days of the live conference, the event programme will host an exciting mix of panel discussions and symposia, live question and answer sessions, interactive poster sessions and keynote talks.

Beyond presentations

We want **#cbconf2020** to be more than just a platform for accessing world-leading content. We aim to foster networking opportunities by supporting delegate and author interaction, using moderated discussion boards and open webinar sessions on topics curated by conference attendees.

The online conference platform offers attendees to get all information for the event in one convenient location. Other useful features include:

- Conference programme agenda with all links to content and live sessions
- Functionality to create your own personalised conference agenda
- Networking, chat and discussion boards

What to do before the conference

- In order to present your work you must register to attend the online event. Register for the event by clicking [here](#).
- You can check the event programme and your session [here](#).
- All presenters will need to complete a Speaker Profile that will be available to view on Whova (refer to section [Instructions to help you prepare for your presentations](#) in this guide for further details).
- Presenters are encouraged to familiarise themselves with the Whova platform before the event (refer to the section [Instructions for joining the online conference portal](#) in this guide for further details).
- Two-weeks before the live event, our conference team will send all delegates an event code with instructions on how to access the Whova event portal to access the early release content.
- All delegates who have registered for the event will be sent an invitation code on Tuesday 15 September to join live webcasts hosted by Zoom. This code can be used to access all live sessions scheduled over the three days of the event.

After the conference

- All uploaded content will be available to delegates for six months after the date of the conference through the Whova platform.

- You can continue to interact with others delegates on the Whova platform or use an alternative method to develop your network.
- We strongly encourage all presenters to upload their content to the [OSF website](#). Instructions on how to do this can be found [here](#).

Instructions for joining the online conference portal  
The conference will be hosted through the virtual platform Whova.

There are two ways to access the conference content with Whova:

1. Via the [Whova](#) website
2. Download the [Whova app](#) on your phone and search for the event CBC Online Conference

The following features of the Whova app can only be accessed on a mobile smart phone:

- Customised agenda to tag what you are interested in attending
- Participate in chat forums with organisers, participants, and presenters
- Community board for shared posts and conversations
- Announcements from the organizer

### **How do I upload my Speaker Profile and recorded presentation?**

All presenters will be sent an email from our conference team that will invite them to complete a form to upload their Speaker Profile and presentation (either a recording and/or presentation slide). This is an online form and can be updated as many times as needed.

Please refer to the section [Instructions to help you prepare for your presentations](#) for more instructions.

If you encounter any problems completing the form, or if you have questions, contact the conference team at [beahviourchange@ucl.ac.uk](mailto:beahviourchange@ucl.ac.uk).

### **How do I access presentations, webinars and panel discussions on the days of the conference?**

Using the Whova website link (desktop computer / laptop):

- Open the [Whova website link](#)
- Search for the session in the conference programme and click the 'Join Zoom Meeting' link

For the live sessions, delegates will be sent a zoom code the day before the first day of the conference that will allow them to access the content of the programme over the following three days. Please note that you do not need a Zoom account to watch or participate in the live sessions or presentations. However, we recommend that you install the Zoom software on your computer or mobile device for the optimal conference experience.

If you are using a table or smart phone:

- Download the [Whova app](#) **AND** the [Zoom app](#)
- Within the Whova app, navigate to the session you are looking for through the agenda

Here you should see a Live Stream option in the virtual access section. Click that and it will prompt you to open the Zoom app where you can view the presentation.

Instructions to help you prepare for your presentations

Authors will have until 5pm on **Monday 31 August** to upload their presentations to their Speaker Profile.

Pre-recorded content will be released on Whova from **Wednesday 02 September 2020**.

Authors will be asked to complete their Speaker Profile on the Whova platform. The conference team will send an email with a link and instructions on how to do this.

Speaker Profiles are a brief biography of the presenter, and include information such as current job title, organisation/affiliation, work history and the abstract title and summary of their presentation.

All presenters who are part of a panel discussion or symposium will be required to complete a Speaker Profile. It is the responsibility of the convenor/discussant to inform members of the panel to complete their Speaker Profiles.

Authors scheduled for poster, symposia and oral presentations (this includes paper and symposia) will need to upload their recorded presentations as part of their Speaker Profile.

The next section of this guide will provide information for presenters on how their presentations will run as part of an online event. This will include:

1. responsibilities of presenters; including what needs to be done before, during and after the event, and
2. details on how each category will run, including session timings and moderation.

We encourage presenters to read this guidance carefully as there are important differences in how this online event will run compared to an in-person conference.

## Responsibilities of presenters

For oral (paper) and poster presentations, live sessions will be **30 minutes duration**.

Symposia and Panel Discussions sessions are **60 minutes duration**.

The conference team will send all presenters a **conference pack** one week before the event.

The **conference pack** will include:

- Title of session
- Day and time of session
- Zoom link and code to join your session

Before the conference: Two weeks before the session

- Make sure you have downloaded and are familiar with the functionality of all software ([Zoom](#), [Whova](#))
- Check that you have completed your Speaker Profile and uploaded your presentation following the steps for your presentation category
- Engage with the early release content: watch the pre-recorded presentations, participate in the discussion boards for each session and network with other delegates

Note: all live sessions will be recorded and hosted by Zoom. Presenters and audience will be able to use the chat function in Zoom to participate in the discussion. The recording will be uploaded to the Whova platform available for access at the end of the session.

During the conference: day of the session (Oral (paper) and poster presentations)

- Check the instructions provided on your conference pack (this will be sent to all presenters one week before the live event)
- Log into your session ahead of time (use the Zoom link and code in conference pack)
- The Session Chair will start the discussion, introducing the theme and cross-cutting topics for the session, followed by a brief introduction of all presenters, before opening a 20-minute discussion, with Q&A with audience to close.
- If you are not talking make sure your microphone is on mute to not disrupt others

**Full instructions for oral (paper) presentations can be found in this document [here](#).**

**Full instructions for poster presentations can be found in this document [here](#).**

During the conference: day of the session (Symposia)

Presentations in this category will be pre-recorded and available for delegates to watch prior to the live event. During the conference, live sessions are an opportunity for the panel to discuss in real-time key areas of focus from pre-recorded presentations and respond to live questions.

- Check the instructions provided on your conference pack (this will be sent to all presenters one week before the live event)
- Log into your session ahead of time (use the Zoom link and code in conference pack)
- The moderator of the session will start by introducing each presenter before opening the discussion.
- If you are not presenting, make sure your microphone is on mute to not disrupt others

**Full instructions for symposia presentations can be found in this document [here](#).**

During the conference: day of the session (Panel Discussion)

- Check the instructions provided on your conference pack (this will be sent to all presenters one week before the live event)
- Log into your session ahead of time (use the Zoom link and code in conference pack)
- The convenor/chair of the session will introduce each panel member before opening the discussion, followed by 30-minutes for audience Q&A
- If you are not presenting, make sure your microphone is on mute to not disrupt others

**Full instructions for panel discussion presentations can be found in this document [here](#).**

## Oral (paper) presentations

### Before the conference:

- In order to present your work you must register to attend the online event. Register for the event by clicking [here](#).
- Presentations in this category will be pre-recorded
- Pre-recorded presentations must be uploaded to Speaker Profiles on Whova by **Monday 31 August**.
- Presenters will have **10 minutes** to present their work in their pre-recorded presentation.
- We recommend that you create a low or medium resolution video of your narrated presentation using Microsoft Powerpoint or other software and upload this.
- It is the responsibility of the author that pre-recorded presentations are uploaded by the deadline of **Monday 31 August**. We recommend that you do not leave this to the last minute if you are new to making pre-recordings or using a conference app.
- Content will be released on **Wednesday 02 September**.
- Authors will be sent a conference pack one week before the live event which will include details of their session (date/time) and a Zoom link to join the webcast
- It is important that presenters take note of the date and time of the live session.
- You can promote your presentation using the features of the [Whova app](#)

### During the conference:

- Each oral (paper) presentation has been scheduled to a live session. You can check the event programme and your session [here](#).
- Live sessions are recorded and will run for 30-minutes.
- Presenters will be sent a Zoom link to join their session as a participant one-week before the live event.
- A separate Zoom link will be available in the conference programme for delegates to join the webcast as audience.
- The Session Chair will open the discussion by introducing each author scheduled in the session, followed by a general discussion based on content of the discussion board and contributions from audience members through Q&A.

### Zoom webinar: best practice for presenters

- Check your network settings to make sure your network connection is good
- Check that your video and microphone is working before the start of your session
- Before you connect to the Zoom webinar, close all other windows/apps, especially mail programs
- Make sure you are in a space where you can control noise and interruptions. You can connect to the audio by phone or using a headset connected to your computer.

- Use the link that was sent to you in the meeting invitation –this is the link sent to you in the conference pack. This is a link just for you as a speaker
- If you are not presenting, make sure your microphone is on mute to not disrupt others

More information can be found at: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

## Summary

- Presenters of oral (paper) presentations will be asked to pre-record their talk and upload it as part of their Speaker Profile on the Whova conference platform by Monday 31 August.
- Pre-recorded content will be available to access two-weeks before the live event (Wednesday 02 September).
- Each presenter will be allocated to a session that will consist of four to six other authors who will be discussing a similar theme. Each session is 30-minutes duration that will be moderated by a Session Chair.
- The conference team will set up individual discussion boards on Whova for each session. These discussion boards can be used by presenters and delegates to interact ahead of the live sessions. This is also a platform to start the discussion on topics they would like to explore during the live session webcast.
- The live sessions will run as webcasts and are an opportunity for presenters to engage in a general discussion based on the content of the session and contributions from audience members.
- The Session Chair will facilitate a discussion based on content of the discussion board and contributions from audience members through Q&A. The audience will be able to ask questions in real-time through the chat function on Zoom.

## Pre-recorded content

- Authors will have 10-minutes to present their research, and are welcome to use slides to support their presentation.
- We strongly recommend that you upload a **video** presentation rather than a narrated deck of slides.
- You can use Microsoft Powerpoint to create a narrated presentation which you can then turn into a video file. Instructions for turning narrated presentations into a video file are available [here](#).
- We recommend that you use low or medium video quality to ensure that your work is accessible to those who may have limited internet resources.

## Poster presentations

### Before the conference:

- In order to present your work you must register to attend the online event. Register for the event by clicking [here](#).
- Authors will be asked to create a PDF of their poster and upload to their Speak Profile on Whova by **Monday 31 August**
- Content will be released on **Wednesday 02 September**
- Posters must be prepared as portrait, not landscape and saved as pdf
- Please make sure your typeface and graphics are easy to read.
- Keep the amount of text in your posters brief, focusing on a few key points
- Make sure your title, authors and affiliated institutions are clearly visible at the top of your presentation
- Presenters can produce a 3-minute 'video poster' highlighting the main points of their work alongside the poster pdf. You can upload this to your Speaker Profile
- Presenters will be sent a Zoom link to join their session as a participant one-week before the live event.
- It is important that you take note of the date and time of the live session.
- You can promote your session using the features of the [Whova app](#)

### During the conference:

- Each poster presentation has been scheduled to a live session. You can check the event programme and your session [here](#).
- Live sessions are recorded and will run for 30-minutes.
- You will be sent a Zoom link to join their session as a participant one-week before the live event.
- A separate Zoom link will be available in the conference programme for delegates to join the webcast as audience.
- The Session Chair will open the discussion by introducing each speaker scheduled in the session, followed by a general discussion based on content of the discussion board and contributions from audience members through Q&A.

### **Zoom webinar: best practice for presenters**

- Check your network settings to make sure your network connection is good
- Check that your video and microphone is working before the start of your session
- Before you connect to the Zoom webinar, close all other windows/apps, especially mail programs
- Make sure you are in a space where you can control noise and interruptions. You can connect to the audio by phone or using a headset connected to your computer.
- Use the link that was sent to you in the meeting invitation –this is the link sent to you in the conference pack. This is a link just for you as a presenter
- If you are not presenting, make sure your microphone is on mute to not disrupt others

More information can be found at: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

### **Summary**

- Presenters of poster presentation will be asked to upload their poster as a PDF to their Speaker Profile on the Whova conference platform by Monday 31 August.
- Presenters also have the option to upload a 3-minute pre-recorded presentation poster highlighting the main points of their work to their Speaker Profile.
- Posters will be available to view two-weeks before the live event (Wednesday 02 September).
- Poster presenters will be allocated to a session that will consist of four to seven other speakers alike in theme. Each session is 30-minutes duration that will be moderated by a Session Chair.
- The conference team will set up individual discussion boards on Whova for each session. These discussion boards can be used by presenters and delegates to interact ahead of the live sessions. This is also a platform to start the discussion on topics they would like to explore during the live session webcast.
- The live sessions will run as webcasts and are an opportunity for poster to engage in a general discussion based on the content of the session and contributions from audience members.
- The Session Chair will facilitate a discussion based on content of the discussion board and contributions from audience members through Q&A. The audience will be able to ask questions in real-time through the chat function on Zoom.

## Panel Discussions

### Before the conference:

- In order to present your work you must register to attend the online event. To register for the event [click here](#).
- All members of a panel must have registered for the event. It is the responsibility of the panel chair to communicate this to other members of the panel
- All panel members to complete their speaker profile by **Monday 31 August**
- Panel discussions will include a chair and four panellists
- The chair will take responsibility for leading the discussion
- It is important that presenters take note of the date and time of the live session
- We strongly recommend that panel members do a technical rehearsal using Zoom in the two weeks before the live session.

### During the conference:

- Panel discussions will be led by the chair of your session
- You have 55 minutes for your panel discussion. **You should allow half of the allocated time for audience participation and questions.** This will give you approximately 30 minutes for members of the panel opening and perspectives
- All members of the panel will be sent a Zoom link to join their session
- A separate Zoom link will be available in the conference programme for delegates to view the question and answer discussions.
- When taking part in the session we recommend the following:
  - All panel members have their cameras on for the entire duration of the session
  - Panel members keep themselves on mute when not speaking
- We would suggest the following structure for the sessions:
  - The panel chair opens the session, introduces the topic
  - Each panellist in turn introduces themselves and shares their perspective on the topic for five minutes
  - Panel chair invites discussion amongst the panel members
  - Panel chair opens discussion up to the audience convener asks for questions and responses from each expert.
  - Participants will be asked to pose their questions using the chat function on the Whova app. The chair should use this to invite participation

### Zoom webinar: best practice for presenters

- Check your network settings to make sure your network connection is good
- Check that your video and microphone is working before the start of your session
- Before you connect to the Zoom webinar, close all other windows/apps, especially mail programs
- Make sure you are in a space where you can control noise and interruptions. You can connect to the audio by phone or using a headset connected to your computer.
- Use the link that was sent to you in the meeting invitation –this is the link sent to you in the conference pack. This is a link just for you as a presenter
- If you are not presenting, make sure your microphone is on mute to not disrupt others

More information can be found at: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

### Summary

- Panel Discussions will be scheduled to **55 minute** sessions.
- We suggest that half of the session is allocated to audience participation and questions. This will allow for 30-minutes for members of the panel to share their perspectives on the panel topic and set out the different elements of the discussion.
- A Zoom link will be shared with the panel chair one week before the live event. It will be the responsibility of the panel chair to share this link with panellists.
- The audience will submit questions to the panel via the chat/discussion function on Zoom.
- The webcast will be controlled by a moderator from our conference team who will start and end the discussion. The moderator will also support the chair with questions from the audience that are submitted via Zoom chat.

## Symposia

### Before the conference:

- In order to present your work you must register to attend the online event. To register [click here](#)
- All panellists must register for the event. It is the responsibility of the discussant/convenor to communicate this to each panellist ahead of the conference
- Panellists will have 10 minutes to present on their topic. Presentations must be pre-recorded and uploaded to their Speaker Profile on Whova by **Monday 31 August**
- Content will be released on **Wednesday 02 September**
- Authors will be sent a conference pack one week before the live event which will include details of their session (date/time) and a Zoom link to join the webcast
- It is important that presenters take note of the date and time of the live session.
- You can promote your presentation using the features of the [Whova app](#)

### During the conference:

- Live sessions are recorded and will run for **55-minutes**
- Presenters will be sent a Zoom link to join their session as a participant one-week before the live event.
- A separate Zoom link will be available in the conference programme for delegates to join the webcast as audience.
- The session will be led by the discussant/convenor
- The audience will be able to ask questions and comment on the discussion through the live chat function on Zoom
- The webcast will be controlled by a moderator who will start and end the discussion, as well as support the discussant with questions from the audience submitted via the chat function in Zoom

### Zoom webinar: best practice for presenters

- Check your network settings to make sure your network connection is good
- Check that your video and microphone is working before the start of your session
- Before you connect to the Zoom webinar, close all other windows/apps, especially mail programs
- Make sure you are in a space where you can control noise and interruptions. You can connect to the audio by phone or using a headset connected to your computer.
- Use the link that was sent to you in the meeting invitation –this is the link sent to you in the conference pack. This is a link just for you as a presenter
- If you are not presenting, make sure your microphone is on mute to not disrupt others

More information can be found at: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

## Summary

- Symposia presentations will describe a series of research abstracts that are focused on a particular topic, and will typically include four oral presentations from different authors on a shared theme.
- Panellists will be asked to pre-record their presentations and upload it as part of their Speaker Profile on the Whova conference platform by Monday 31 August.
- Pre-recorded content will be available to access two-weeks before the live event (Wednesday 02 September).
- Panellists will have 10 minutes to present on their topic/discussion via recording.
- The live sessions are designed to facilitate the discussion proportion of the symposium, also offering an opportunity for the audience to participate through questions and comments with panellists.
- The role of the discussant is to facilitate the discussion portion of the symposium, highlighting highlight key points from the presentations and prompt questions or comments from speakers which can be opened up to invite the audience to participate.
- The live sessions will be recorded and scheduled for 55 minutes.

There is no set format for how a symposium discussion should work. Ideally the convener of the symposium should have discussed the content of the session with the discussant **before** the session and agreed the key points to bring out for reflection and discussion.

## Open Science Framework

The CBC will be publishing conference abstracts from **#cbconf2020** on the Open Science Framework (OSF). In the spirit of open science, our conference team would like to encourage all authors to publish their conference proceedings on OSF as this can support the timely dissemination of work to a broader audience and increase impact.

Abstracts uploaded to OSF will be available to any reader online. There will also be an option to upload supplementary files with the abstract, such as PDF copies of presentations or poster slides.

For your conference abstract to be included in the list of submissions follow the three steps listed below to make an entry on OSF:

1. Going to the conference OSF page: <https://osf.io/meetings/CBCCONF2020/>
2. On the top left corner of the OSF webpage, click on the link 'add your poster or talk'
3. Complete the short email submission and upload form

As a default, after the conference our team will be uploading all accepted presentation abstracts to the event OSF portal. This will include the author name and affiliation.

It is not compulsory to upload author abstracts to OSF. If you do not want your abstract included please email [behaviourchange@ucl.ac.uk](mailto:behaviourchange@ucl.ac.uk).