#BOUsci20
Climate Change and Birds: Solutions to the Crisis

24 November 2020, 0900 - 2300 UTC/GMT

This document is a guide for all attendees at #BOUsci20.

Please read through this document carefully as your role is crucial for us to all have a successful conference.

We will be using the Zoom Webinar platform to host #BOUsci20. Although we have all faced the new normal for a while now, several video conferencing systems exist and so if you are unfamiliar with Zoom, you can find out more information here.

Zoom provides the option to sign up to a free account here.

Important note If you are struggling to access the zoom webinar then please let the conference team know by emailing both Ryan Burrell (ryan.burrell@bath.edu) and Steve Dudley (steve.dudley@bou.org.uk).

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Accessing the virtual conference

You will be sent an individual registration confirmation email from Steve Dudley via Zoom detailing how to access this virtual event.

Role of an #BOUSCI20 attendee

Of course, this will be unlike any other BOU conference. We cannot replace the face-face interaction or friendly discussions over lunch or beers in the evenings. These are elements that make BOU conferences so special BUT we can still share fascinating new insights on ornithology and connect with a distant colleague or two.

The talks at #BOUSCI20 have been pre-recorded to minimise the frustration and delay from technical problems. However, the Session Chair and each speaker will be live during each session for introductions and the Q&A.

Your role as a conference attendee is to sit back, relax and enjoy the conference. Of course, we appreciate you asking questions during the Q&A sessions after each talk.

Online resources for the event

Conference event page
All event details and links can be found here.

Online scheduler (programme, abstracts and built-in time zone convertor)
See here.

Programme
The full #BOUsci20 programme for the conference can be found and downloaded here.

All times are UTC/GMT – please use this time zone converter for your local time

Abstracts
All abstracts for #BOUSCI20 can be downloaded from here.

How the conference will run

1. This virtual event will run as one continuous session on the day. So, once you are signed into the conference webinar you can remain signed in or enter and exit as you see fit using the webinar link circulated.

2. To join the conference please sign-in to the conference webinar (see 'Accessing the virtual conference' above). We suggest you sign in at least 15 minutes before the start or at least the start of the session you wish to listen to. This will allow you time to solve any technical issues should you encounter them.

   When you click the #BOUSCI20 webinar link the Zoom client will open. You will be asked to enter the name and email you registered for the event with.
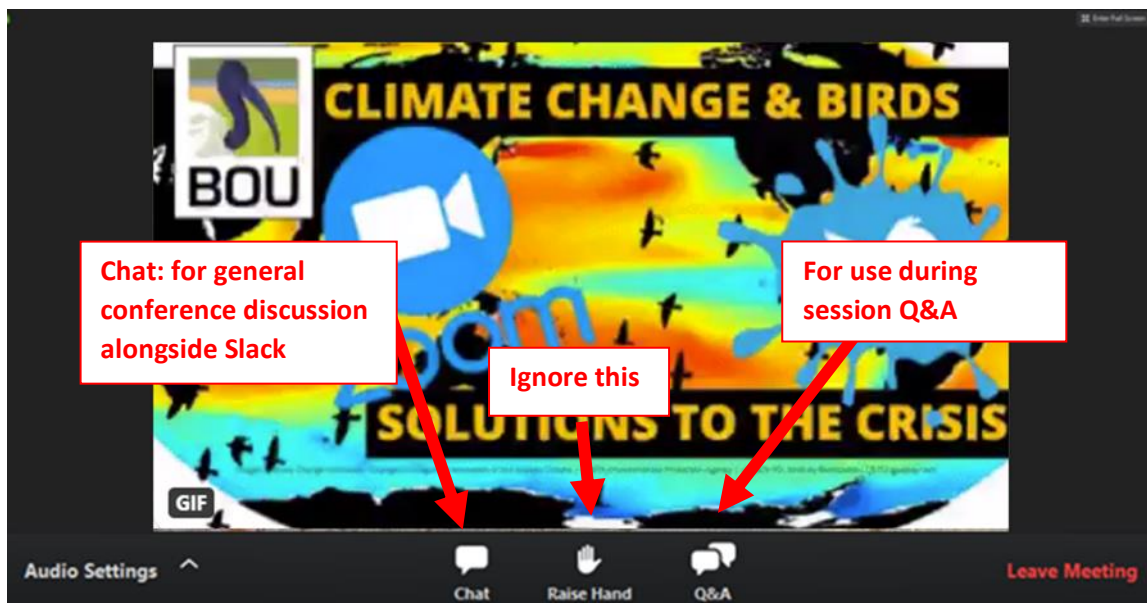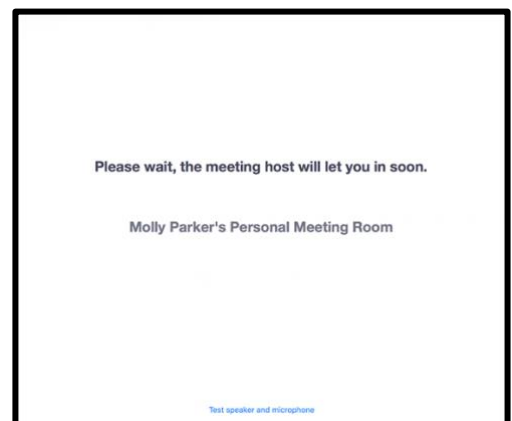
3. Once you enter the webinar, you will see a screen similar to the one below (note slides will vary):

If the conference organisers are yet to open the webinar for the day, you may get a message similar to the one shown to the right. If you see this, please wait as you will be automatically entered into the webinar after the conference organisers open it.

4. At the start of a session:
   - 2 minutes before the start of a session the conference organiser will switch on a "Welcome to Session…." holding image.

   - At the start of the session slot, the Session Chair will:
     o Welcome the audience to the session
     o Remind the audience that questions can be submitted via the Q&A box and that the Slack Channel is available for general conference discussion.
     o Introduce the first speaker.

5. During the session:
   - After the first speaker is introduced, the conference organiser will start playing the first talk.
   - Each pre-recorded presentation will be approximately 12 minutes (max) long followed by 3 minutes for a live Q&A, except the keynotes which will be 25 minutes followed by a 5-minute live Q&A.
   - At the exact minute after the Q&A is supposed to end, the Session Chair will introduce the next speaker.
   - The conference organiser will switch to play the next pre-recorded talk.

   - A session starting at 11:00 should run as follows:

     o 10.58 – 'Welcome to the session' holding slide in place.
     o 10.59 – Session Chair introduces keynote speaker
     o 11:00 – Keynote pre-recorded talk begins
     o 11:25 – Keynote pre-recorded talk ends and 5-minute Q&A starts
     o 11:29 – Keynote Q&A finishes and the next talk is introduced by the Session Chair
     o 11:30 – Next pre-recorded talk begins
     o 11:42 – Talk pre-recording ends and 3-minute Q&A starts
     o 11:45 – Talk Q&A finishes and next talk is introduced by the Session Chair
     o 11:45 – Next pre-recorded talk begins.
     o And so on….. (hopefully!)

6. At the end of a session
   - At the end of the session, the Session Chair will thank the speakers and everybody for attending then pass over to the conference organisers encase there are any messages before the break.
   - 2 minutes before the start of the next session the break media will stop and the opening slide for the next session will open.

Q&As after each presentation

The Q&A starts at the end of each pre-recorded talk and runs for a maximum of 3 minutes, except keynotes where it will last for 5 minutes.

You can ask questions by writing what you wish to ask the speaker in the webinar Q&A box (see Zoom menu). Please note the raised hand function will not be used during the conference.
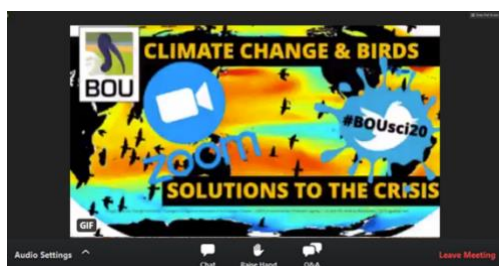
Write you question here. You can select "Send Anonymously" in the question text box if you do not wish you name to appear against your question.
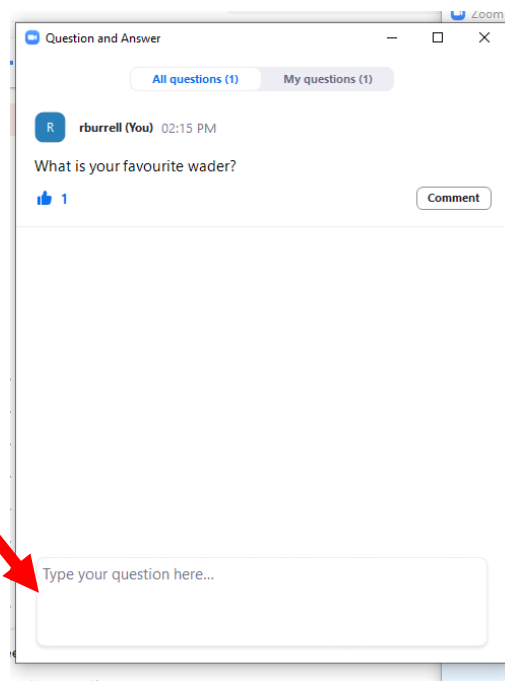
Questions from the resulting list will be selected and read out by the Session Chair after which the speaker will respond. The chair will then progress to the next selected question. The Q&A will proceed in this fashion until the end of the Q&A period. You can upvote a question by clicking the thumbs up icon.

Chatting during the conference

There are two ways to interact with other attendees during the #BOUsci20 conference. This is due to the Zoom Webinar service being limited in its ability to let attendees interact with each other. For example, attendees will be unable to see who else is present at any one time via Zoom.

Slack Workspace: #BOUSCI20 Virtual Conference Slack

To allow better attendee discussion and interaction, we strongly suggest that all participants sign into the #BOUSCI20 slack workspace using this link. This is a separate website to Zoom and allows participants to see who is online, take part in an overall conference chat, speak directly to conference organisers for technical support and set up private or shared group discussions.

- We suggest that you sign into the Slack workspace before the conference to ensure that your access and profile are set up and ready to go.

- You can download Slack here or use it via your web browser. Slack can be open whilst also attending the webinar.

- The #BOUSCI20 conference guide to using Slack is available here

Zoom chat window

Clicking the box on the left of your Zoom window labelled "Chat" will open the conference chat window. This chat will run for the entire conference day. You can find instructions on how to use the chat functions here (see attendee section). Please remember to select "All Panellists and Attendees" as the audience for your chat for everyone to see your messages. Chat should not be used for any questions for speakers during sessions or workshops – these should be asked exclusively using the Q&A function (see 'Q&As after each session' above). However, a limitation of Chat is that you cannot see who is attending the conference at that specific time.

Conference social media

Conference hashtag	#BOUsci20
Suggested other hashtags	#ornithology #climatechange
BOU on Twitter	@IBIS_journal

Conferences gain a great deal through active discussion. Social media is an extremely valuable way to engage and educate members of the public as well as stimulate further discussion between conference participants. Hence, #BOUsci20 is a pro-social media event.

Presenters and attendees are encouraged to promote both the conference and talks on social media. However, we accept that some presenters may wish to opt-out of their content being shared. Speakers will indicate this on individual slides using a "no social media" logo (see right).

If this has been missed by a speaker but they do not wish for the content to be shared, then the chair may make a statement during the introduction.

Conference recording

The entire conference will be recorded. A recording(s) with timestamps for each talk and session will be made available shortly after the conference. We strongly suggest you attend all talks you are interested in. This supports the speaker/event and allows you to take part in the Q&As which can often provide some great insights during a conference and generate discussion on Slack.

Code of Conduct

We ask all those taking part in any BOU event to abide by our simple event code – see here.

Technical support

During each session, the conference organisers will do their best to provide technical support if you are having problems. If you encounter an issue during the webinar but you are still attending (i.e. the Zoom window is still showing) then please message in the Zoom chat (select all participants) or slack channel "all_conference-helpdesk" and one of the conference organisers will get back to you as soon as possible.

If you are having trouble accessing Zoom, then email both Ryan Burrell (ryan.burrell@bath.edu) and Steve Dudley (steve.dudley@bou.org.uk) and one of them will reply as soon as possible.