



Traditional Song Forum

Notes for presenters at TSF Online meetings

We are extremely grateful to all the people who have agreed to do presentations to our meetings and we hope that we will continue to receive offers from people who are willing to share their work with others.

There are some things we have learned about presentations for our meetings that we would like to share with you, to help you in putting your presentation together for us.

Setting up for the presentation

Please give some thought to the background to your presentation and make sure it is not too cluttered. Pay particular attention to the lighting, which will depend on the time of day. Check before the day to make sure that you appear clearly on the screen.

Sharing Your Screen

If, like the most presenters, you are using Powerpoint you will need to share your screen on Zoom. To help find the right screen when asked to start your presentation it is best to close all applications that you are not actually using. If you have sound in your presentation then ensure that you tick the box against 'Share sound' at the bottom of the 'Share' window. To avoid messing around having to get your PowerPoint to start after you have shared it (and the whole audience is watching you fumbling about!) set it up to open in a separate window. To do this go to Slide Show, then 'Set up Slide Show'. In the drop down box, under 'Show type' select 'Browsed by an individual (window)'. You will now be able to open your presentation in advance and start it running in the usual way as soon as you share it. Do practice this beforehand.

Accessibility

Some of the participants in our meetings have limited vision. Others that are joining us by phone or with small screens cannot read information presented on slides. Illustrations can add great value to a presentation, but they should be accompanied by a verbal description that makes it possible for everyone to understand the point you are making. If you are giving a list of items on-screen then describe your list and pick out enough information to help those who can't read it to understand your point. It may help you to think, 'how could I describe this on the radio?'.

Technical issues

One painful lesson we have learned is that things can go wrong! Happily, problems have, mostly, been resolved quickly. The most common fault is that people do not tick 'share sound' before sharing their screen. To avoid any possibility of problems we require you to do a technical check with us in the week before the meeting so that we know you have mastered the technology. If you

are using standard Microsoft or Apple equipment there are not usually problems. If you have added any external 'gadgets', their effect on Zoom presentations can be unpredictable.

Copies of presentations

We have been asked several times if it is possible to get hold of a copy of a speaker's presentation or of their PowerPoint slides. The meeting organisers cannot undertake this themselves and have agreed that, with the permission of presenters, we will make their e-mail address available to meeting participants in the information sent out before the meeting. They can then approach the presenter directly with questions or requests after the meeting. Hand-outs can be a good way of sharing detailed information and we are happy to send these to participants the day before the meeting.

YouTube

As well as the Zoom meeting, we will be live streaming the event through YouTube. We will be recording the Zoom meeting and an edited version will be uploaded to YouTube soon after the meeting. While it is possible to edit out major problems (and I have done so) this is fiddly and time consuming so most fluffs, calls of 'unmute yourself!', cries of 'Can you hear me?' and all the other little things we have learned to expect in Zoom meetings will probably still be there in a couple of decades time – even if we are not.

Information to be provided

We need to have some information at least two weeks before the meeting in order to prepare the appropriate programme documents. This includes:

- The title of your presentation
- A description of it in no more than 150 words
- A biography of yourself in about 100 words

These details should be sent to Steve Roud (steveroud@gmail.com)

If you are preparing a handout, this should be sent to Martin Graebe (martin.graebe@btinternet.com) at least three days before the meeting.

And ...

Some other points to bear in mind.

- Even though you are a presenter, you still need to book a place at the meeting through Eventbrite.
- Please join the meeting 15 minutes before the start to avoid causing the chair having a heart attack.
- Remember that people are looking at you, just as they would in a live event. Be conscious of your screen presence. And if you think they can't see you when your slides are on screen, bear in mind that people with a two monitor set-up are seeing you all the time.
- Remember that sound quality on computers is not always good, that your microphone may not be great, and that Zoom may distort the sound. Speak clearly and more slowly than you would face-to-face.
- Watch other presenters in action and learn from what they do well.

- Rehearse your presentation – firstly, to check the timings, but also so that you know what you are doing. Doing so is a kindness to the audience (and helps stop the organisers tearing their hair out).

If you have any questions we are more than happy to help you with them before the meeting. For technical questions contact Martin, and for questions about the event generally ask Steve.

tsf.zoom@gmail.com reaches both of us.

Martin Graebe

Steve Roud