

Guide for educational webinar presenters

[a 5 minute read that will help your presentation go smoothly]

We're looking forward to transmitting your upcoming presentation into labs across the world!

The following housekeeping requirements outline what we need from you to ensure that your presentation looks and sounds clear and professional to your fellow researchers.

All of these requirements are very simple, but failure to adhere to them could cause audio or video issues that profoundly impact the quality of your presentation.

We are here to help. If you have any questions at all, or require assistance to comply, please contact mentors@bitesizebio.com

Preparing for your webinar: Your Presentation Slides

- **Use the standard dimension (16:9) for slides and screenshare**, and a maximum resolution of 1920x1080. This will give the best view for webinar attendees.
- **Ensure that all assets (videos, slides etc) are downloaded** onto your local drive. Streaming these assets will affect your broadcast bandwidth, which could affect the quality of your presentation.
- **Leave room on the lower right hand side of your presentation** for us to insert the webcam. We recommend a space of 5cm x 3cm.
- **Send your final presentation slides to the BiteSize Bio team at least 3 days before your scheduled webinar recording date.** If slides are not received by this deadline, we may need to cancel or reschedule the webinar, as we will be unable to complete the required technical checks and setup.

Preparing for your webinar: Technical Considerations

Your presentation on Bitesize Bio is Live. This means that you must treat your session as if you are standing up at the podium to present to an in-person audience.

Therefore:

- **Pauses, coughs, stopping for a breath or sip of water**, accidentally going to the wrong slide then back again etc are all perfectly ok; these are natural parts of Live presenting.
- **You must be prepared and rehearsed**, your broadcast with us is not a rehearsal. You must be able to deliver your presentation from start to finish in one, as-live take, as you would at any in-person conference.

Audio and Video Setup

- **Ideally** use a wired headset or microphone.
- **You may** use a bluetooth headset or microphone but:
 - Avoid using AirPods or Earbuds as these are not suitable for broadcast.
 - Please ensure that your headset/microphone is fully charged as low charge will impact audio quality.
- **Avoid using** the microphone built into your computer.
- **If you do not have access to a suitable microphone/headset**, please purchase one. [Here is one our team uses internally.](#)
- **Please use a high-quality webcam** for your presentation. If you would like to present on camera, built-in cameras are generally suitable, but please check that your computer's webcam gives a clear image.

Room

- **Choose a suitable room** for your presentation, one in which you will not be disturbed, ideally a private office or a small meeting room.
- **Ideally, ensure the room is carpeted**, contains furnishings and has wall coverings (e.g. shelves/pictures) which will help to reduce echo.

Computer Setup

- **Use an ethernet cable to connect your computer** physically to your WI-FI router or LAN to provide the most stable connection, if possible.
- **If you cannot connect via physical cable**, please [check your Wi-Fi speed](#) and let our technician know if it is lower than 5Mbps.
- **Shut down all programs on your computer** that you do not need during your presentation.
- **Turn off notifications** from your mobile phone and desktop/laptop (Instructions for [MAC](#) & [PC](#)).
- **You must use the Chrome browser** when accessing the webinar platform, as the platform is optimized around this.

On the day: Orientation and Setup

On your broadcast date, you will be required to join the webinar room 20 minutes before your scheduled webinar start time.

This short pre-session orientation is not a rehearsal. It is a technical and platform check designed to ensure everything runs smoothly for your audience.

During this 20-minute orientation, our production team will:

- Confirm your audio, video, and internet connections are working correctly
- Check your camera framing, lighting, and sound quality
- Ensure you can successfully share your screen and slides
- Confirm your presentation files are ready to go
- Answer any last-minute questions you may have about the platform or process

Sessions with Multiple Speakers

If your session includes multiple speakers, all speakers are required to attend the pre-session orientation.

Once the orientation is complete, speakers should remain in the webinar room for the duration of the session, including while other speakers are presenting.

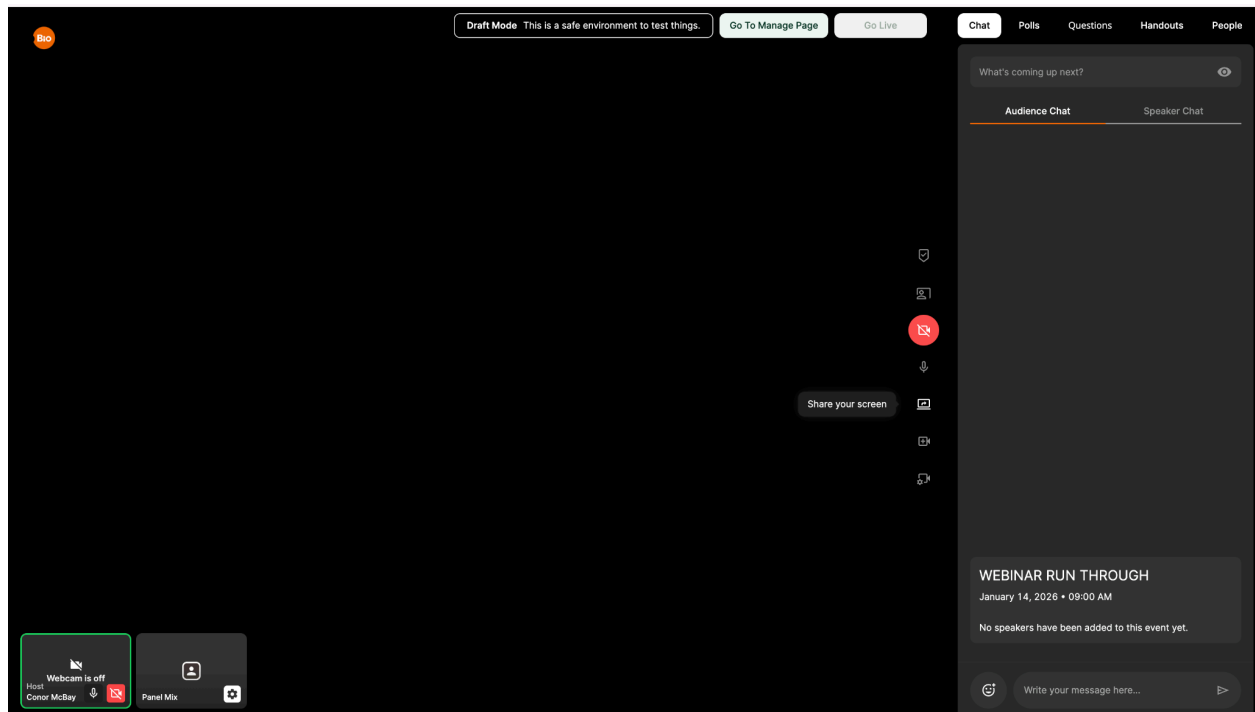
This allows the production team to:

- Confirm that each speaker's audio and video remain stable
- Support smooth transitions between speakers
- Ensure a professional and uninterrupted experience for the audience

If you have any concerns about timing or availability, please let the production team know in advance so we can plan accordingly.

On the Day: Webinar Platform Controls and Screen Sharing

When you join the webinar room, you will see a simple presenter interface that allows you to control your microphone, webcam, and screen sharing throughout your session.



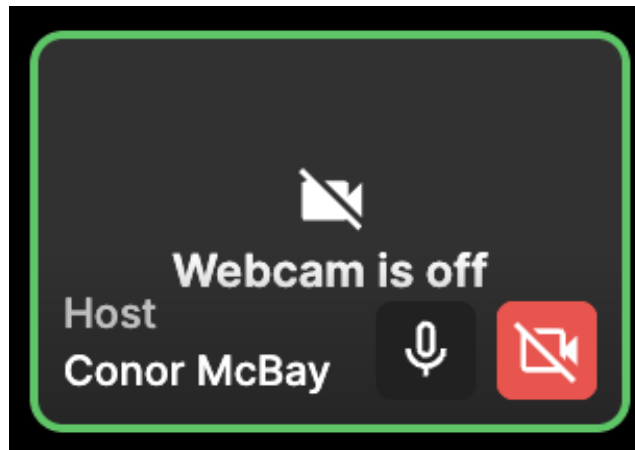
As a presenter, you will see:

- Your own presenter tile showing your name and webcam status
- Clear icons indicating whether your microphone is muted or active
- A vertical toolbar containing the screen sharing controls

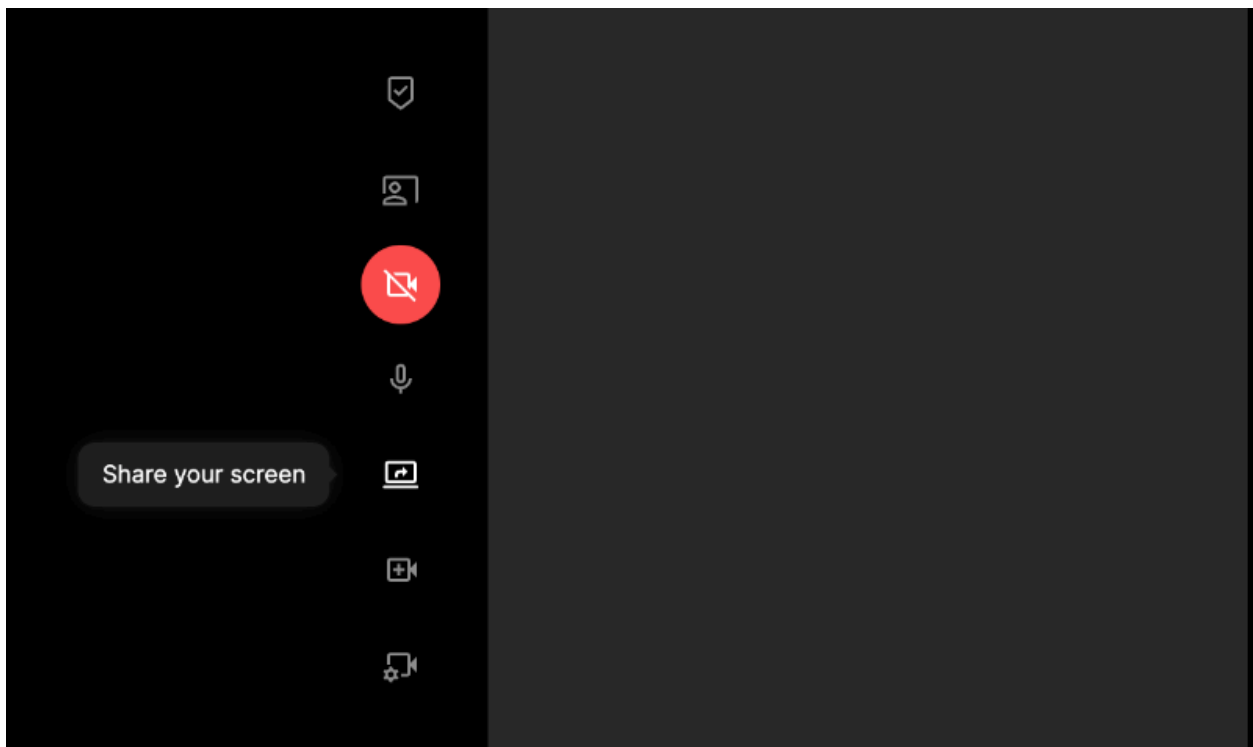
In the first example image below, you can see a presenter (Conor McBay) tile showing:

- The presenter's webcam is off
- The presenter's microphone is active (unmuted)

Presenters who are live with their microphones active will always appear in this way, allowing you to quickly confirm that you are audible to the audience.



In the second example image below, you can see the presenter interface with the screen sharing controls highlighted:





These controls are located in the vertical toolbar on the right-hand side of the presenter screen. You need to hover your mouse over this area to reveal the controls.

To share your presentation slides:

1. Click the "Share your screen" button in the vertical toolbar
2. Select the screen, window, or application containing your slides. (Sharing Entire Screen is the best option)
3. Confirm sharing when prompted

Once screen sharing is active, your slides will be visible to attendees, and your webcam may appear alongside or overlaid on the presentation, depending on the session layout.

We recommend having your slides open and ready before your session begins to ensure a smooth transition into screen sharing.

If you are ever unsure whether your microphone, webcam, or screen sharing is active, you can:

- Check the on-screen icons in your presenter view, or
- Ask the production team during the orientation period or via speaker chat (which is private to webinar attendees) at any time

Don't worry if this interface is new to you, as our production team will guide you through everything during the pre-session orientation. Thanks again for volunteering, and we are looking forward to hearing your talk!