2023 ECSITE CONFERENCE

INFORMATION FOR SPEAKERS & FACILITATORS

1. THE CONFERENCE APP

You will receive an invitation to join the 2023 Conference app on 5 June.

You can use the app to add information to your Speaker Profile, browse the agenda and the venue map and network with other participants. It also allows you to facilitate Q&A moments for your session, create spontaneous polls for participants and more. Discover for yourself - and if you run into any issues contact ecsiteevents@ecsite.eu

2. PREPARING YOUR PRESENTATION

Please use any presentation design you would like, Ecsite does not prescribe how your presentation should look.

Presentation files will only be accepted in PowerPoint (.pptx) or PDF format. Please use 16:9 (Widescreen) slide size.

Should you be interested, you can find tips on preparing accessible presentations via this link, tips on preparing a good PowerPoint presentation and tips on speaking.

3. UPLOADING PRESENTATIONS FOR SESSIONS

All speakers are encouraged to upload their presentations remotely using the links provided below.

To upload your files, choose the correct link for the day of your session from the list below and follow the on-screen instructions.

- Wednesday, 14 June 2023 – pre-conference workshops at Esplora Interactive Science Centre

There will be no Upload Room in the pre-conference venue. Please upload your presentations remotely.

- Thursday, 15 June 2023 – Day 1 of main conference at the Mediterranean Conference Centre
- Friday, 16 June 2023 – Day 2 of main conference at the Mediterranean Conference Centre
- Saturday, 17 June 2023 – Day 3 of main conference at the Mediterranean Conference Centre

Please ensure your presentation is uploaded at least 3 hours before the beginning of your session. For the pre-conference **14 June** and **early morning sessions 15, 16 & 17 June**, please upload the presentation the day before. Facilitators – please ensure all your speakers upload their presentations before your session.

Naming your files

To make sure your presentation ends up in the correct room for the correct session, please make sure you name your files in the following way:

Date - Room name – Session starting time - Speakers family name

For example

2022-06-15 Michael Grima Hall 12:00 Gajewski.pptx

Please refrain from using special characters in the naming of your file (e.g. «, ç, å, ÿ etc.)

Uploading presentations on-site

An Upload Room will be available in the Mediterranean Conference Centre during the main event (15-17 June), where you can bring your presentation on a USB drive.

Thursday, 15 June   11:00 - 18:00

Friday, 16 June   08:00 - 17:30

Saturday 17 June   08:00 - 17:00

There will always be an available technician in the Upload Room to help with technical issues with the presentation files.

There will be no Upload Room in the pre-conference venue. Please upload your presentations remotely.

4. YOUR SESSION ROOM

You can find the day, time and place of your session in the Programme in the Whova conference app and in the Programme at a Glance.

Please double check this information, as the room you were initially assigned might have changed.

Each room is equipped with a flipchart and basic stationery, pens, computer, a screen and microphones. Rooms are set up according to your session format and adjustments to chairs and tables placement will be possible on the spot. Feel free to check your room during the break before your session and help with the set-up.

The venue is a historic building, please do not attach anything to the room walls.

5. SESSION EVALUATION

Feedback on your session is collected through evaluation forms accessible in the Whova app. Compiled feedback will be available to speakers and facilitators by the end of the summer. Facilitators, please make sure to set aside a couple of minutes at the end of the session and prompt participants to use the app to share their thoughts about your session.

6. SOCIAL MEDIA TIPS

Here are few easy steps to make sure your session travels far on social media and reaches an audience beyond #ecsite2023 participants!

At the start of the session, take a minute to help your audience:

- Suggest each post contains #ecsite2023 – The Ecsite team will be looking to share your content
- For those speakers who have social accounts: let participants know what your user name is.

The Ecsite community is based on peer learning and a culture of openness. By default, participants will feel free to share session contents (for instance to take pictures of your slides and post them on social media). If you'd like some of what you say or show to stay confidential, please say so in the session.

7. FACILITATOR INFORMATION

The session facilitator ensures the session takes place on the given time and day and that all speakers are well briefed, show up on time, etc.

Before the conference, the facilitator is responsible for:

- Keeping all session-related details updated in the Whova app (abstract, speaker profiles)
- Ensuring no repetition or overlap between presentations
- Ensuring coherence between speakers - each speaker should have an idea of what the others are going to talk about
- Defining speaking order
- Ensuring presentations are uploaded on time onto the conference system. The upload room technicians will need to know the order of presentations.

During the session, the facilitator will:

- Act as a presenter or moderator, making sure the audience have a great experience in the session
- Take charge of everything that will make the session flow smoothly: checking that everything is in place before the session, reminding participants of social media hashtags, keeping an eye on the time, making sure evaluation forms are filled in…

8. SPEAKERS INFORMATION

Before the conference, speakers should do the following:

- Ask the facilitator for all necessary information, if not provided in good time.
- Update their speaker profile information (picture, job title, organisation and any other information to share with other participants) in the Whova app.
- Deliver a detailed description of their individual contribution to the session. This detailed information will not be published in the conference app but will be available on the website.

9. REMOTE SPEAKERS

If you are speaking remotely, you already received information on how to connect from Wiktor (wgajewski@ecsite.eu). You will be speaking via ZOOM call - follow the instructions from the e-mail and a ZOOM link in your calendar invite. You can still access the Whova app like any other speaker, to update your details.

We are very much looking forward to seeing you soon in Malta and thank you for your contribution.

The Ecsite Team