Presenters: this applies to you if you are the author presenting in any format (long paper, short paper, abstract, poster as a lightning talk, graduate symposium paper, tutorial).

You can find guidance, in addition to that below, on the Diagrams web site.

1. Find the link of the Zoom meeting on the Detailed Program available on the website. You will be emailed the password to the meeting.
2. Enter the SESSION that contains your presentation 10 minutes before the session begins to check that screen-sharing, microphone and video work. The session chair will be there to welcome you.
3. Prepare your slides in a font that is legible even on low resolution screens.
4. Add slide numbers to your presentation so that participants can refer to the numbers in their questions.
5. Check in advance that you know how to modulate your microphone volume, in case people cannot hear you.
6. If your internet connection is slow, try not to have anything open, or other devices on, that use the internet simultaneously whilst you talk.
7. Prepare your talk for the allotted duration. If you exceed your allotted duration then the chair will need to stop you to allow other presenters and participants to continue.
8. Delegates are asked to indicate they wish to ask a question in the Zoom chat. As is usual, Session Chairs will field questions and ask you to respond.
9. You will need to attend the networking session in Wonder after your talk – see the Detailed Program for the time of the networking session, which also links to Wonder.
10. If you have any problems joining the meeting when you are about to present and need immediate help, contact diagrams-conference@cl.cam.ac.uk and put PRESENTER: URGENT QUERY in the subject link.