Participating at WICAL 2023

Preparing for the conference

WICAL 2023 will be held simultaneously on **Microsoft Teams** and in **the Oculus** Building of Warwick. Our programme and abstract booklets are available from our website under "useful file links". The finalised versions of both booklets have been uploaded on 26 June 2023.

For **online participants**, you can **download the desktop app** or use Microsoft Teams in your browser (either Google Chrome or Microsoft Edge). You do not need to register or get the desktop app if you do not want to – you will be able to connect and present on the day through your browser without an account. **Nevertheless, if you are an online presenter, we highly encourage you to download the desktop app, because there could be slides, microphone and camera issues with the browser version.** Also, it will allow you to see conference participants while you are presenting.

For **in-person presenters**, you need to download your slides from your email or online drive to the desktop computer in the room. **Please note that your own laptop or USB drive is not supported.** You can delete your slides after your session. For other **in-person participants**, please have your smartphone or another electronic device with you since we do not provide printed programme or abstract booklets.

Both online and in-person presenters are advised enter their presentation room 10 minutes before the start of the session (not presentation). You use this time to test or download your slides, and specifically for online presenters, test the screen-sharing function, microphone, and camera.

Each oral presentation slot is given 30 minutes (20 minutes presentation + 10 minutes Q&A). Each lightning talk slot is given 7 minutes (3.5 minutes presentation + 3.5 minutes Q&A). Our moderators reserve the right to stop your presentation when it exceeds the time stated above. While our moderators will do time keeping, all presenters are also expected to keep track of their time. Moderators will indicate when you have 10 minutes and 5 minutes left. For online presenters, our moderators will use the "raise hand" function on Teams to indicate that.

For those who registered for a 2-day attendance, please note that you have access to the conference on 28 (Day 2) and 29 June (Day 3) 2023. Our committee members reserve the right to deny your online or in person access to the conference on 27 June 2023 as this is not covered by your registration, unless otherwise arranged.

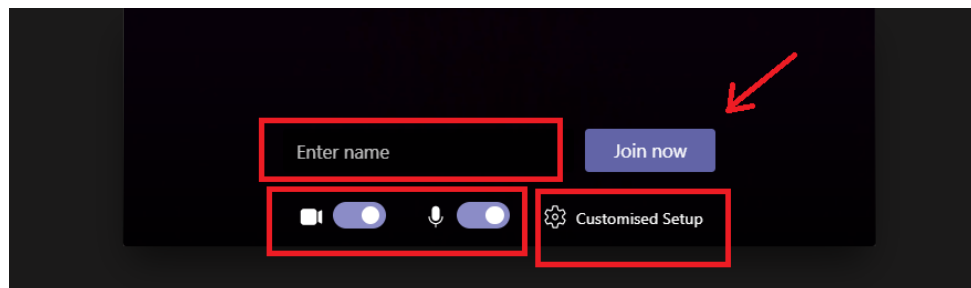**Participating at WICAL 2023**

Online: Joining the conference on Teams

The links to all the sessions are available in our programme or abstract booklet, available from our website under "useful file links".

To join:

- **Click on the link** of the session you want to join. This will open a window in your browser where **you can choose how you want to join**: (1) by downloading the desktop app, (2) continuing in your browser, or (3) opening the Teams desktop app (if you have already downloaded it).
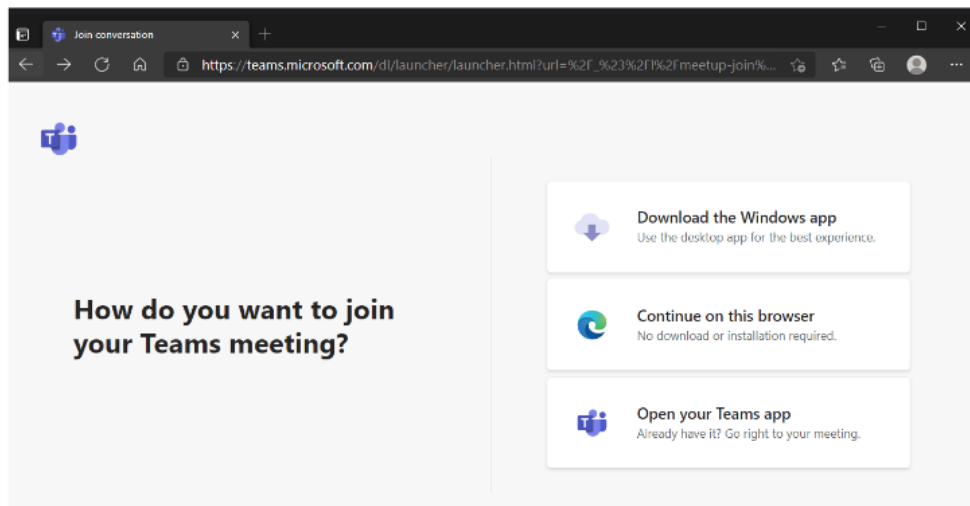
- Next, you will be able to switch on your camera and microphone. You can check your audio/video setting by clicking on "Customised Setup." If you haven't registered on Teams, you will also be asked to enter your name at this stage. Once you are ready, click "**Join Now**."
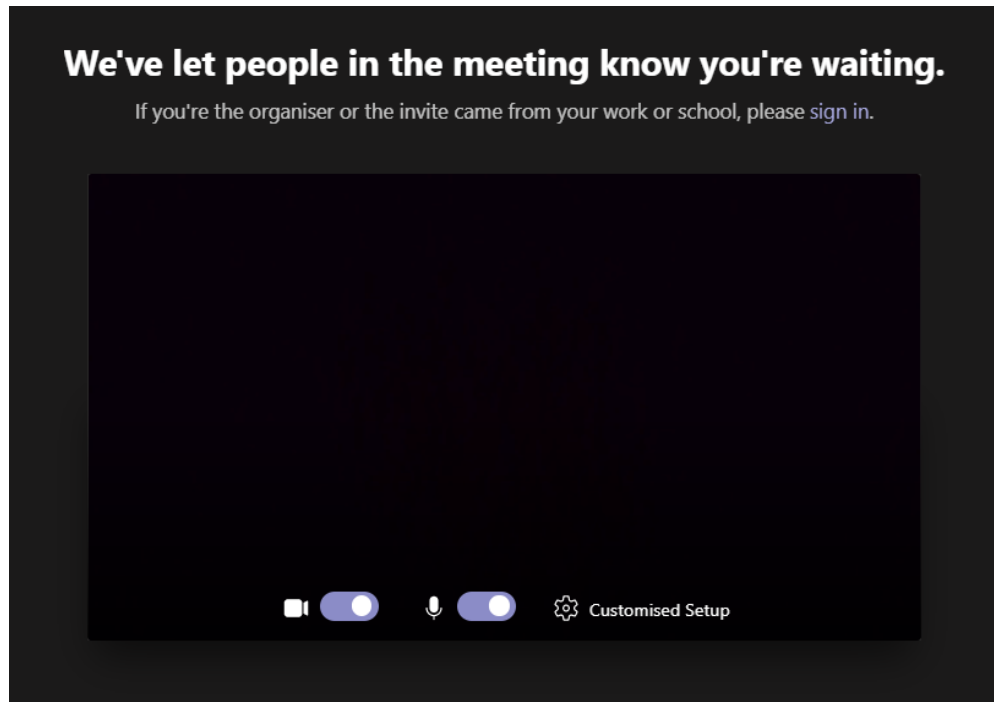
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- When you click "Join now" you will be put in the **lobby** and one of our WICAL team members will admit you into the session. Please, make sure to **use the name you registered** when **joining the meeting/signing up for a Teams account** so that our team knows who you are and can admit you into the conference.

- Here is a quick check for the room numbers.
  Main Room/Parallel Room1- OC0.02
  Parallel Room2- OC1.01
  Parallel Room3- OC1.02
  Parallel Room4- OC1.07
  Parallel Room5- OC1.08

Please note the Main room and Parallel Room1 **do not share the same link online**.

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Our programme or abstract booklet is available from our website under "useful file links".

- When you have arrived at the Oculus, go to our reception table in the lobby for in-person registration and collect your name badge, canvas bag, and other souvenirs.
- Check the room number on our programme booklet and go to the correct room for your presentation.
- Here is a quick check for the room numbers.
  Main Room/Parallel Room1- OC0.02
  Parallel Room2- OC1.01
  Parallel Room3- OC1.02
  Parallel Room4- OC1.07
  Parallel Room5- OC1.08

Sharing your slides (for presenters)

For both online and in-person presenters, you can **share the slides yourself** on the day of the conference. **Click the share button** and a menu will appear where you can choose if you want to **share your whole screen or just one window**. We suggest opening your PowerPoint ahead of time and just selecting to share the PowerPoint window. You may also want to save your PowerPoint as a PDF as a backup.
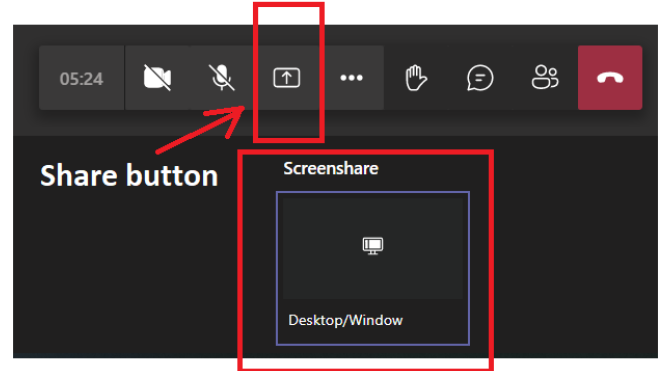
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Using slides.com as a back-up measure (for presenters)

We encourage you to explore and register an account on Slides.com **to cope with unsolvable technical problems** of TEAMS like you slides get frozen and audience cannot see you moving to the next slide. Slides. com is an online platform that can broadcast your presentation and allow viewers to follow along in real-time. So, when accidents happen to your slides, you can quickly share the slides.com link in the chat box and present as usual.

Please note: this is separate from Teams. So **you have to register an account** if you would like to use it as a back-up measure.
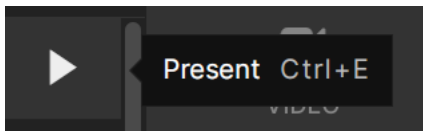
>>Click 'New deck' >> Choose whateve   r template you like
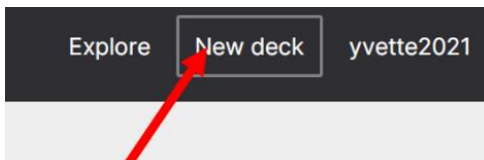
>> Find the Import icon >> Select your file
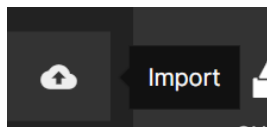
>> Click 'Present'

>> Scroll down and find the link >> Copy the link and paste in the Teams chat >> Click 'Start Presenting' , then you just use it in the same as you use Microsoft PPT.