

British Orthopaedic Research Society

BORS 2020 | MS Teams Cheat Sheet for Live Presenters

Creating a visual abstract:

If you are giving a live presentation you are encouraged to upload a visual abstract. We recommend that this is an eye-catching 960 x 720 pixel image to advertise your talk across a range of devices, including mobile phones. The image must be a PNG file and must be less than 1 MB in size. A link will be emailed to you ahead of the conference to allow you to upload the image.

Downloading Teams:

If you are giving a live talk as part of one of the sessions, we recommend that you download a desktop version of the Teams app to your PC or laptop. Although mobile versions of the Teams app are available, not all of these have the required features to facilitate presenting. You can download the desktop version of Teams here: <https://teams.microsoft.com/downloads>

Joining a test event and a live session at BORS 2020:

To join a Teams test event or live session you should use the link in the email sent to you. This may take you to the Teams website in your browser. If it does, select “Open Microsoft Teams” if a pop-up appears or “Open your Teams app” on the website. You will not be able to access the live session to present from the audience session link that will appear on the BORS 2020 website.

When joining a Teams test event or live session in the desktop app you should see a screen like the one in Figure 1.

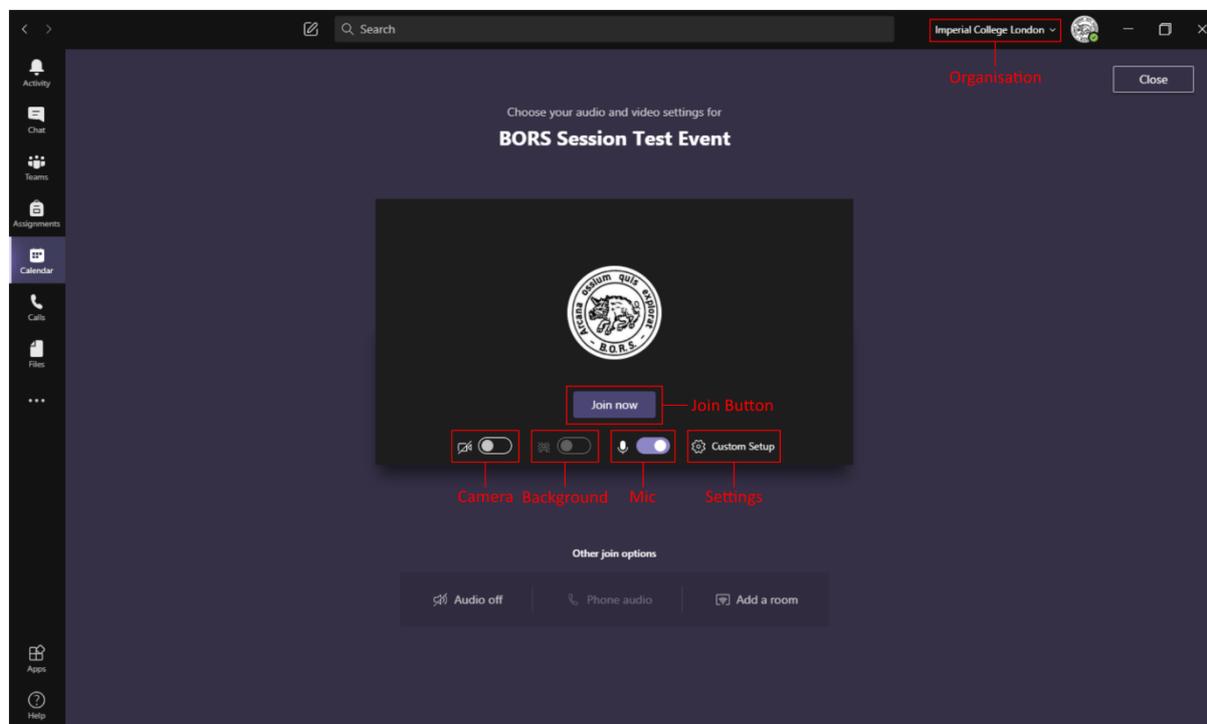


Figure 1: Important features of the Teams joining screen are highlighted.

Before you join the session, you should complete the following steps:

1. **Change your Organisation to Imperial College London.** This will allow you to share your screen as well as see the chat in the session. The chat will be used to communicate with presenters during the session as all audio is broadcast during a live session.
2. **Decide if you want your Camera to be on or off.** We recommend that you turn your camera on when you join the session and during your presentation.
3. **Decide if you want your Mic to be on or off.** We recommend that you turn your mic on when you join the session as well as during your presentation. You should mute it at all other times. Be aware that the session producer can mute you but cannot unmute you.
4. You can decide if you want your background to be normal (the option shown in Figure 1), blurred, or showing a background image. If you decide to show a background image, please consider whether it will distract from your presentation.
5. **Check your camera and audio settings.** To avoid echo in the session we recommend that you use earphones or headphones rather than speakers.
6. **Click the Join Button.**

When you join a Teams test event or live session in the desktop app you should see a screen like the one in Figure 2, although with tiles for the session presenters, chairs, moderator and producer.

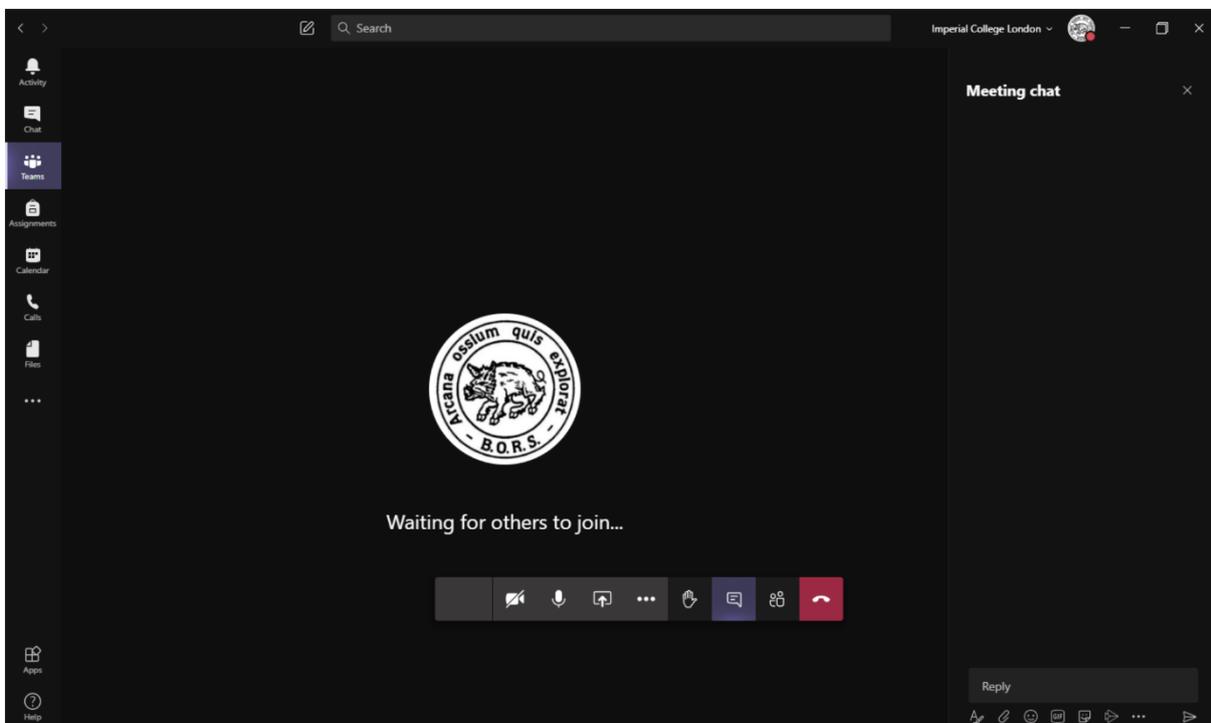


Figure 2: The session chat is shown on the right hand side with the show chat icon selected.

The most important feature on the session screen is the ribbon at the bottom that appears when your cursor is close to it. The ribbon icons that will appear in the test event are labelled in Figure 3.

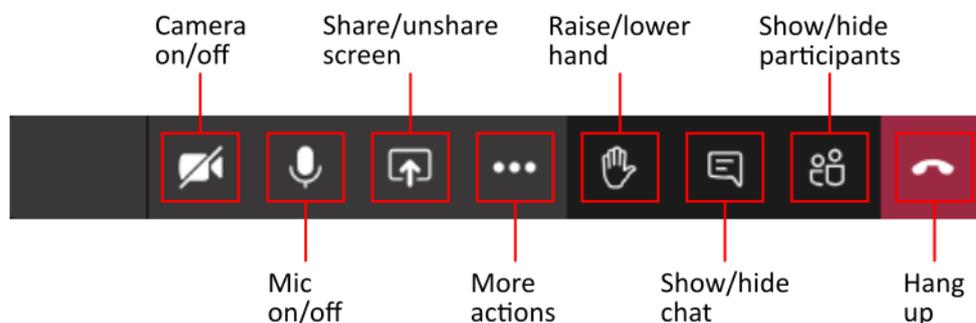


Figure 3: Functions on the Teams test event ribbon.

Under the “More actions” icon there is an option to “Enter full-screen”.

In the test event that you will be invited to prior to the BORS 2020 live session it is important that you check that you can share your presentation. In Teams you can choose to share an application window or a screen. We recommend that you share an application window rather than a screen, as this avoids issues with notifications that you may not want an audience to see.

The ribbon icons that will appear in the live session are slightly different to the ones that will appear in the test event. These are labelled in Figure 4.

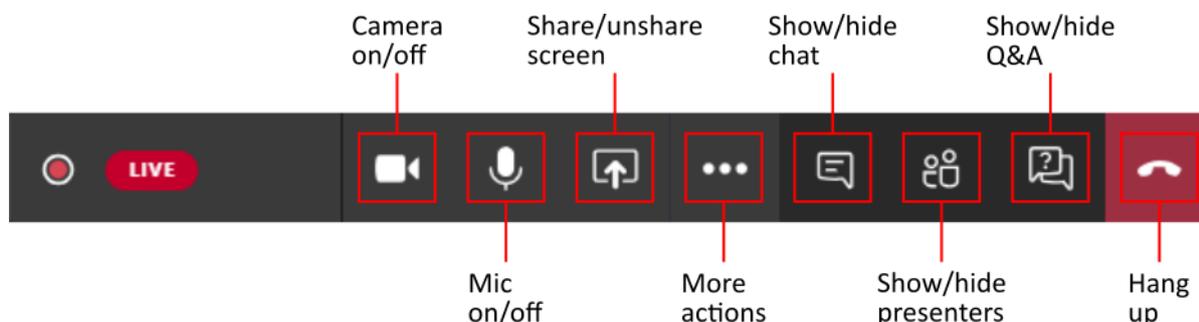


Figure 4: Functions on the Teams live session ribbon.

In the live session the “Show/hide chat” icon shows the chat that can be used to communicate without turning mics on by the session presenters and chairs/moderator. The chat is not seen by attendees. The “Show/hide Q&A” icon shows questions received from attendees and questions selected to be featured by the session chairs/moderator.

In the live session when you share your presentation it will automatically become the content that is shown live to session attendees. Therefore, please do not share your presentation until you are asked to by the session chairs. You should unmute your mic before sharing your presentation, as this is the most common thing presenters forget to do. When your presentation is finished you should mute your mic. When the next presenter shares their presentation, your presentation should automatically unshare. If this does not happen the session producer will ask you to unshare.

When you are presenting you may find that a small version of the Teams screen is shown with a reduced ribbon, like the one shown in Figure 5. If you share your screen this may be shown on top of your presentation. This is another reason that we recommend that you share the application window with your presentation in rather than the screen.

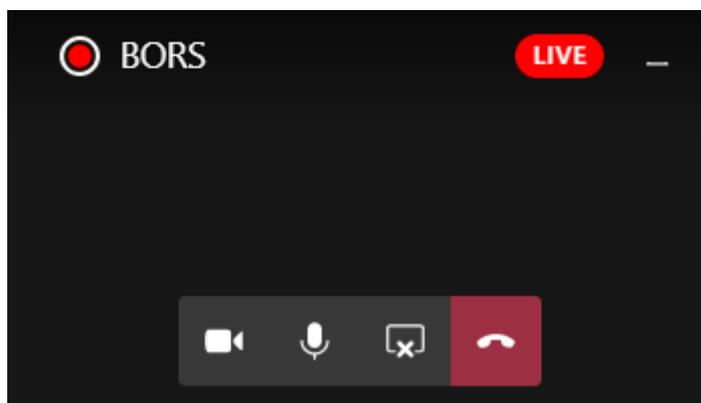


Figure 5: Teams screen popup with reduced ribbon.

We strongly recommend that all presenters who are told that they will be presenting live attend a test event, which are expected to be scheduled around a week before the conference. It will not be possible to spend time resolving technical glitches during the conference.

All presenters in a live session should join the session 10 minutes before the published start time. If you accidentally press the “Hang up” icon at any time you will be able to rejoin using the same link.

Please note that presentation timings will be strictly enforced in live sessions. Presenters will be muted, and the next presenter asked to begin, if they exceed their allotted after being reminded to stop by the session chairs or producer.

27 July 2020 | Andrew Phillips

Updated: 10 August 2020