Presenters
Guide

27-29 September 2022 | Barcelona, Spain

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GLOBAL 2022

#MootGlobal22

Preparing to present at MoodleMoot Global 2022

Thank you for taking the time and effort to present at MoodleMoot Global 2022.

We look forward to seeing you from 27-29 September in Barcelona.

This information will help guide your preparation to present at the conference.

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Talks & workshops

By now, you will have received an email informing you that you have been accepted to present at MoodleMoot Global 2022 and a separate email including further details about your presentation with a link to where you can **submit your PowerPoint slides**.

Program & presentation times

- Our **conference program** can be accessed on the event website. Please **check the time and confirm the length of your presentation** on the program.
- Your talk or workshop will appear within a **session** alongside other talks and workshops (in most cases).
- Please **arrive 10 minutes early** before your **session** starts and introduce yourself to the chair who will be on stage.
- Make sure you **provide your slides in advance**.

Submitting your presentation

Please submit your final presentation in PowerPoint format (.pptx) by **Sunday 18th September** at the latest. You can upload your PowerPoint file to your abstract submission via the personalised link in the email you have received.

Posters
Print, display & present

By now, you will have received an email informing you that you have been accepted to present at MoodleMoot Global 2022 and a separate email including further details about your poster presentation.

Program & presentation times

Our **conference program** can be accessed on the event website. Please **check the time for your presentation** on the program. Please **arrive 10 minutes early** for your poster session.

Printing your poster

Posters will need to be printed in **A1**, **portrait** size and brought to the event. You do not need to upload these.

Displaying your poster

Posters can be mounted on the poster board using the blu-tack provided. Look for your poster number and surname, which will show you where to hang your poster.

Presenting your poster

When it is time to present your poster you can stand nearby to answer questions.

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Talks & workshops
Technical requirements

To help keep the program running on time and to minimise disruption during transitions between presentations, we recommend speakers use the computers provided in the conference rooms. However, you may choose to use your own laptop to present, as long as you bring a suitable adapter that will connect to the **HDMI cable** in the room, a laptop charger, and a converter that fits the **European standard plug**.

PowerPoint presentations

The conference venue computers will have **Microsoft PowerPoint** installed, so please save your files in .pptx format for use at the venue.

Presentations should be formatted in 16:9 ratio.
You can use this PowerPoint template.

Please **bring a copy of your slides** in PowerPoint format (.pptx) on a USB drive for use on the computer provided in the venue, even if you plan to present using your own laptop. This will provide a backup in case of any technical issues.

Internet

Please do not rely on the Internet for your presentation. While we will do our best to ensure connectivity, we cannot guarantee this. Please embed videos in your presentation and save local versions of anything you wish to demonstrate.

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Talks & workshops Preparation

In a break before your session

If you submit your presentation by the deadline it should already be saved on the computer in the room where you are presenting.

Please check your presentation is on this computer during a break in advance of your session, so all you need to do is be prepared to start presenting when introduced by the Chairperson.

If using your own laptop, please also test you can connect your laptop to the projector.

Audio and video should be tested to ensure it plays and the sound can be heard.

10 minutes before your session starts

When you arrive in the room 10 minutes before your session starts, please introduce yourself to the Moodle HQ staff in charge of the room. They will be wearing orange lanyards with Moodle HQ.

Please sit near the front in the "**reserved for speaker**" chairs, to make the transition between speakers as quick as possible.

Unless you are the first speaker of the session, you will be asked to **load your presentation during the questions of the previous talk**.

If there are any issues please speak to a Moodle staff member (with an orange lanyard) or email mootglobal@moodle.com.

Timings for talks

Keeping to Schedule
Please follow signals from your Chairperson and timekeeper to make sure we remain on schedule and provide everyone with their allocated time to present.

- Please note that people may move to a different session during the questions and answers.
- The next presenter will start loading their slides while you answer questions at the end of your time slot.

When your presentation time is up you will hear a bell to signify the end of your time and the Chair will introduce the next speaker.

Pico Talks
If you have been accepted for a **Pico talk** it will run for **15 minutes**. This includes time for questions, which will be facilitated by your Chairperson. We recommend **10 minutes of presentation time** to allow for 5 minutes of questions.

The Timekeeper will warn you when you have **5 minutes** remaining**.** You will receive a **final 1 minute warning** before your time is up.

Presentations (30 minutes)
If you have been accepted for a **Presentation** it will run for **30 minutes**. This includes time for questions, which will be facilitated by your Chairperson. We recommend **20 minutes of presentation time** to allow for 10 minutes of questions.

The Timekeeper will warn you when you have **10** and then **5 minutes**
You will receive a **final 1 minute warning** before your time is up.

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Timings for workshops

Workshops

If you have been accepted for a **Workshop**, you will need to check the program to see the length of the session, as workshops will run for between 45-90 minutes depending on the session. Please allow time for people to set-up and ask any questions during your session.

Please note that people may move to a different session during the questions and answers.

Please note that your Chairperson will warn you when there is **10 minutes** and **5 minutes remaining.**

You will receive a **final 1 minute warning** before your time is up.

The next presenter will start loading their slides while you pack up.

When your presentation time is up you will hear a bell to signify the end of your time and the Chair will introduce the next presenter.

Please follow the signals from your Chairperson to make sure that we remain on schedule and provide all presenters with their allocated time to present.

Conference map
Ground floor (entry)

When you enter you will come in at ground floor level and should proceed to the first floor where most of the conference will take place.
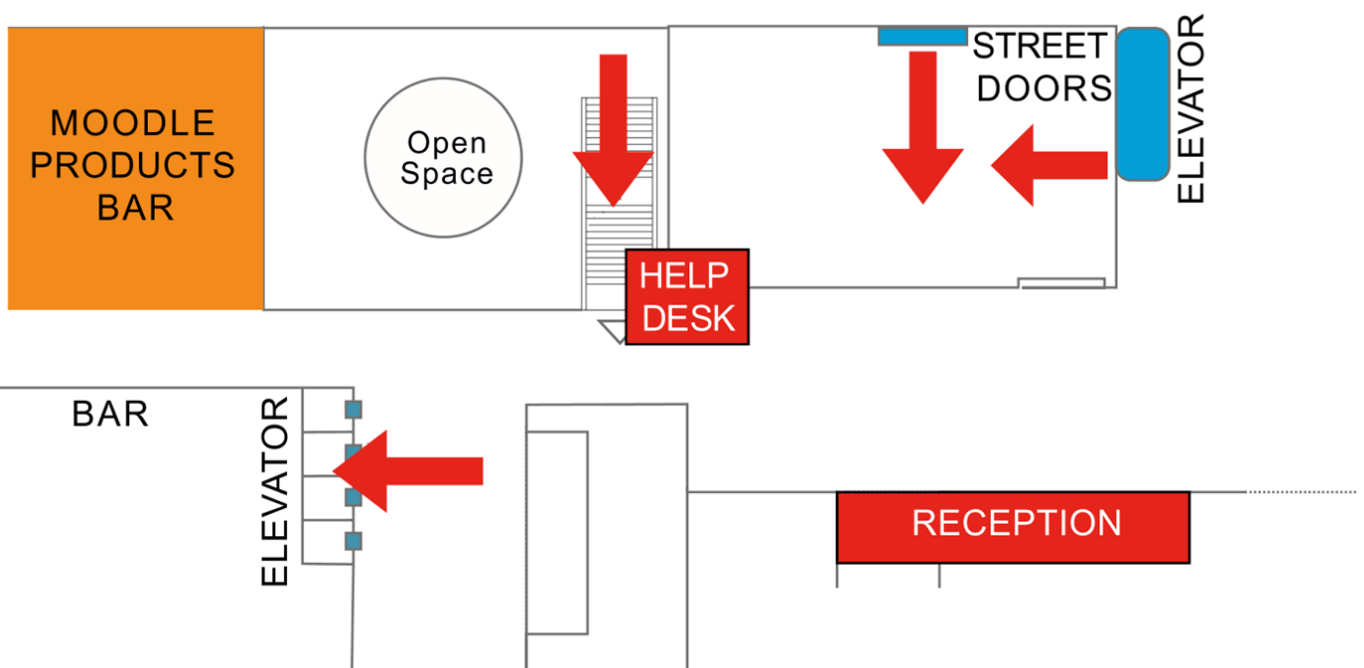
Conference map
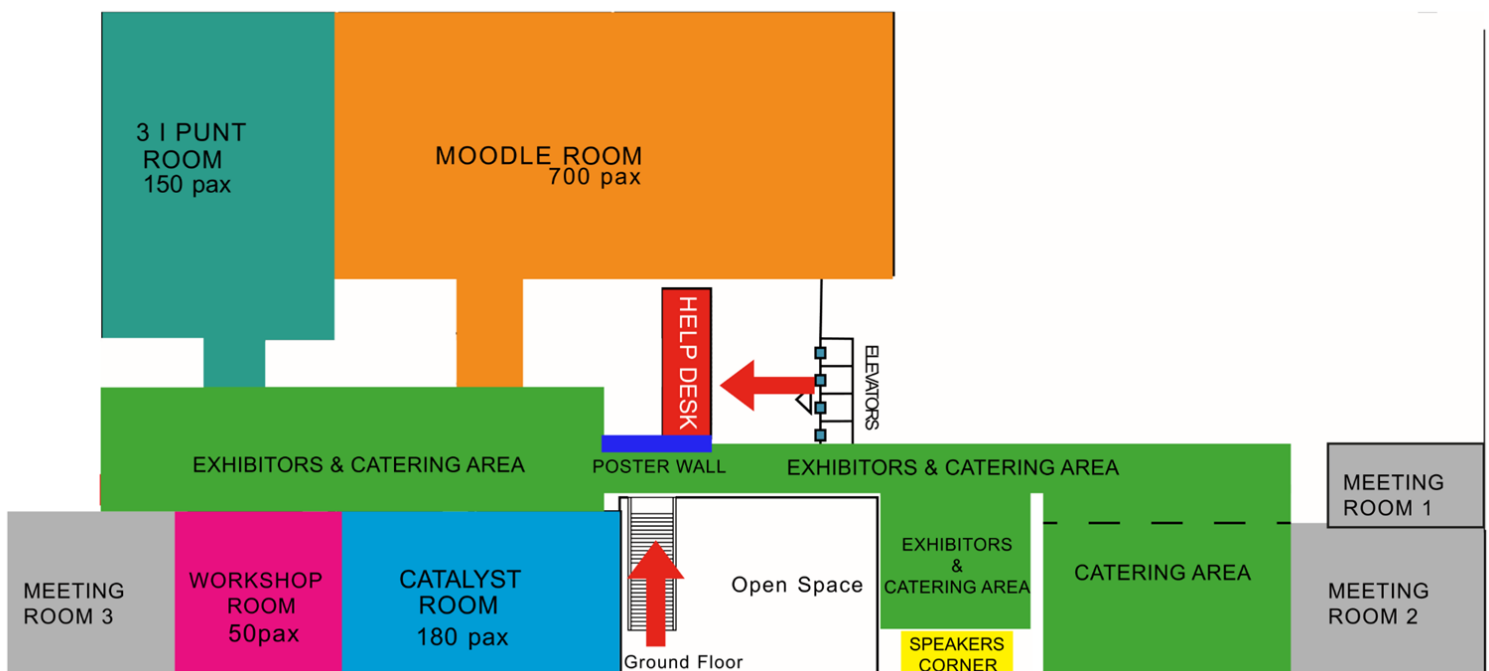# First floor (conference)

Room layouts

Your session will be in one of 4 rooms.

The 3 main rooms are:
- **Moodle room**
- **Catalyst room**
- **3iPunt room**

There is also a **Workshop room** containing a mix of workshops and talks. Note: sessions in the workshop room will not be recorded.

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AV recording information (Talks in the 3 main rooms)

A lectern with mic* will be available in all conference rooms.

All talks in the main 3 rooms will be recorded and made available after MoodleMoot Global 2022.

The 3 main rooms are:
- **Moodle room**
- **Catalyst room**
- **3iPunt room**

Since the sessions will be recorded and there will be a fixed camera to the atrium, we ask that all speakers present from the lectern.

Your presentation will be projected on the screen and there will be a laptop on the lectern for you to navigate your presentation. There will also be a remote clicker.

If you choose to use your own laptop please ensure you can connect it to the HDMI lead in the room.

*Please make sure you use a microphone at all times when speaking (and repeat any audience questions asked without a microphone) to ensure the sound is captured by the recording and those using a hearing induction loop.

Workshops and Poster sessions will not be recorded.

Talks & Workshops checklist

Things to do before #MootGlobal22 starts

❑ Check [program details on the website](#) for presentation times.

❑ Submit presentation in PowerPoint format (.ppt or .pptx) by **Sunday 18 September**.

Things to bring

❑ A copy of your slides in PowerPoint format on a USB drive (even if presenting on your own laptop).

❑ If using your own laptop, an adapter to connect to the HDMI cable in the room.

❑ If using your own laptop, your laptop charger.

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Event contact

For any queries before or during the event, contact the MoodleMoot Global team:

mootglobal@moodle.com