

MSA22: INFORMATION FOR PRESENTERS



PLEASE JOIN YOUR CONFERENCE SESSION **10 MINUTES EARLY** TO TEST YOUR PRESENTATION, AUDIO/VIDEO SETTINGS, AND ANY OTHER MEDIA YOU MAY BE USING. WE ALSO RECOMMEND PREPARING & PRACTICING YOUR PRESENTATION ON ZOOM BEFORE ATTENDING.

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TECHNICAL ENQUIRIES

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PREPARING FOR THE CONFERENCE

Zoom works best if you have the application installed on your computer and is updated to the latest version. For the best experience possible, please ensure you take the following steps:

1. Update or install Zoom

- If you have previously installed zoom, [please visit this page \(link\)](#) to ensure you have the latest version on your computer
- If you have not used zoom before, please [visit this page \(link\)](#)
- Consider installing zoom on a second device, such as your phone, as a backup.

2. Prepare your materials

- Zoom is well-equipped to share slides, audio and video. It is best to save your files into a single folder.
- If you're concerned that you may have issues presenting your media, please send a copy of your files to your session chair at least 24 hours before the conference.
- If your internet is unreliable or if you live in a different time zone, consider pre-recording your paper and sharing it with your session chair at least 24 hours before the conference.

3. Pre-record any performances

- Unfortunately, live musical performances will not sound good over zoom. If you are planning to play musical examples, please pre-record them, and have them ready to present.

4. Practise your presentation

- If you do not have experience presenting via zoom, we recommend that you run a practice meeting with a colleague or friend. In your practice meeting, run through the following section to check you can share media.

PARTICIPATING IN THE CONFERENCE

1. Join the conference's zoom meeting

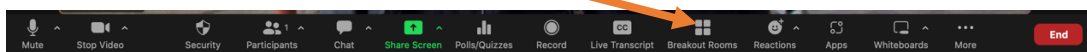
PLEASE DO NOT POST ZOOM LINKS ANYWHERE ONLINE OR SHARE THEM WITH OTHERS.

- A link to the conference's zoom meeting will be emailed to you, and will appear on both the Eventbrite page and the MSA conference website a few days before the conference
- The inaugural ICTM Symposium on Indigenous Music and Dance and 21st NRPIPA Symposium on Indigenous Music and Dance will use its own link for 30 November, and information about this will soon be available on the website. It will share the MSA conference Zoom 1–3 December.

2. Join a breakout room session

Each session will be labelled A, B, C or D in the conference programme. Once you join the zoom meeting, you can choose to join breakout room A, B, C or D to attend your preferred session; all papers will be given in one of these breakout rooms. Additional breakout rooms may be available for socialising (further details at the conference).

- Click on the 'Breakout Rooms' icon at the bottom of your zoom screen



- If the 'Breakout Rooms' is not immediately visible, it can be found via the 'More' icon on the bottom-right of the zoom window
- Hover your mouse over the session you wish to join, then click 'Join'
- It is possible to move from one breakout room to another

3. Question Time

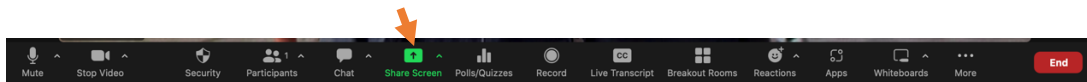
- Presenters should unshare their screens for questions
- Use the 'raise hand' function during question time if you want to speak, or type a question into the meeting chat

4. Zoom Etiquette

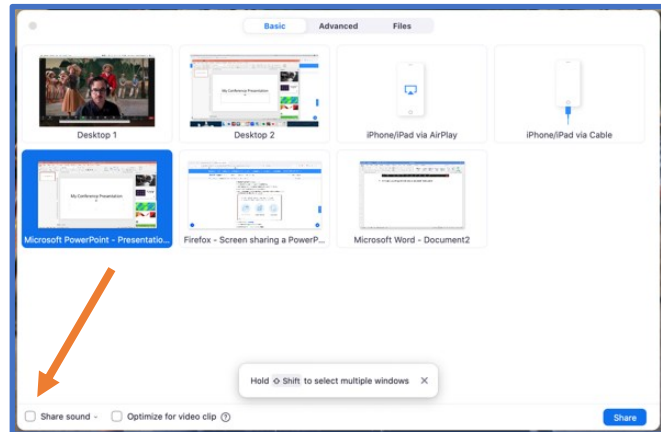
- Mute your audio when you are not speaking
- Turn your camera on, if possible, to help everyone better engage with the presentation. However, if for any reason you can't do this, that is OK
- Please use your full name as your Zoom screen name. You are, of course, still welcome to add your pronouns, preferred name, or other information
- Use headphones if they are available to you; these help us to avoid problems with feedback and echo, and it will improve your own listening experience

SHARING SLIDES, AUDIO AND VIDEO

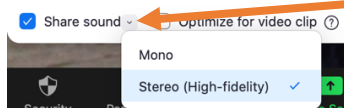
- Click the green 'Share Screen' button at the bottom of the zoom meeting screen:



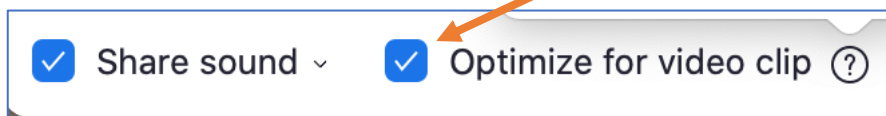
- Ensure you tick the 'share sound' checkbox at the bottom of the pop-up window



- If available, click on the carat immediately to the right of the words 'Share sound' and choose Stereo (High-fidelity)



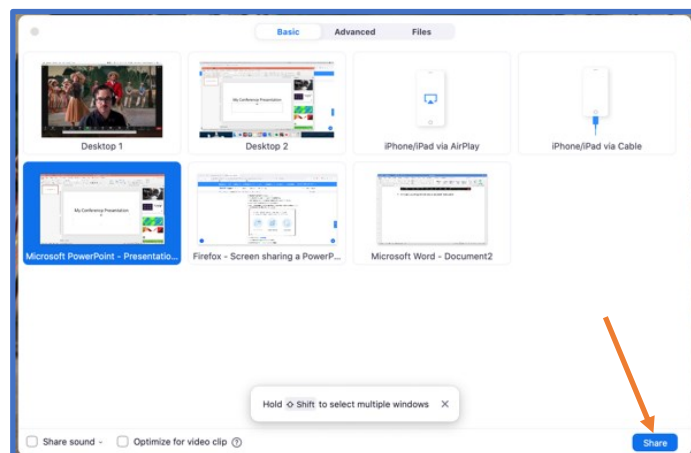
- If your presentation includes video, ensure 'Optimize for video clip' is checked:



Note that choosing this option will render other participants invisible, and works best if your shared screen contains no other programs or windows.

- Choose the screen you wish to share (such as the one showing your slides)

- Click the 'Share' button on the bottom-right of the pop-up window



TROUBLESHOOTING

Your session chair can contact technical staff to support you if necessary.

However, if you are having difficulty with your internet connection, please try the following:

- Check your internet connection Use ([nperf](#), [Speedtest](#), or [Comparitech](#))
- [Read the zoom advice on wireless connection](#)
- Turn off your video: Click on the video icon at the bottom-left of your screen
- Avoid using other bandwidth-intensive programs and equipment at the same time as the meeting. If you use cloud storage, try deactivating it.
- Ensure other people on the same network are not using bandwidth-intensive applications