BNMS Virtual Autumn Meeting Hubs 2020

We would like to offer you the opportunity to register and create a local viewing hub to be hosted in a conference room or auditorium at your institute or university where hub participants gather for a socially distanced in-person event.

The hubs will be like mini in-person conferences, where attendees watch the talks together, you may also wish to organise snacks or refreshments.

Hubs are local meetings that will take place in parallel with the live event on 23rd September. People can watch the webcast of sessions together and send questions (via the Q&A facility) that will be answered by the speakers or chairs.   Creating a local hub encourages networking among participants and facilitates community building.

How to organise a hub

A room or auditorium - it can be held in a university classroom or any other convenient place.

A computer with a broadband Internet connection and a projector, to enable hub participants to watch the live stream.

A hub moderator, who will stimulate the local discussions as well as transmit the hub participants' questions or comments through the remote participation channels.

You may also wish to have a technical coordinator on call for any IT issues.

Please note that the hub and technical coordinators must be present at the hub site.

Internet connection

In order to participate remotely in our conference, you will need a computer connected to a stable (cable/ADSL internet) connection. WiFi connection is may not be sufficient and may not working properly, causing interruptions. The speed of this connection should be minimum 1mb/512kb/s.

Setting up the room

Please ensure that enough room for attendees to observe social distancing is available.

AV equipment

In order to have a video feed from the conference broadcasted in a room, you will need a projector or a large TV/monitor (depending on the size of your audience). You can use the additional VGA port on your computer to connect with any projector. Almost all of them have a VGA and/or HDMI connector. In this way your audience can see the video/audio stream from the conference. You'll also need suitable speakers.

Installation and testing

In order to avoid any last-minute issues please test your computer, tablet or phone at least 30 minutes before the designated start time. The meeting will be streamed via a webpage for all viewers to watch.

During the conference

Once connected to the session, questions can be asked via the Q&A facility on the left hand side.

Guides

Adequate testing of tools and installations must take place live before the event.

Multiple platforms and media should be used for remote participation (web conferencing, chat, Twitter, social media).

We ask that hub participants Tweet photos from their hubs, with the conference hashtag. #BNMSA2020

We can promote your hub on our website and we encourage you to actively promote your hub and the conference locally.