

Dear workshop speakers and session chairs:

The Bureau of Meteorology Annual R&D Workshop 2020 will be held online using MS Teams. Please find below some guidelines for presenting and chairing during the workshop.

1. On the **19th of November**, there will be a **Testing session** (8:30am-12:30pm AEDT) for you to test the MS Teams system. An Outlook invitation and MS Teams link for the testing session will be sent out next week. We strongly encourage you to log on during this time for testing.
2. You will also receive Outlook invitations and MS Teams links for each day of the workshop.
3. Please **email** your slides to your session chair at least **1 hour prior** to your session. If you can, please send it sooner! In case there is an issue which cannot be resolved in a short time, the chair should be able to share the slides.
4. Please **join** the meeting at least **10min** early. Session chair to check whether each speaker can share their slides without a problem.
5. At the beginning of each session **the Chair** will introduce the session, and explain that questions will be taken after each presentation via the 'hand up' feature
6. **The Chair** is responsible for introducing each speaker, ensuring speakers keep to time, and moderating the questions. The Chair may also wish to monitor the 'chat' section for any questions that appear that way. The Chair may need to mute any attendees who have forgotten to mute themselves
7. **Speakers** will be asked to 'Share your screen' by the session chair at your allocated time. **Please ensure you already have your presentation open on your computer and ready to share.**
8. Please familiarise yourself with **the session schedule and the correspondence with your local time**. Note that for the Americas and Europeans the morning sessions at the workshop occur **one day before** at your time zone.
9. Either a 4:3 or 16:9 aspect ratio will be acceptable. There is no particular template for the workshop. **Keynote talks are 40 min (30min+10min) and regular talks are 15min (10min+5min)**. To ensure the workshop runs smoothly, please keep your slide numbers reasonable (e.g. no more than ~10 slides for regular talk).
10. If you are using a **Mac**, you will need to **grant permission to Teams** to record your computer's screen before you can share. Please **follow the recommendations** on the webpage at

<https://support.microsoft.com/en-us/office/share-content-in-a-meeting-in-teams-fcc2bf59-aecd-4481-8f99-ce55dd836ce8#ID0EABAAA=Desktop>

An updated program with the details of session chairs is attached. This is also updated at the workshop webpage, <http://www.bom.gov.au/research/workshop/2020/>.

We look forward to seeing you at the workshop! If you have any queries, please contact us.

Workshop committee