

# Borrowed Time

on death, dying & change

## Essential pre-event information for presenters

The information below is essential reading for all presenters at Borrowed Time and contains some **requirements with deadlines**. It's important to read through it now.

## The event platform

We are not using Zoom for this event but a platform called Hopin (hopin.com) because it has numerous conference-like features that Zoom does not support.

Using Hopin should feel as familiar as using a website. It works entirely on a browser so you don't have to download any software for it to run. Once in the Borrowed Time event in Hopin, you'll be able to see the full day programme and a menu in the sidebar to help you move between keynotes (that will take place in the 'stage' area) or presentations and workshops (that will take place in the 'sessions' area). You can see from the picture of the menu here that there's also a reception area for you to be able to ask questions or get support if you need it during the day.

There are a few things that you'll need to do to be ready to join the event on Hopin, which we hope you'll do ASAP and not leave until the day of the event.

We've created a link to the Borrowed Time event on Hopin here:

<https://hopin.com/events/borrowed-time>

Please follow this link where you'll be asked to register – sorry about yet another registration process, but we can't do this for you unfortunately



Reception



Stage



Sessions



Expo

and without 'registering', you won't be able to get in on the day. It should only take you a few minutes.

- Choose 'General Registration (pre-paid)' if you've already booked and paid through our website.
- There is also a 'General Registration' option if you haven't already registered through our website.

The registration process will ask you to create your Hopin account, which will link you to the event and ask you to create your own profile.

If you have any problems, come back to us and ask for help.

NOTE that Hopin prefers computers/laptops to mobile devices and runs in a Browser – please don't plan to present using a mobile device. Hopin prefers either **Chrome** or **Firefox** and does not guarantee that other browsers will work properly.

## Before the event

1. If you are planning to show a FILM/VIDEO during your presentation, please send to us **by October 14** (use wetransfer.com and send to bt-materials@art-earth.org.uk)
2. If your film has video embedded into a PowerPoint/Keynote presentation bear in mind that it will not necessarily reproduce well for the audience. Everything depends not only on their broadband connection but yours too. We can show films for you and put them on Vimeo so that people can stream them outside Hopin. If you would like us to play this segment out for you please send to us **by October 14** (use wetransfer.com and send to bt-materials@art-earth.org.uk)
3. Check your event listing and speaker listing (see <https://borrowed-time.info/programme/>) and return changes to us **by October 10** You will find your speaker listing at the bottom of your event page. Double-check your text, the time of the session, and the text of your speaker listing and let us know if you would like to add a title (Dr, Prof, etc) to your name.
4. Please ensure we have email details for all co-presenters (and also let us know if their names are not appearing correctly in the listing) **by October 10**.

5. If there isn't one visible already on your speaker page, please send us a picture of yourself **by October 10** and bear in mind that it will be cropped to a square format. It needs to be a closeup or it's unlikely to work once cropped.
6. If you would like any social media or weblinks to be added to your speaker listing (look at the bottom of your event page) please send us those by **October 10**. This can include linkedin, Twitter, Facebook and Instagram listings.
7. **Practice sessions** – we'll be sending out (separately) a couple of practice dates for all presenters to give you the opportunity to try the Hopin platform. It's simple to use, but please don't simply assume that being live on Hopin will be 'just like Zoom'.
8. If your email address changes, make sure you tell us. Otherwise you won't be receiving important information.
9. **Choose your workshops**. All workshops are limited to small groups and once they are full bookings will be closed. Go to the main programme on the website to peruse the workshops. Click on the BOOK NOW link to reserve your workshop place. It's worth reminding you to check the times of the workshops so that they don't clash with your own presentation or workshop. It seems obvious but not everyone does this!

## During the event

1. Presentations are grouped into 60- or 90-minute sessions and we expect you to arrive ahead of the start of the whole session, not just your presentation. We'd like you to assemble with the session presenters 15 minutes (or thereabouts) before your session starts in a private 'pre-session' for the session chair to meet you, make sure that everything is working as it should and agree the process to hand over between one presentation to another. We will send you a link to that session closer to the time. For example, your presentation may be scheduled for 10.30 but the session actually begins at 09.30 – in which case, you need to be at the private pre-session at 09.15. This helps ensure that there is minimal disruption between one presentation and the next. When you're already to go, we'll ask you to leave this private area and head on into the live session open to all symposium attendees. We will practice this during the rehearsal events (see above).
2. Please plan to stay for your whole 90-minute session (not just until the end of your own presentation) as there may be questions for you at the end.

3. If you gave us a mobile phone number please consider downloading and sign up to WhatsApp as this is our preferred way to can easily contact all presenters should we need to do so quickly.

## After the event

1. If you would like your work included in the publication please submit materials to us for consideration no later than **December 5**. The submission form is at <https://borrowed-time.info/publication-proposal-form/> (or find a link on the main Borrowed Time website).
2. Submissions should in the first instance be sent as pdf documents. If your piece is selected for publication we will ask for the text in a separate document along with separate high resolution images (at least 300dpi).

## Summary of important dates

As soon as you can

- click through the Hopin event link to register on the online conference platform <https://hopin.com/events/borrowed-time>
- choose any workshops you want to attend. <https://borrowed-time.info/programme/>

by Sunday, October 10

- Check event listing and speaker listing at <https://borrowed-time.info/programme/> and return changes to us
- Ensure we have email details for your co-presenters
- Send us a close-up picture of yourself

by Thursday October 14

- Send us any film/video you want to share as part of the event using wetransfer.com and send to [bt-materials@art-earth.org.uk](mailto:bt-materials@art-earth.org.uk)

By Sunday December 5

- Submit materials for consideration for publication <https://borrowed-time.info/publication-proposal-form/>