

THE 3RD HKBU

INTERNATIONAL CONFERENCE ON INTERPRETING

7-9/12/2022

Onsite at
Hong Kong Baptist University
and Online

THEME
**INTERPRETING
AND TECHNOLOGY:**
INTERPLAY AND TRANSFORMATION

Keynote Speakers



Professor Sabine Braun
(University of Surrey)



Professor Claudio Fantinuoli
(University of Mainz)

INSTRUCTIONS FOR ONLINE PRESENTERS

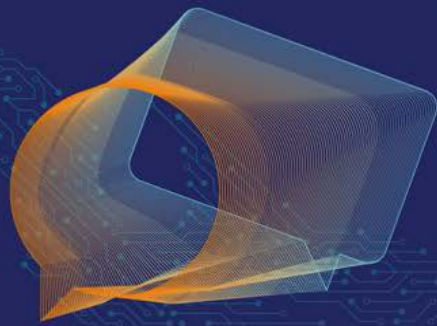
To facilitate the smooth delivery of your online presentation, here are some points to note:

Before the conference:

- In preparation for the meeting, you should have [Zoom](#) downloaded and installed to your device.
- Please use your full name as listed in your conference registration form when logging into Zoom so that we can identify you. Failing to do so may result in your being removed from the meeting by conference staff.
- You can send us a copy of your slides before the conference, in case there are any technical problems with your connectivity or your sharing function of Zoom during your presentation. We can then share your slides on your behalf while you are presenting.
- Helpful Zoom Links and Tutorials are available at:
[Creating a Zoom Account](#)
[Audio/Video Testing](#)
[Screen Sharing](#)
[Screen Sharing a PowerPoint Presentation](#)

As a presenter before/during your presentation session:

- The room you are using should be as quiet as possible.
- Try to avoid having your back to a window or bright lighting behind you. A good light source in front of you (on your face) will produce a better image on Zoom. You may use the virtual background provided by the conference but please test it to ensure there are no video irregularities. Virtual backgrounds work best when you present with a bare wall and no bright light behind you
- Before your presentation, test your microphone and webcam to make sure they are turned on.
- Please log into the Zoom meeting at least 10 minutes before the start time of your session (not at the exact time of your presentation) in case there are any issues that need to be worked out.
- All presenting co-authors who have registered for the conference will be made co-hosts during the session so that they can share their screen during the presentation.



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- You will have 20 minutes for your presentation and 10 minutes for Q & A. You will be reminded by the session moderator when there are 2 minutes remaining.
- If at any time during your presentation or Q & A session you get logged out of Zoom due to an unstable internet connection, the moderator will wait for you to reconnect. If you are unable to reconnect, the moderator will proceed to the following presentation(s). If you manage to reconnect before the session period ends, you may be able to continue as long as another presentation has not yet started.
- No make-up session will be arranged if you miss your presentation session.
- You can alert the session moderator or contact the conference staff via the Chat function if you have any questions.

As a **participant** during the conference/workshop:

- Please use your full name as listed in your conference registration form when logging into Zoom so that we can identify you. Failing to do so may result in you being removed from the meeting by conference staff.
- Please join your session at least 5 minutes before the scheduled time.
- *(for conference)* In cases where the presentation is cancelled or the presenter does not show up, the session will proceed with the presentation(s) that follow, and therefore, a presentation may start earlier than it is originally scheduled.
- In the Q & A sessions after the presentations, questions are asked by using the “raise-hand” function of Zoom.
- The “Chat” function is for seeking technical support from the conference staff only. Questions for the presenters/speakers should be raised by using the “raise-hand” function of Zoom.
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[Audio/Video Testing](#)