



Open Ground: Music Therapy in Collaboration & Exchange

9th - 11th April 2021

Protocol for Paper Presentations, Workshops, Roundtables and Poster Presentations

Dear Presenter,

Thank you for agreeing to present at BAMT's 2021 conference 'Open Ground: Music Therapy in Collaboration & Exchange'. We are particularly grateful for your flexibility with the change to a virtual conference. This document details essential information about presenting at the conference. Please ensure you have read the following information in advance of the conference, which takes place from the 9th – 11th April 2021.

This document is split into two halves: the first section covers general information that **must be read by all presenters**, and the second covers specific guidance for each type of presentation.

GENERAL INFORMATION

Online platform & training

We are working with Fresh Start Events to create a bespoke online platform for the conference. It is accessed using a web browser, there is no app or additional software required. The team at Fresh Start Events will host a series of training opportunities to ensure you are familiar with the platform in advance of the main event. We will be in touch with dates for this in due course.

Fresh Start Events are highly experienced in running online conferences, and you can find out more about their work here: <https://freshstartevents.uk/>

Marc, one of the team from Fresh Start Events recommends the following should you experience any issues with firewalls or proxy settings (please note these are most relevant if you are using a laptop supplied by your place of work, most personal laptop settings will not be affected):

"The FLOOR virtual event platform works extremely well in most IT environments but can sometimes encounter challenges so we recommend accessing the platform from either Chrome or Safari browsers. If connecting online via a corporate firewall, a virtual private network (VPN) or proxy server we advise speaking with your IT Department first as these are often set to block streaming video and sound, if using this form of connection, speak to IT and ask them to white-label the webcast domain."

We will be recording training sessions so if you are unable to attend training live you will still be able to access the training prior to the conference beginning.

For the smooth running and success of the conference it is essential you attend the training either in real time or by watching the recording.

Use of clinical material

As we have asked in our previous conferences, for those who are including clinical material in presentations, consent has to have been obtained or a best interest agreement needs to have been agreed before you can present clinical material at the conference. Please take the appropriate steps to ensure that your client(s)' best interest and confidentiality is upheld and protected.

The online platform is secure and GDPR compliant. This means that it is possible for clinical material to be shared. Additional safeguards in place are that delegates are not able to download any material directly from the platform, and in order to register they will be asked to confirm that they will not attempt to record any material from the conference.

We would ask that you seriously consider what material you share and how, just as you would for any in-person conference. If you feel material is too sensitive to share online then we would ask that you do not share it.

Availability of recordings

You have the choice to provide permission for your session to be accessed by delegates after the allocated session time. Where permission is granted, recordings of each event will be available only on the platform for delegates to access for up to 2 weeks following the conference. We will be clearly displaying on the final timetable for the conference which events will be available to watch after and which are only accessible during the allocated time slots.

Timetable

We will be sending out the final conference programme in the coming weeks.

Presentation slots are 25 minutes long with 10 minutes for Q&A

Workshop slots are 75 minutes long

Roundtable slots are 75 minutes long

Chairs

Every session will have a Chair who will assist with the technical side of sessions, take charge of the follow up Q&A and be on hand to offer assistance should it be required.

We are asking each presenter to find their own Chair. If you are unable to find a suitable Chair, please inform BAMT by **1st March 2021** and we will allocate a Chair for your session. Please ensure your Chair is comfortable with using simple technology (such as Zoom or Teams) as they will need to manage the chat function as well as invite participants onto the stage to ask their questions/take part in discussion (if required). Training will be offered in advance, and it is important that each Chair attends one training session.

Chairs should be able to robustly manage questions and answers. This may include managing questions that may challenge the presenter, as well as managing any conflict or distress that is expressed due to difficult material or ideas. Therefore we ask that you think carefully about who you ask to chair your session; this might be someone who is presenting in the same topic area as you, a colleague or perhaps a BAMT Trustee or member of the Conference Organising or Programming Groups.

Chairs will also ensure that sessions run to time by prompting the presenter and delegates during the Q&A part of the presentation. Given the online nature of this conference we are afraid that does mean that the session can be closed by the Chair with the click of a button!

Q&A

For every type of session there are two options for how the Q&A is managed: delegates can either contribute all questions using the chat function and the Chair can facilitate questions from the chat or the Chair can invite delegates onto the stage. This will allow you to see them (if their video function is on) and to interact with them more directly. You can discuss this with your Chair in advance of your session, and all the technical details will be covered in the training.

Accessibility

We are working collaboratively with members to try and ensure the conference is accessible to all. We would like all pre-recorded material to be captioned, and will provide a transcript of these sessions (including the Q&A) to delegates after the event. We are therefore asking all presenters using pre-recorded material (paper presentations, keynotes and public lecture) to send their presentations to BAMT by **Friday 19th March 2021** in order for captions to be added in time. Please include a list of names used as references (such as service users or authors) so we can ensure the correct spelling is included in the transcript.

Self-care

We appreciate that presenting at any conference can be tiring, and especially so with virtual conferences where a great deal of additional preparation and screen time is required. Please know we are here to support you, so if you are struggling with any aspect of your preparations do get in touch and we will assist where we can. We will be scheduling in regular breaks throughout the conference weekend. Delegates will also be able to view some recordings after the event, so should you require a longer break during each day you will be able to catch up with content at a convenient time.

Technical assistance

The tech team at Fresh Start Events will be on hand throughout the conference weekend to assist with any technical hitches. They will be contactable via the platform, and how to contact them will be covered in the online training.

The team have stated that they have not had any issues with the platform in any of their previous events. They have, however, highlighted that a good internet connection is important. The majority of any technical hitches have come down to poor internet connection, therefore we would ask that where possible you ensure your connection is reliable.

SPECIFIC PRESENTATION INFORMATION

Paper presentations

We are asking all presenters of papers to pre-record their presentations in advance. This will allow ease of running during the conference weekend and also removes the challenges faced when presenting live online.

For each session, the pre-recorded material will be played and then the Chair will invite you onto the online stage area for Q&A. You will be able to see yourself and the Chair on screen, the audience members will not be able to be viewed on video unless you arrange in advance to have a set number on stage with you. Audience members will be able to see and hear you, but will not be able to be seen or unmuted unless invited onto the stage by the Chair.

We would like you to provide introductory information about you and your presentation that delegates will view as they click into the session. A template of this will be sent to you in advance, and will include to include your name, occupation, a photo (if you wish) and a short biography (50 words maximum).

You have the option to choose whether your session is available to be viewed by delegates after your allocated time slot. The recordings will be held securely and in accordance with GDPR on the platform for up to 2 weeks after the conference. Your recording will only be accessible to delegates who have a log in for the platform. It is vital that all presenters inform the core BAMT team of their decision regarding accessing recordings by **Friday 25th February**. Please send an email to info@bamt.org with the subject heading 'Access to conference recording'.

If you will need support in recording your material, please contact the BAMT team by **Friday 25th February** and we will advise where possible.

Workshops

Where possible, we would like to ask that workshops be conducted live. This is to try and ensure a similar level of interaction that would take place at in-person conferences. Please think carefully about your planning: live music making is likely to be affected by a lag. If you would like to pre-record any material to be shown as part of your workshop you are welcome to do so.

As we have done in previous conferences, there will be limited places offered for participants for each workshop. These participants will be placed on stage with you, so you will be able to see their videos and speak directly to them. Other audience members will be able to watch and interact (if you request it) via the chat option, which will be managed by your Chair. You will not be able to see or hear the audience members, but there will be a count on the screen to show you how many people are watching.

Your Chair will assist with inviting participants on stage, keeping the session to time and assisting with the Q&A if required. All of this will be covered in the online training.

Roundtables

We would like to request that roundtables are conducted live. Each member of the panel will appear with their video on stage and you will be able to converse as you would normally. You will not be able to see audience members, but there will be a count on the screen to indicate how many people are watching.

If you have any material you wish to share (such as video/audio) we ask that this is sent in advance to ensure it is uploaded to the platform. For the Q&A, you can choose which of the two options to use and agree this with your Chair in advance (please see Q&A in the first section of this document).

Poster presentations

We will be using an external site to host the posters, and the link will be hosted on the platform with reminders sent out regularly to delegates to view. We have chosen to use an online magazine tool which allows delegates to view posters alongside one another, just as they would at an in-person conference. This means that posters will be more visible. Posters will need to be emailed in PDF format in advance to the BAMT team.

Please ensure your poster is emailed to the core BAMT team by **Friday 18th March.**