

Nuffield College presentation IT and Zoom quick guide

For presenters and session chairs at Nuffield College.

Use the section that matches the presentation format:

1. **In-person presenters and session chairs: Lecture Theatre**
2. **Online presenters: Lecture Theatre session**
3. **In-person presenters and session chairs: Butler Room and Chester Room**

Accessibility reminder for every session: People may have accessibility needs, including visual impairment. Presenters should describe photographs, diagrams, charts and other important visual content so that it is understandable without sight, read out essential slide text and speak clearly. Session chairs should remind presenters to describe visual content.

1. In-person presenters and session chairs: Lecture Theatre

The Nuffield College Lecture Theatre itself will already be connected to the Zoom meeting. **In-person presenters do not need to join Zoom on their own laptops.** They only need to connect their laptop to the room display and give the presentation from that laptop.

In-person presenter procedure

1. Bring your own laptop and its power supply.
2. Connect the laptop to the Lecture Theatre display:
 - Use **USB-C** or **HDMI** for the display.
 - Use **USB-A** if needed for a USB stick or other peripheral.
 - Ask the session chair to help select the correct room input. This means using the Lecture Theatre control panel to choose the source that matches the cable being used (**USB-C** or **HDMI**) so that the laptop image appears on the room screen.
3. Start the slide show and check that it appears on the Lecture Theatre screen.
4. If the presentation includes sound, select **Lecture Theatre audio** as the laptop's output device:
 - **macOS:** open **System Settings** or **System Preferences**, select **Sound**, then select **Lecture Theatre audio** under Output.
 - **Windows:** select the sound icon at the bottom-right of the screen, then choose **Lecture Theatre audio** as the output device.

Session chair checklist

- Confirm that the presenter's laptop is connected to the display and that the correct room input is selected.
- Check that the slides are visible and, when needed, sound is audible in the room.
- Remind the presenter to describe important visual content in words.
- Repeat audience questions clearly before the presenter answers.

Backup options

- The default is for presenters to use their own computers.
- For a backup, ask presenters to send their slides to the session chair in advance when possible or give the session chair a USB stick containing the slides.
- The room or lectern computer may be used as a backup; insert the USB stick in the available USB port and select the correct display input.
- Do not rely on a clicker or laser pointer. Use the keyboard or mouse to advance slides, and describe where you are directing attention.

Quick fault check

- **Room display blank:** check the USB-C or HDMI connection and select the matching room input.
- **No presentation sound:** select **Lecture Theatre audio** in the laptop's sound output settings.
- **Clicker not working:** use the laptop keyboard or mouse.

2. Online presenters: Lecture Theatre session

These instructions are for presenters joining remotely through Zoom.

Join the Zoom meeting

- **Permanent meeting link:** <https://zoom.us/j/99744363867?pwd=hDu9p9XvuVL3byaP9Xo7IlvAMwtFQd.1>
- **Meeting ID:** 997 4436 3867
- **Passcode:** 12377

Waiting Room and display name

For security, participants will be admitted from the Waiting Room. Make sure your Zoom display name matches the full name used for your registration or invitation, so that we can identify and admit you.

Online presenter procedure

1. Open the **Zoom app** and join using the permanent meeting link.
2. Check that the display name is the same full name used for your registration or invitation.
3. Wait in the Waiting Room until admitted. Keep the microphone muted until the session chair invites you to speak.
4. When invited to present, unmute the microphone and select **Share Screen**.
5. Choose the presentation window or screen, then start the slide show.
6. If the presentation includes video or other sound, turn on **Share sound** in the Zoom sharing window before sharing. This option may be labelled **Share computer audio**.
7. Check that the session chair can see the slides and hear the presenter. If sharing presentation sound, also confirm that it can be heard.
8. When finished, stop sharing and mute the microphone.

Use your own computer to present. When possible, send the slides to the session chair in advance so that a backup copy is available.

Online presentation quick fault check

- **Not admitted from the Waiting Room:** check that the Zoom display name matches the full name used for your registration or invitation.
- **Slides not visible:** select **Share Screen** and choose the correct presentation window or screen.
- **Video visible but silent:** stop sharing, select **Share Screen** again and turn on **Share sound** before sharing.
- **Echo or feedback:** use headphones and make sure no second device nearby has an active microphone or speakers.
- **Connection interrupted:** rejoin using the permanent meeting link.

Session chair checklist for an online presenter

- Admit the presenter only after matching the Zoom display name to the full name used for their registration or invitation.
- Confirm that the presenter can be heard and that the shared slides are visible.
- Confirm that shared presentation sound can be heard when the talk includes audio.
- Repeat questions from the Lecture Theatre clearly for the online presenter.

3. In-person presenters and session chairs: Butler Room and Chester Room

There is no Zoom or online participation in these rooms. Sessions in Butler Room and Chester Room will not be streamed online or recorded.

Presenter procedure

1. Bring your own laptop and its power supply.
2. Connect the laptop directly to the room screen using the available **USB-C** or **HDMI** connection.
3. Select the correct display input and start the slide show from the laptop.

Session chair checklist

- Confirm that the presenter's laptop is connected to the room screen and that the correct input is selected.
- Check that the slides are visible in the room.
- Remind the presenter to describe important visual content in words.

The Zoom link, meeting ID, passcode and online-presenter instructions do not apply in Butler Room or Chester Room.

Poster sessions

- There are no poster presentations on 2 September. Poster presenters are expected to arrive from 3 September.
- On arrival, tell the registration team that you are presenting a poster. They will direct you to the poster chairs.
- Posters will normally be displayed in the Fellows' Garden. The poster chairs will show presenters where to set up, and Nuffield College will provide easels.
- If it is raining, posters will be displayed in the Dining Hall. Confirm the location with the poster chairs on the day.
- Presenters may stand by their posters whenever they wish, but should ideally be available during lunch breaks.

Guest Wi-Fi at Nuffield College

Guests who have access to **eduroam** should use it. Other guests can use **The Cloud**, Nuffield College's public Wi-Fi network.

Security note: The Cloud is public and unencrypted. Use HTTPS. For anything that is not web browsing or another encrypted service, Nuffield College recommends using a VPN.

Connect to The Cloud

1. Turn on Wi-Fi on your phone, tablet or laptop.
2. Select **_The Cloud** from the list of available networks.
3. Open a web browser. The Cloud page should appear; if it does not, refresh the page.
4. Follow the on-screen instructions. Sign in if you have a The Cloud account, or register if this is your first time. A previously registered device may connect automatically.

If The Cloud page does not appear

- Open a short, familiar web address to trigger the sign-in page, or go directly to the [Sky WiFi sign-in page](#).
- If the page still does not appear, clear the browser history or try a different browser.

For more information, see [Nuffield College's Wi-Fi guidance for guests](#) and [Sky's instructions for connecting to The Cloud](#).