



# **BUDGETING, ORGANISING AND RUNNING A VIRTUAL CONFERENCE**

Dr Brianna Robertson-Kirkland

# Spheres of Singing, 28-30

## Spheres of Singing

An interdisciplinary conference on singing and song, 28-30 May

SPHERES OF  
SINGING 2020

An interdisciplinary conference on singing and song, 28-30 May

[Home](#)[Blog](#)[About](#)[Organising an Online Conference](#)[Guidance](#)[Research](#)[Schedule](#)[Code of Conduct](#)

Spheres of Singing is a unique platform for interdisciplinary research and practice focussed on singing. The conference allowed for communication of research and practice between disciplines, and between academics and practitioners (choral conductors, community singing leaders, singing teachers, music teachers, music therapists, professional singers) through a wide range of talks, workshops and performances. Hosted on Zoom, the conference featured contributions from around the world, including: 45 presentations, 7 workshops, 6 open discussions and 4 lecture recitals.

**Sessions included:** singing and health and wellbeing, practice research, philosophies of song, musicology and historical recordings, non-human song, phonetics and voice production, teaching, conducting and vocal pedagogy, singing technique, opera, art song, inclusivity in singing, and virtual choirs.

### Highlights:

**Professor Emeritus Grenville Hancox** – Hard wired for singing. A case for prescription (Keynote)

**Professor David Howard** – Voice pitch and choral tuning (Keynote)

**Dr Emily Peasgood** – Practice research in the Arts: Creating Collaborative Artworks in the Community (Doctoral training session)

**Professor Janis Kelly**, Chair of Vocal Performance at the Royal College of Music – Vocal Masterclass

**The Sixteen** – Conducting and ensemble singing workshops

<https://spheres-of-singing.gla.ac.uk/>

# Key concerns

- Security

- Accessibility

- \* Time (child care, time zones etc.)
- \* Captioning
- \* Preparing an accessible presentation.


- Managing the event including all the technical challenges.

# Security

- In March 2020, many were somewhat unfamiliar with Zoom and how to ensure Zoom calls were “safe”.
- Some naïve mistakes were made, which led to some unfortunate and rather unpleasant incidents.

## Boris Johnson sparks security concerns after revealing Zoom ID for Cabinet meeting

[View 22 comments](#)

 **Emma Brazell** Tuesday 31 Mar 2020 11:09 pm

    **2.3k** SHARES



## ‘Zoombombing’ Attacks Disrupt Classes

Online Zoom classes were disrupted by individuals spewing racist, misogynistic or vulgar content. Experts say professors using Zoom should familiarize themselves with the program’s settings.

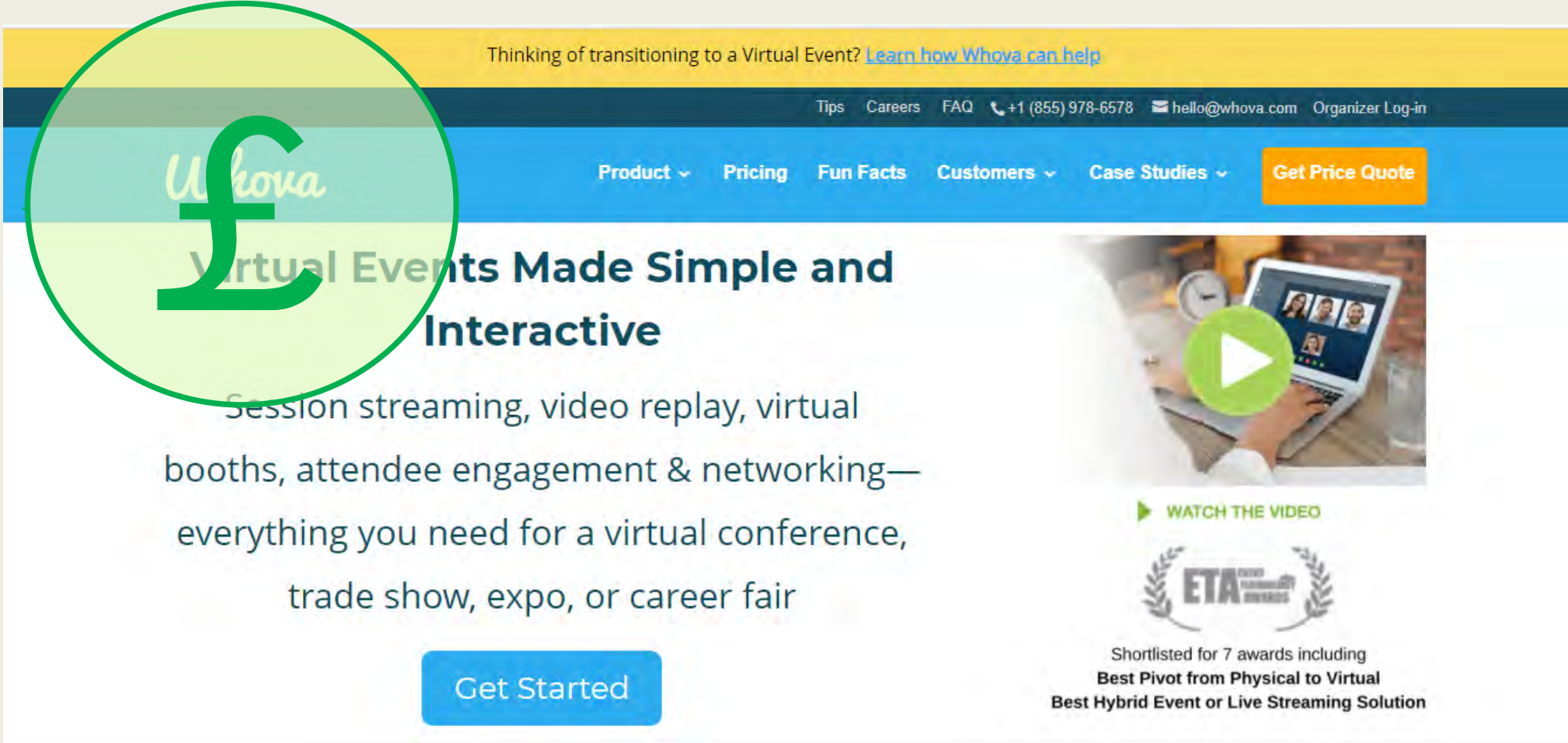
By [Elizabeth Redden](#) // March 26, 2020



After months of meetings, events, and teaching we are perhaps more familiar with Zoom security protocols.

- Not sharing the links on social media or on public emails and instead...
  - *Asking people to register for an event.*
  - *Enable a waiting room and checking who should be in attendance.*
  - *Making sure Zoom calls are password protected.*

# Security: Using an event management app



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**Best Hybrid Event or Live Streaming Solution**

# Other issues

- Not everyone wanted to download the app (or had the technical savvy to download and use the app).
- The front end was difficult to navigate and while most people managed it, there was a lot of frustration and unexpected technical issues.
- It was not as accessible as it was initially described to us, which was upsetting because we promoted accessibility as a key area the conference wanted to address.
- Because users were unfamiliar with the app, they were quick to jump to conclusions about why tech issues occurred.
  - For example, not everyone realised they still had to download the Zoom app, to be able to access the links.

# No Zoom-bombing!

- We didn't experience any Zoom-bombing, but it is difficult to know if that was because of the app, or because we would never have been bombed.
- Since then I have run monthly international seminars and I am organising another international online conference and I am not using an event management app.
- With the standard safety protocols in place, so far there have been no issues.
- But, I have also added an extra layer of security, which I will discuss when we get to managing the event including technical challenges.



# Zoom webinar vs Zoom meetings

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## Zoom Video Webinars

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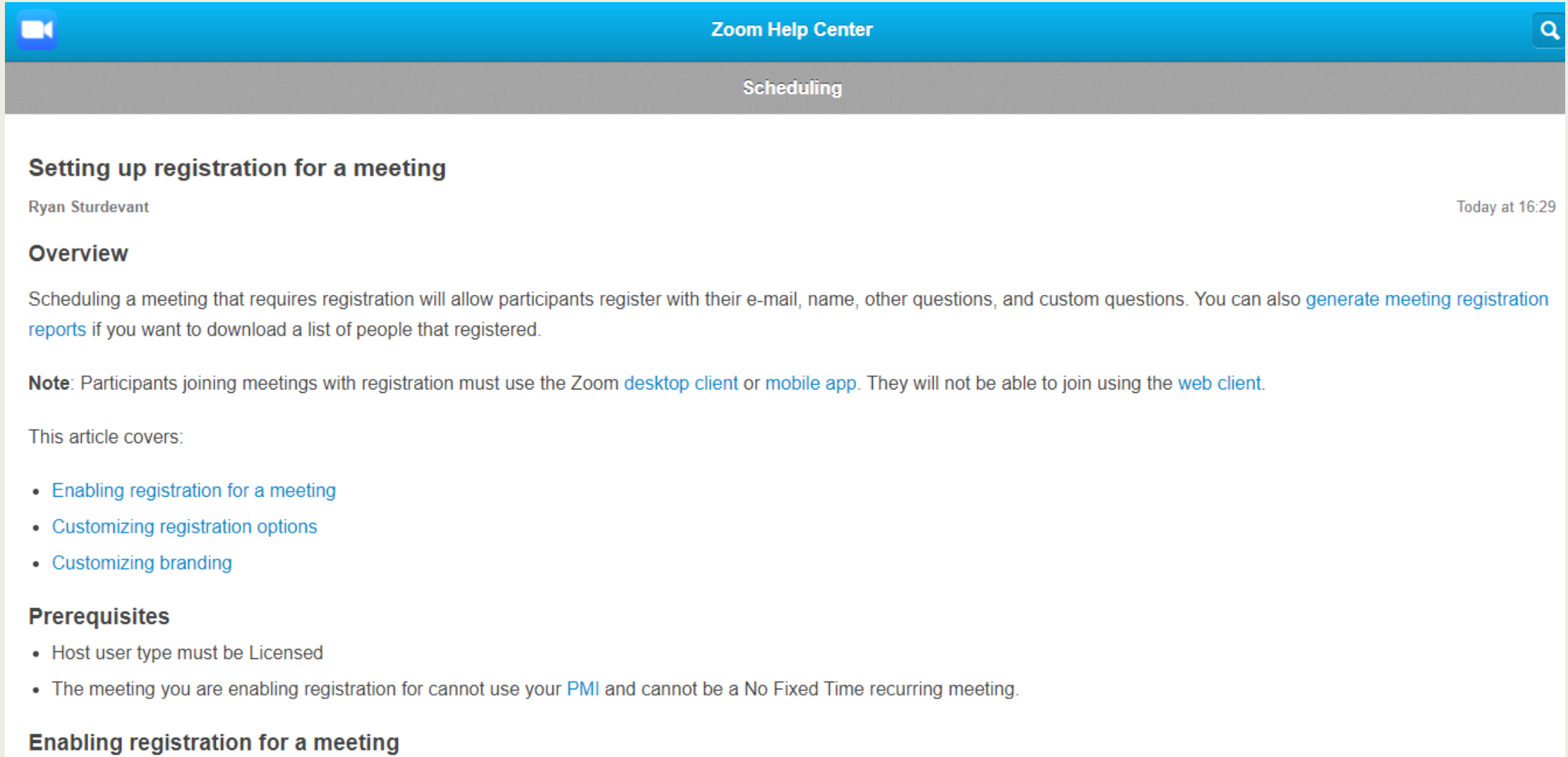
[Request demo](#) [Buy now](#)

[Watch video](#)

# How do I send out the Zoom links?

- Important to ensure safety, but also make it easy for attendees to enter the meeting.
- If the event has only one panel going on, make sure attendees register before hand.
  - *Send out all the guidance materials and let them know when a Zoom link will be available to them.*
  - *Maybe set up a calendar invite.*
  - *Send the Zoom link one or two days ahead of the event and remind attendees not to share the link with people who have not registered.*

# Zoom has a built in registration system



The screenshot shows the Zoom Help Center interface. At the top is a blue header with a camera icon on the left, the text 'Zoom Help Center' in the center, and a search icon on the right. Below the header is a grey navigation bar with the word 'Scheduling' centered. The main content area is white and features the article title 'Setting up registration for a meeting' in bold. Below the title is the author's name 'Ryan Sturdevant' on the left and the date 'Today at 16:29' on the right. The article is divided into sections: 'Overview', 'Note', 'This article covers:', 'Prerequisites', and 'Enabling registration for a meeting'. Each section contains specific information and links to related articles.

**Setting up registration for a meeting**

Ryan Sturdevant Today at 16:29

### Overview

Scheduling a meeting that requires registration will allow participants register with their e-mail, name, other questions, and custom questions. You can also [generate meeting registration reports](#) if you want to download a list of people that registered.

**Note:** Participants joining meetings with registration must use the Zoom [desktop client](#) or [mobile app](#). They will not be able to join using the [web client](#).

This article covers:

- [Enabling registration for a meeting](#)
- [Customizing registration options](#)
- [Customizing branding](#)

### Prerequisites


- Host user type must be Licensed
- The meeting you are enabling registration for cannot use your [PMI](#) and cannot be a No Fixed Time recurring meeting.

### Enabling registration for a meeting

# Eventbrite

eventbrite Help Centre Search help articles United Kingdom

## Connect your online event to Zoom

 Updated by Devin W Category: [Creating & Editing Events & Tickets](#)

Here's how you do it:

1. [Check this before you start.](#)
2. [Create an online event.](#)
3. [Go to "Online event page".](#)
4. [Select "Connect Zoom" \(under "Live video content"\).](#)
5. [Select "Add new account", and then log in with Zoom.](#)
6. [Select a Zoom user. Then click "Next".](#)
7. [Connect to an existing Zoom meeting or webinar or create a new one.](#)
8. [Manage your Zoom connection.](#)

Link your event to Zoom with Eventbrite's Zoom app. When you connect your event to Zoom, Eventbrite sends attendees a secure link to your Zoom meeting or webinar with each registration. To get started, go to "Online event page" and click "Connect Zoom".

### 1. Check this before you start.

- You already have a Zoom account.
- The Zoom integration is only available in English.
- If you don't have a Zoom meeting or webinar created, Eventbrite's integration will create one for you.

# How do I send out Zoom links cont.?

- If there are multiple concurrent panels:
  - *Attendees should still register before hand, but prepare two versions of the conference programme – one with the zoom links and one without.*
  - *Send the one **without** Zoom links in advance (and it can be posted publicly). Then one or two days before send the conference programme with all the links included.*

# Eventbrite isn't an option for an event with concurrent panels.

4. Select "Connect Zoom" (under "Live video content").

5. Select "Add new account", and then log in with Zoom.

6. Select a Zoom user. Then click "Next".

7. Connect to an existing Zoom meeting or webinar or create a new one.

8. Manage your Zoom connection.

9. Start your meeting/webinar.

10. Understand your attendees' experience.

11. Optional: Remove the Zoom app.

[Helpful links](#)

## 1. Check this before you start.

- You already have a Zoom account.
- The Zoom integration is only available in English.
- If you don't have a Zoom meeting or webinar created, Eventbrite's integration will create one for you.
- Once added to an event, the Zoom integration can't be removed. You can still change it to another meeting or webinar.

The Zoom integration doesn't support:

- Multiple Zoom meetings or webinars on the same event
- Repeating events that use the event schedule feature
- Zoom webinars and meetings with required questions or "Only authenticated users can join" enabled
- Multiple tickets under one email address — Zoom won't add duplicate registrations
- Call-ins, manual joining — attendees must join from the link on the online event page

## 2. Create an online event.

To create an online event:

1. Go to **Manage events** in your account.
2. Select **Create event**.
3. Fill in the details for your event; set the location to **Online**.
4. Click **Save & continue**.

**Over-communicate and keep registered attendees in the know about how things are going to run.**

# Accessibility: Recordings

- Ahead of the event, ask speakers for permission to record their presentation noting it is for accessibility reasons.
  - *This benefits those who have personal responsibilities and cannot attend a session at the set time.*
  - *Also benefits people who want to / need to watch the recordings back.*
- However, some speakers may feel uncomfortable being recorded, so let them know when the recording will be available and when it will be removed.




# Accessibility: Time zones

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### Meeting Time Zones Cheat Sheet

DUBLIN, IRELAND	SYDNEY, AUSTRALIA	NEW YORK CITY, USA
12:00 AM	10:00 AM	7:00 PM
1:00 AM	11:00 AM	8:00 PM
2:00 AM	12:00 PM	9:00 PM
3:00 AM	1:00 PM	10:00 PM
4:00 AM	2:00 PM	11:00 PM
5:00 AM	3:00 PM	12:00 AM

**Have a question?** 

# Accessibility: live captioning verses closed captioning on a video

- Zoom has in-built closed captioning option, which it can render onto a recording, but at the moment, automatic closed captioning is not available. Zoom provides a few suggestions about live captioning including assigning a participant to caption, or integrating a third party service: [link](#).
- Microsoft Teams now has automatic live captioning, without needing a third party. Each individual needs to turn this on. However, Teams is a little more unstable when it comes to call quality.
- Microsoft Streams and YouTube also have automatic captioning as an option when a video is uploaded.

# Accessibility: Captioning

The Multimedia Agency | 01792 450979



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## LIVE CAPTIONING SERVICE

### Live caption your events to boost accessibility and comprehension

VoiceBox provides live captioning for your webinars and live streams, so everyone can understand what is being said. Our versatile team is also ready to meet your needs when in-person and live events return.

#### Why add live captioning to your event?

Using VoiceBox for live captioning will make your events more accessible and interactive for everyone. That includes those who are deaf and hard of hearing, as well as non-native English speakers who may benefit from captions. What's more, if you have a loud



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# Accessibility: recommendations for registration

- At registration, list the accessibility services on offer.
- Also ask if any other accessibility services need to be considered.

# Accessibility: Guidance for speakers

The screenshot shows a website interface with a blue patterned background. At the top left, the word "Guidance" is displayed in a large, dark blue font. To the right of this is a search bar with the placeholder text "Search..." and a red magnifying glass icon. Below the "Guidance" header, the text "For presenters" is written in a dark red font. The main content area features a video player. The video player has a title "Top tips for presenting at the Spheres o..." and includes icons for "Watch later" and "Share". The video content shows a slide with the heading "MORE INFORMATION ON PREPARING SLIDES?" and a bullet point: "If you would like more specific information on creating accessible slides, Microsoft has prepared some detailed guidance: <http://www.microsoft.com/en-ie/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25>". A small video thumbnail of a woman is visible in the bottom right corner of the player. At the bottom left of the player, it says "RECORDED WITH SCREENCAST MONITOR". Below the video player, the text "Top tips for presenting at the Spheres of Singing online conference – Powerpoint Slides (PDF)" is visible. On the right side of the page, there is a section titled "Recent Posts" in dark red. It contains a list of five posts, each with a horizontal line below it: "Never enough meetings – the conference team", "Technology woes and technology benefits", "Providing guidance (speakers, chairs, and participants)", "Recording the conference, accessibility and sharing", and "Scheduling and planning, time zones and breaks".

# Accessibility: Guidance for speakers

- Guidance on how to use Zoom (as a speaker)
- Preparing slides:
  - *Font size*
  - *Alt text*
  - *Speaking speed*
  - *Lighting*
- Maximising WiFi quality

# Speakers pre-recording a video presentation

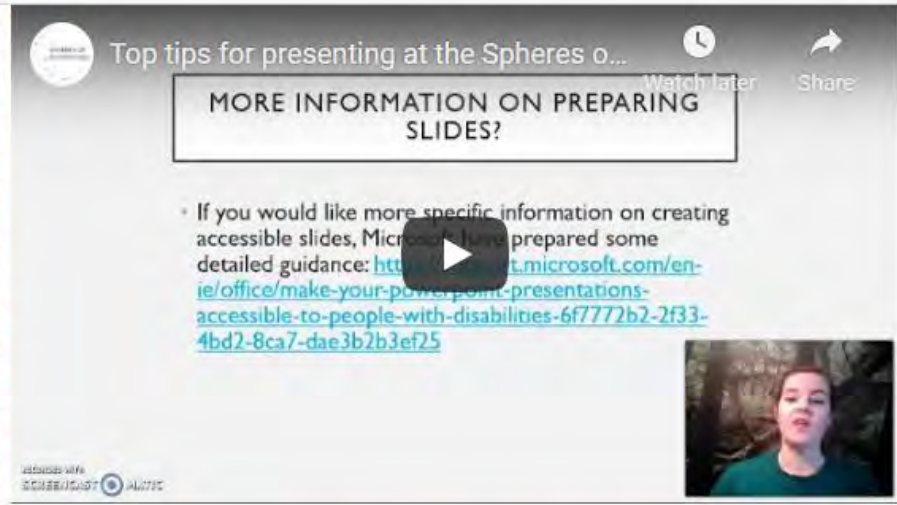
- If a speaker wants to go with this option, it can still be 'live-streamed' by one of the organisers at a set time.
- This means the presentation can take place in a traditional 'panel' and the speaker can participate in a live discussion.
- It does rely on the person streaming having stable WiFi or a hardwired connection.

# Hosts, chairs and co-chairs

- Host: in charge of the technical aspects of the meeting.
  - *Setting up the link.*
  - *Dealing with technical issues such as assigning co-hosting rights to speakers and the chairs and helping attendees.*
  - *Expelling anyone who might cause disruptive behaviour.*
- Chair: in charge of the session.
  - *Introducing the speakers.*
  - *Listening to the papers.*
  - *Managing the questions and discussion.*
- Co-chair: assisting the chair.
  - *Managing questions in the chat.*
  - *Able to jump in if the host or chair experiences technical difficulties.*
  - *Might be surplus to requirements depending on the size of the event.*



# Offering hosts, chairs and co-chairs training and guidance



Top tips for presenting at the Spheres o...  
Watch later Share

**MORE INFORMATION ON PREPARING SLIDES?**

• If you would like more specific information on creating accessible slides, Microsoft have prepared some detailed guidance: <https://www.microsoft.com/en-gb/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25>

RECORDED WITH SCREENCAST ALTYC

Top tips for presenting at the Spheres of Singing online conference – Powerpoint Slides (PDF)

Our Top tips for presenting at the Spheres – PDF

**For Attendees**

Guide for Attendees – PDF

**For Chairs/Co-chairs/Hosts**

Guide for committee hosts, chairs and co-chairs

technology woes and technology benefits

Providing guidance (speakers, chairs, and participants)

Recording the conference, accessibility and sharing

Scheduling and planning, time zones and breaks



# Link to guidance

## ■ For Speakers

- [Top tips for presenting at the Spheres of Singing online conference – Powerpoint Slides \(PDF\)](#)

## ■ For Attendees

- [Guide for Attendees – PDF](#)

## ■ For Chairs/Co-chairs/Hosts

- [Guide for committee hosts, chairs and co-chairs](#)

# Set up a separate tech support email and have someone manage it throughout the conference

- Sometimes, technical issues are not related to the conference at all, but that doesn't prevent an attendee or a speaker feeling frustrated and upset.
- Having a dedicated email and someone who can email back quickly with advice can really transform someone's conference experience.
- Also consider setting up 'drop in' tech sessions throughout the conference.
  - *Speakers might want to test their equipment and if they can share a screen or sound.*
  - *Or they might just need advice about how a session will run.*

# Guidance on running an event

The image shows a screenshot of a website page. At the top, there is a dark red navigation bar with white text links: Home, Blog, About, Organising an Online Conference, Guidance, Research, Schedule, and Code of Conduct. Below the navigation bar is a white search bar with the placeholder text 'Search...' and a magnifying glass icon. The main content area has a large purple heading 'Organising an Online Conference'. Below the heading is a list of six topics, each with a red number and a red title: 1. Why an online event? Accessibility, inclusivity and finances; 2. Scheduling and planning, time zones and breaks; 3. Recording the conference, accessibility and sharing; 4. Providing guidance (speakers, chairs, and participants); 5. Technology woes and technology benefits; 6. Never enough meetings – the conference team. On the right side of the page, there is a section titled 'Recent Posts' with a list of five post titles, each with a red title: Never enough meetings – the conference team; Technology woes and technology benefits; Providing guidance (speakers, chairs, and participants); Recording the conference, accessibility and sharing; Scheduling and planning, time zones and breaks.

Home Blog About Organising an Online Conference Guidance Research Schedule Code of Conduct

Search...

## Organising an Online Conference

1. Why an online event? Accessibility, inclusivity and finances
2. Scheduling and planning, time zones and breaks
3. Recording the conference, accessibility and sharing
4. Providing guidance (speakers, chairs, and participants)
5. Technology woes and technology benefits
6. Never enough meetings – the conference team

### Recent Posts

- Never enough meetings – the conference team
- Technology woes and technology benefits
- Providing guidance (speakers, chairs, and participants)
- Recording the conference, accessibility and sharing
- Scheduling and planning, time zones and breaks

# Final thoughts

- Applying for funding? Please consider:
  - *Investing in accessibility services over ‘management’ services.*
  - *Investing in people’s time (such as a student who could help with tech issues, or an assistant who can set up the Zoom links etc.).*
  - *UoG has a dedicated IT service who will know what is already on offer and what needs to be costed into an application (i.e. Zoom webinar).*



# THANK YOU!

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