Speaker Guide

International Neuroethics Society
Neuroethics 2026

Recordings

Most sessions will be recorded and a video will be made available for registered attendees after the meeting concludes. To post these recordings, all in-person and virtual speakers must sign and return our release and disclosure forms. Please download, sign and return both forms to Robert Beets <beets@neuroethicssociety.org> before the conference starts.

➔ Speaker Forms

Participating Virtually

Some of our sessions will include virtual panelists participating via Zoom webinar. If you are participating virtually, you will need to access the session using the **unique link**. You will receive this email about *one week prior* to the event directly from the Zoom account of the INS or a partners' account. If you did not receive an email, or if you need it to be sent again, contact:

- Robert Beets <beets@neuroethicssociety.org> (Stanford)
- Federico Pizzetti <federico.pizzetti@unimi.it> (Italy)
- Mohhadiah Rafique <rmohhadiah@sun.ac.za> (Stellenbosch)
- Or your local conference planning committee contact.

The meeting schedule has the start times for each session. Please create a calendar event and set an alert to ensure that you will have time to connect before the start time. Virtual speakers are expected to join the Zoom webinar session at least **10 minutes** before the start time. This will allow us to resolve any technical issues, test screen sharing and other settings, and go over any last-minute decisions. Thank you for making an effort to arrive early.

To attend other sessions virtually that you are *not* speaking on, use the links available on the meeting schedule. Use the password — **Ethics2026** — if prompted to enter as an attendee.

Slides / Videos

You may use slides and videos as part of your presentation. Generally, we want to foster a lively, dynamic discussion and so we encourage you to *minimize your reliance on slides.*

If you are needing to share a video, contact Robert Beets <beets@neuroethicssociety.org> to discuss. Indicate where the video is hosted (online or on your computer) and the quality of the image you need for viewers. You may simply be able to share your screen and play the video,

but there can be some technical difficulties with that so it's important to test videos in advance. Alternatively, we can play a web-hosted video from the host Zoom computer, which may be more reliable. Showing up to the session early is important as it allows us to test these options.

Virtual speakers – If you are participating virtually, you can simply share your screen to show and progress through slides as you speak. If you cannot share your screen, the host will enable the function. You do not need to provide your slides in advance to the meeting organizers.

In-person speakers – In-person presenters using slides *must* provide them in advance. Upload final versions of your slides to the folder by Monday, April 13, 2025 at 12pm PDT / 3pm EDT. There is a specific folder for each conference location:

- Lucca
- Stanford
- Stellenbosch

- Submitting slides earlier is greatly appreciated. Please format your filenames as 'Surname-Weekday-Location-2026.ext' so it's easiest to find in the list.
- You may be required to be logged into a Google account to upload a file. If you do not have an account or cannot access Google, email the team member listed above for the conference location that you will be participating with.
- Presentations should be ppt, pptx or Google Slides, and must be in a 16:9 aspect ratio (width-to-height) to ensure no distortion of your slide images.
- If your presentation is not in the folder by the date and time above, we cannot guarantee it will be available for the session for you in-person presentation. Last minute uploads of files are *extremely* disruptive and put an increased strain on staff and A/V technicians during a very hectic event.
- Please note that you will **not be able to plug a laptop directly into the projector** or A/V equipment because we need to run the broadcast Zoom webinar via this computer.

Technologies

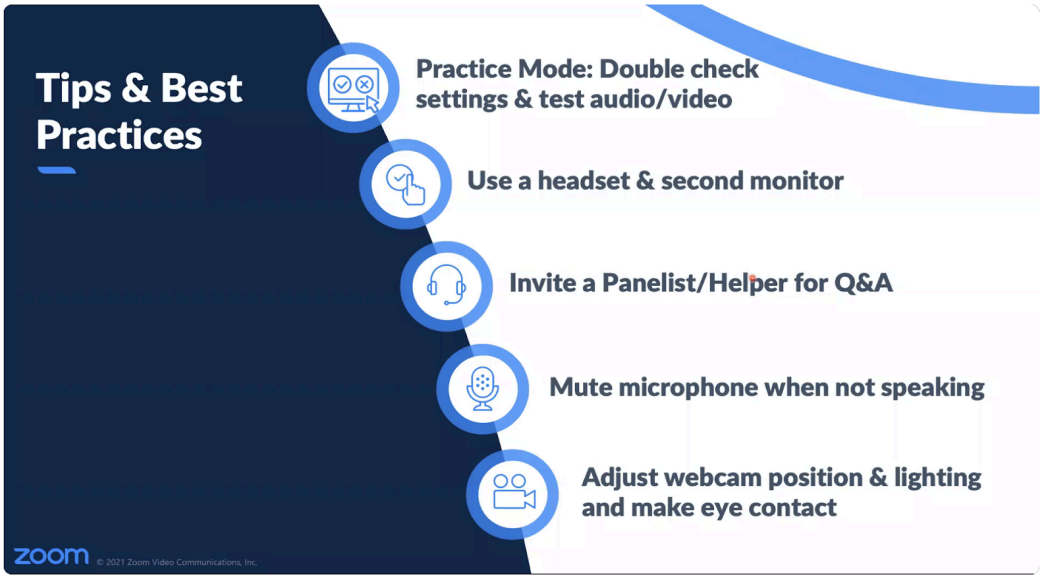
- *Zoom Webinar* – Plenary sessions will be held as Zoom webinars, with speakers featured on the screen during their presentations. Attendees will not be on camera.

- *Slido* – We are likely to use Slido to take questions written from in-person and virtual attendees, and to field survey questions in real time. If you want to field a question, we recommend making your own Slido poll/quiz/questionnaire using your own free Slido account and embedding it in your slide presentation. Your poll will have its own QR code and identifying number to share during the session and attendees will be familiar with this process already.

- *Website* – The meeting webpages on the INS website will serve as the central hub for all in-person and virtual participants. The schedule is the key webpage attendees will be using to access sessions, Zoom links, and related resources for your sessions.

Virtual Presentation Tips

General tips from Zoom for presenting virtually



Contacts

Robert Beets
beets@neuroethicssociety.org
+1 301-307-6020 (INS phone number)
612-749-5364 (US phone)

Please contact me if you need a Zoom link, are having any connectivity-related the day of the event, or for any reason you are not able to make your session as planned.

Information after this point is predominantly for session moderators, co-hosts, and support staff who will be managing some aspects of the live sessions and Q&A portions of panels.

Session Roles

ROLE	DESCRIPTION
Participant	In Zoom webinars, all virtual attendees are Participants and can only enable video or microphone if enabled by the Host or Co-Host.
Speaker / Panelist	Speakers are responsible for contributing their perspective and expertise to the discussion and are not responsible for technical aspects. In Zoom webinars, people with elevated permissions are called Panelists and must enter with their unique link to use their video and microphone.
Moderator	The Moderator will be in charge of managing the live discussion and flow of the session. Most Moderators will be in-person. With support from the Monitor, Moderators will interject attendee questions into the discussion.
Monitors	Monitors will help review questions submitted by attendees and help identify select ones for the Moderator to integrate into the discussion. Each session will have a designated **In-person Monitor** as well as a **Virtual Monitor** to oversee this process. *See the Q&A overview below.*
Co-Host	The Host may assign the Co-Host role to a Panelist or other Participant who is serving as the Virtual Monitor of Q&A submissions.
Participant	In Zoom webinars, all virtual attendees are Participants and can only enable video or microphone if enabled by the Host or Co-Host.
Host	Staff and volunteers will run the audio/visual equipment onsite and will be session hosts for the Zoom webinar. They will also help resolve any technical issues that may arise which require administrator intervention.
More info	Roles in a Zoom webinar Roles in a Zoom meeting

Zoom Webinar Setup

Each of our sessions needs to have a separate Zoom webinar created for it. These all need to be set up this week. All links need to be provided to me by the weekend so that I have time to add to the website and our run of show documents before traveling. Thank you for contributing to this effort.

Any virtual speakers will need to be added as a 'panelist' so that they get a unique link to join. Zoom webinar events can be scheduled at their specific session time, but an any time session can work just as well for our purposes. If panelists join as attendees, they can be elevated to panelists, but that's really hard to manage in real time so as much as possible we need people to use the panelist link and arrive early to their session.

To limit access to the sessions to only registrants, but to allow access for all registrants across all participation types, we will simply use a password, specifically — **042026** or **Ethics2026** — for all webinars. If your password cannot include letters and must be only numbers then we will use 202604 but alert me any time that is the case and if that number of numerals worked.

When setting these up, please also recall that each conference room that will run programming concurrently will likely need to have a separate Zoom account as most licenses don't allow for simultaneous events to run. And each of these accounts will need a Zoom webinar license, not just a meetings package, unless the sessions are intended for the meeting format.

Also make sure that each account is associated with the same room so that you don't have to switch account/logins at all. So with the links, please confirm the room assignment for that session, like if the room has a name or a number.

Run of Show / Neuroethics 2026 – Here's a document to drop links into. Include the session title and room assignment. Don't worry about formatting in this document. The zoom links with the password string are fine, but the string does need to be removed so that attendees are forced to enter the password.

Speakers List 2026 – This document has my best understanding of which speakers are in-person and which are virtual. You can get the speaker email from this document to add them as a panelist to their specific Zoom webinar instance.

Zoom Features

RECOMMENDED TUTORIAL
Excellent introduction to hosting a webinar, common settings, managing participants, enabling screen sharing and other features. If you are moderating a session, please open and skip through it the sections. Zoom Webinars, Part 2: Hosting Your Webinar

FEATURES	USE DESCRIPTION
Spotlight	Spotlight video puts up to 9 participants as the primary active speakers for all participants, and participants will only see these speakers. Spotlighting can also be done during screen sharing. This feature is often used to spotlight a keynote speaker. > Spotlighting participants' videos
Pin	Meeting participants can pin one video to keep it featured on screen. Hosts can pin a video to disable active speaker view and only view up to 9 specific speakers. > Pinning participants' videos
Chat	The chat feature allows webinar attendees, the host, co-hosts and panelists to communicate for the duration of the webinar. > Using webinar chat
Q&A	The question & answer (Q&A) feature for webinars allows attendees to ask questions during the webinar, and for the panelists, co-hosts, and host to answer their questions. > Using Q and A as the webinar host
Share screen	A host or panelist shares presentation slides that are on their computer screen. **See more about specific settings in this doc below.** > Screen sharing a PowerPoint presentation
Sections below on Launch Setup and Webinar Settings have additional details.	

Question & Answer

Taking questions from meeting attendees is a primary way that we integrate audience participation into plenary sessions. We will have **all in-person and virtual attendees** submit questions via Slido. There may be a few instances where in-person attendees will raise their hands to ask questions, but we have found that taking questions via online submission produces a more equitable process and allows the moderators to identify top questions.

We have multiple Slido channels for this conference. Here are links and codes to add to your slides. Make sure you have the right slide for your session. Check the room assignment that's in the meeting schedule for your location: Stanford / Lucca / Stellenbosch.

Lucca Main

Participant code: 4292371
Enter at: https://www.slido.com/
Direct Link: https://app.sli.do/event/nebx9E19ZWwiAPEYXDc1SE
QR code to add to slides:

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Stellenbosch Main

Participant code: 3442608
Enter at: https://www.slido.com/
Direct Link: https://app.sli.do/event/fWX3dbyhdicQYzinE4WmMt
QR code to add to slides:

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Stanford / Main Hall

Participant code: 3882178
Enter at: https://www.slido.com/
Direct link: https://app.sli.do/event/t7XuRHqxFmZctdH49X5Ayn
QR code to add to slides:

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Stanford / Cypress North

Participant code: 7184715
Enter at: https://www.slido.com/
Direct link: https://app.sli.do/event/qcgkGdGezDBaTT5sMXc8qB
QR code to add to slides:

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Stanford / Cypress South

Participant code: 3650962
Enter at: https://www.slido.com/
Direct link: https://app.sli.do/event/aLxcggJ38tbh4nTfwbDaHU
QR code to add to slides:

Fielding Quizzes / Polls

Session organizers are welcome to create polls or questions via their *own Slido account* to share during or after their discussion. It's pretty easy to create them, include a qr code and participant code like the one above on your slide so attendees can access it.

Deploying the poll in real time is a little tricky to do while you're managing the conversation, but it's certainly doable and we just recommend you do a test from a personal device so you are practiced with the interface. However, if you deploy from your device, it's tough to share live results on the projector screen, so you'll need to just report verbally the results; which work relatively well for yes/no questions and things with just a 2-3 options that can easily be communicated verbally. If you want to be able to display results for a more complex poll or a produced word cloud that's more visual, then you have to use the main Slido event because you have to be logged into the computer managing the projection, or you could have a virtual speaker share their screen if they have the results pulled up. Please work with the meeting organizers to see if we can make this happen.

Q&A Roles

A **moderator,** usually in-person, who is orchestrating the discussion among the panelists and managing the integration of questions into that conversation.

An **in-person monitor** identifies questions from the in-person audience and directs the distribution of the hand-held microphones. Usually the distribution of the microphone simply means walking it around to people who raise their hands.

A **Q&A monitor** reviews questions submitted through Slido, identifies good selections to queue up to be integrated into the discussion. Virtual monitors can be participating virtually as a co-host of the Zoom webinar, but we have found it works best if the monitor is in the in-person session room and watching the questions come in via a computer. When called upon by the moderator to bring a virtual question into the conversation, the monitor uses a handheld microphone or unmutes themselves if they are on Zoom.

Please note: monitors participating virtually will need a unique panelist link for Zoom so they can be assigned co-host permissions before the session broadcast starts. Co-host permissions are critical so they turn on their microphone when called upon. Virtual monitors who are watching questions that come in via Slido must also have the Slido host login.

Best Practices

Here are some tips for directing an orderly Q&A session:

- ➢ It's important to manage expectations for audience members who want to ask questions. Be as clear as possible about:

    - How much time you have set aside for Q&A
    - How many questions you hope you'll be able to take from the audience, and
    - That you will be attempting to take an equitable number of questions about different ideas, themes, or perspectives that make up the topics of your session.

- ➢ The moderator should give verbal queues to the audience and the moderators that questions will be taken soon. A 3-minute heads up seems to help give people a chance to think about questions and time to type it out.

Do you have any other tips for running a good Q&A session? Email your suggestions to Robert Beets <beets@neuroethicssociety.org>.

Launch Checklist

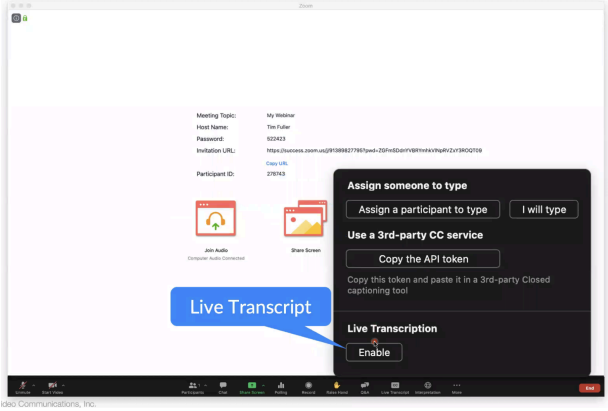
1. **Co-Hosting** – The host will make the Moderator a Backup Moderator ‘co-hosts’
    a. This will give them increased controls over the session settings.
    b. See session roles section above for a quick overview of the co-host role

2. **Attendance** – Moderator will confirm all speakers and support members are present.
    a. If someone is having difficulty connecting, the host and co-host(s) will be tasked with remedying the issue.
    b. The host can resend the invitation lin through webinar admin, invitations feature (select edit to see panelists and access to ‘resend’ button)

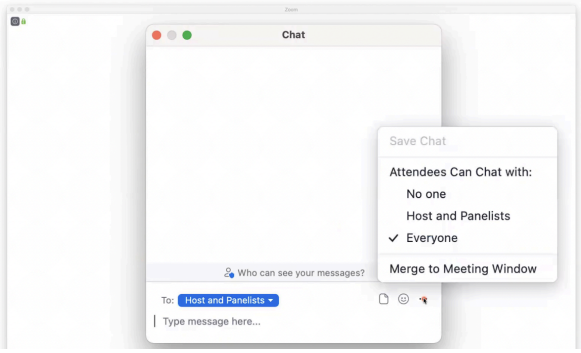
3. **Spotlight** – Moderator spotlights the appropriate people for the start of the webinar

4. **Assignments** – Determine which person will perform each of the following duties.
    a. Start/End the webinar (usually host)
    b. Manage spotlighting and attendee view (backup moderator, co-host)
    c. Posting instructions for attendees (co-host)
        i. Sample copy is available below
        ii. Note that this must be done after the webinar starts
    d. Watch Q&A and identify questions to give the host (backup moderator, co-host)

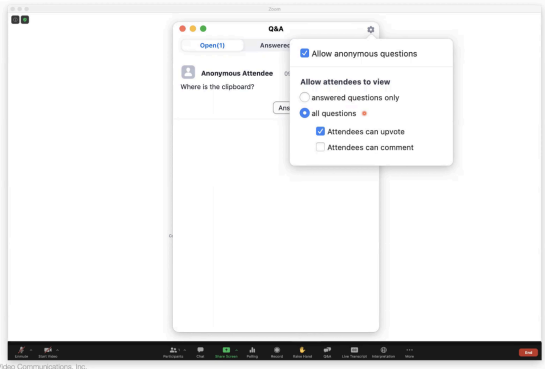
5. **Settings** – Check to make sure all settings *outlined below in the table* are correct.
    a. Generally we will be using these settings for webinar and meeting unless the session organizer has determined to use a different setup.

WEBINAR	**MEETING**
Share screen > (up carrot) Who can share: All panelists Who can override: All panelists	**Share screen** > (up carrot) How many can share: One at a time Who can share: Only host (co-host) Who can override: Only host (co-host)
Transcription > Live Transcription: Enable (Only host can do this) 	

Chat > … >
Everyone (full names are visible)



Q&A > (gear, upper right) >
1. Allow anonymous questions
2. Attendees can view: all questions + upvote



Instructions for Attendees

The following copy is merely suggested. Feel free to improve, revise, or share a better version.

General

Transcript

Live transcription has been enabled. Click on the ‘Live Transcription CC’ button in the menu to turn on captions or the side panel with the full transcript.

Launch Checklist

6. **Co-Hosting** – The host will make the Moderator an Backup Moderator ‘co-hosts’

If you would like to ensure that the moderator does not mention your name when sharing the question, submit your question anonymously.

Submit your questions in the Q&A feature (in the bottom menu). That will let others see your question and inspire more from others.

Chat

The chat is also enabled for this session and we encourage you to chat with fellow attendees. This is a great place to share your thoughts and links to relevant resources.

Remember: anything you post in the general chat will be viewable by the hosts and all attendees. Be respectful. We will not tolerate any harassment or inappropriate language.

The INS Code of Conduct

Managing time

To moderator / hosts: We have about 10 minutes left. Let others know the time left when you speak next. We don't have to end on the minute. Conclude the discussion naturally. But people will start dropping off a few mins before and after the hour mark, so it’s good to end before everyone leaves.

Session Roles
Zoom Webinar Setup
Question & Answer
Launch Checklist
Instructions for Attendees
Launch Checklist