Instructions for speakers and chairs

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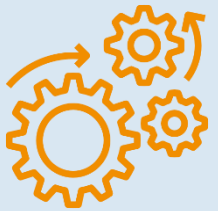
Important information

- Fill in your personal profile when you first log in to the platform
- Upload the presentation/poster to the virtual platform (remote speaker)
- Test it in the Virtual ready room
- At the time of the lecture join through Access to the stage
- Manage your personal programme using the icon next to every session or lecture
- Visit the virtual EXHIBITION and our partners' and exhibitors' booths
- If you registered using a different e-mail address than when submitting your abstract, please contact HELPDESK
- In case of any technical difficulties, please contact HELPDESK

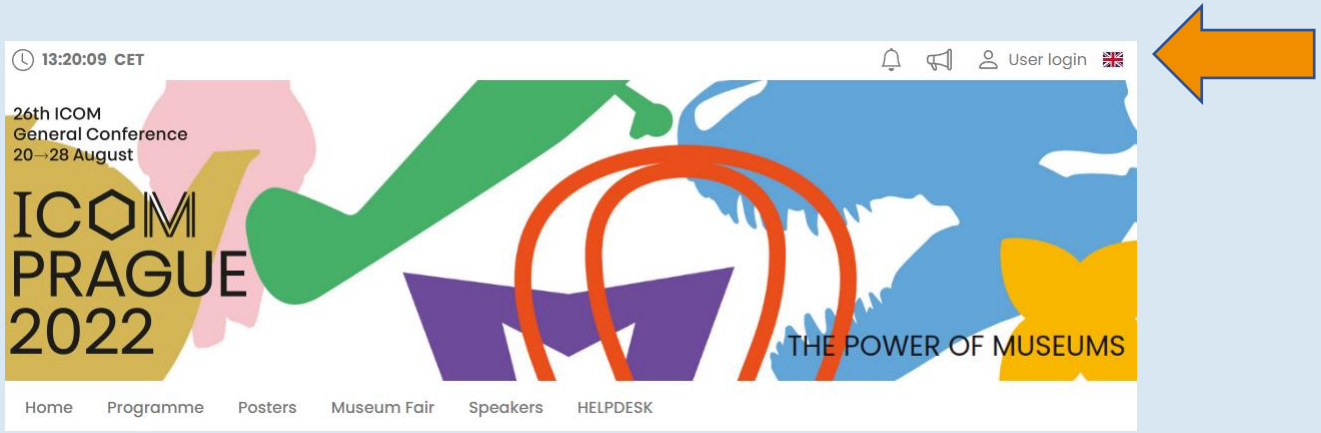
Technical requirements

- Please comply with the minimum system requirements for the proper functioning of the virtual platform:
  - Microsoft Windows and Mac OS ***(other devices may not be fully supported)***
  - Updated Google Chrome, Microsoft Edge or Safari web browser
  - Headphones with a microphone are recommended
  - Stable internet connection without blocked ports ***(minimum speed 10/10Mbps)***
  - Always prefer using a personal computer over another device (mobile phone, tablet)



Logging in to the platform

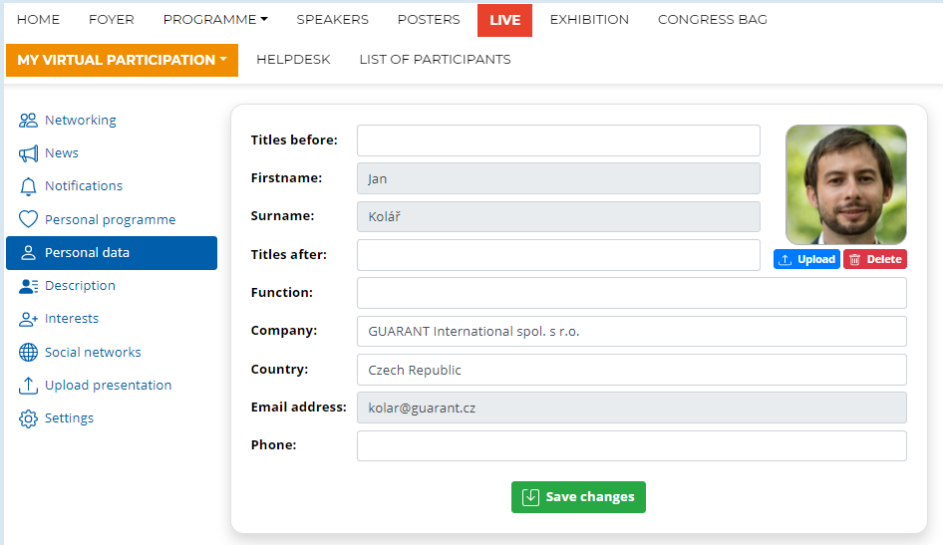
- To log in to the virtual platform, click here
- In the top right corner, select Login



- Log in using your e-mail and password
- The first time you log in, you will be asked to enter the password that was sent to the e-mail address you used to register – you can change your password later in your personal profile

Personal profile administration

- Please fill in your personal profile and upload your photo
- Manage your profile under the field with your name – "Personal page"
- On your personal page, you can find:
  - Personal data, CV, Social networks
  - Networking
  - News
  - Notifications
  - Personal programme



Uploading presentations – on site

Presentation requirements

- Please bring your files on one of the listed media:
  - USB "flash drive"
  - External HDD/SSD
- Save all lecture-related files in the same folder (PowerPoint presentation, movie/video files, etc.)
- If you are giving more than one lecture, save each presentation in a separate folder and name it accordingly to avoid any confusion when saving it to our system
- Always make a backup of your presentation on another media or a portable drive
- The file size limit is 200 MB
- Supported file types: PPTX, PDF and MP4

Where to upload your presentation

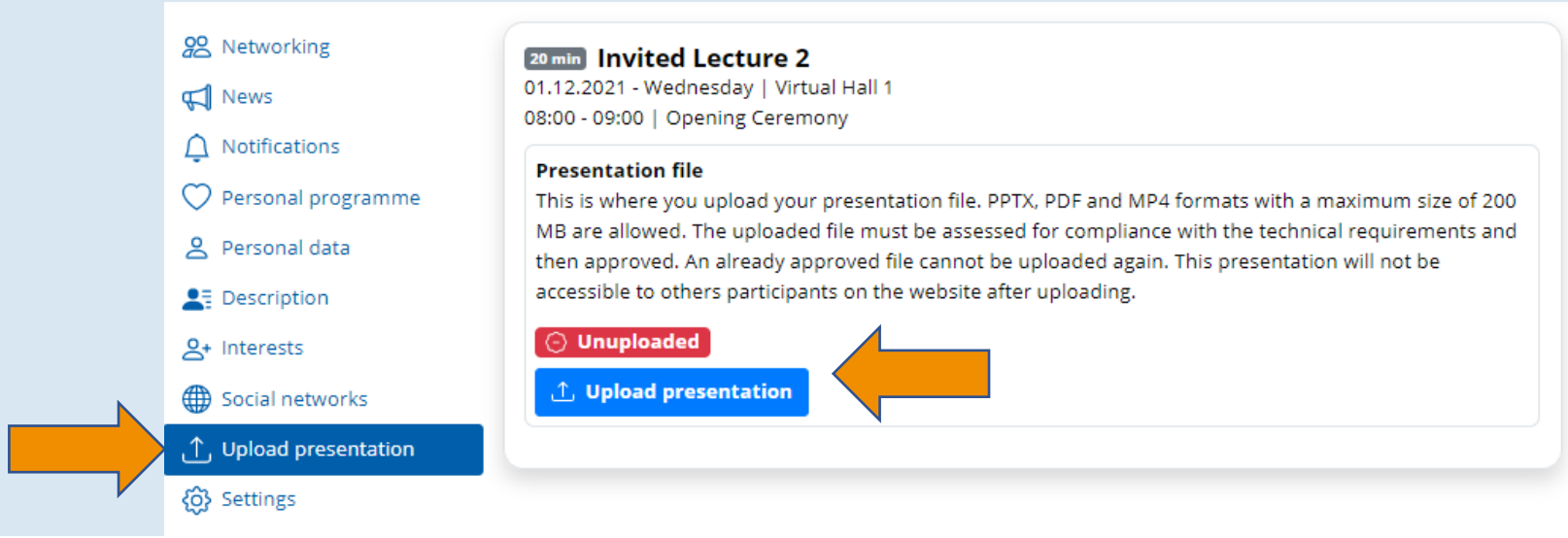
- Please come to the SPEAKERS READY ROOM (Club H) at least 1 hour before the start of your session. In this room, the technical support will upload your presentation to the system, test the presentation and check that it displays correctly
- Please note that due to technical reasons, uploading your presentation directly in the hall during the break before your session is not possible

On site lecture

- Always come to the lecture hall in advance
  - to meet the chair of your session
  - to test the presentation directly in the hall with the technical support if needed
- You can control the presentation using a wireless presenter with a laser pointer
- You can always watch your presentation on a preview laptop or a preview screen
- The lectures will be streamed online and simultaneously recorded
- Remote participants will be able to ask questions via chat, or via the "Ask live" option, where the participant can appear on a webcam and ask questions directly, if the chair of the session deems it appropriate

Uploading presentations – remotely

- You will upload your presentation directly to the virtual platform
  - After logging in, visit your "Personal page", which you can find in the upper right corner under your name
  - To upload a presentation, click on "Upload presentation"
    - The maximum size of the presentation file is 200 MB
    - Supported file types: PPTX, PDF and MP4



On-line lecture – pre-recorded lecture

- Pre-recorded lecture must be uploaded to the virtual platform in advance (see slide "Uploading presentations – remotely")
- Enter the live stream 5-10 minutes before the start of your session
- Technical support will automatically play your lecture
- you will be connected to the session LIVE for answering questions from the chairs or the audience
- Options for pre-recording a lecture in the MP4 video format
  - Below you can find manuals on how to record a lecture using ZOOM and Microsoft PowerPoint (manuals are in English)
  - ZOOM manual, Microsoft PowerPoint manual

On-line lecture – LIVE

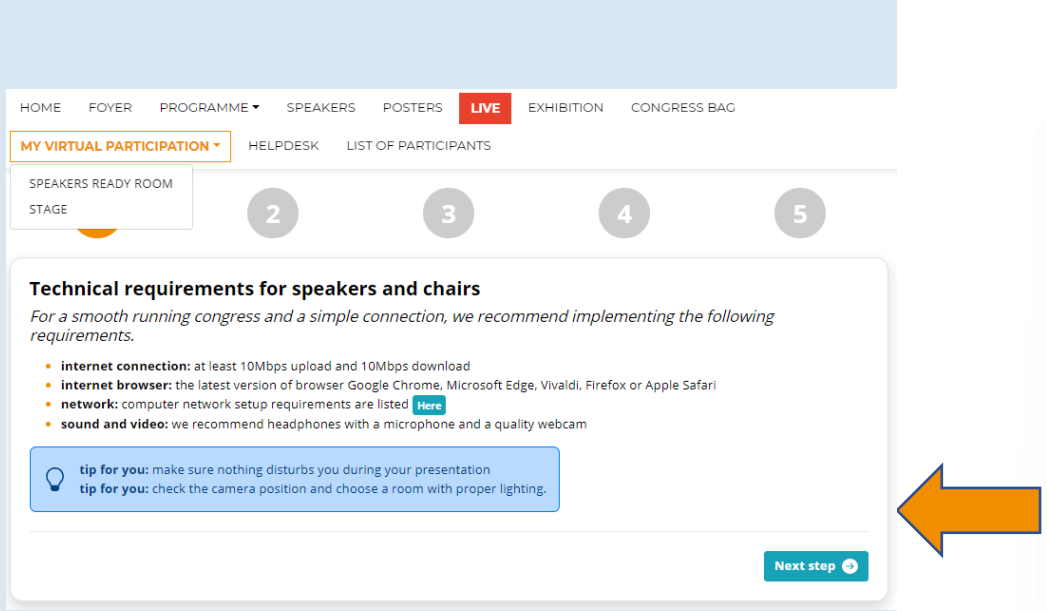
- You will give your lecture LIVE using a traditional PPTX or PDF presentation
- PPTX or PDF presentations must be uploaded to the virtual platform in advance (see slide "Uploading presentations – remotely")
- Technical support will automatically play your lecture and you present it LIVE
  - You can control the presentation using the "Previous" and "Next" buttons

  - Have your microphone and camera on during the entire lecture

- You can access the livestream through the "Access the Stage" button
- You can try your presentation in the virtual speakers ready room

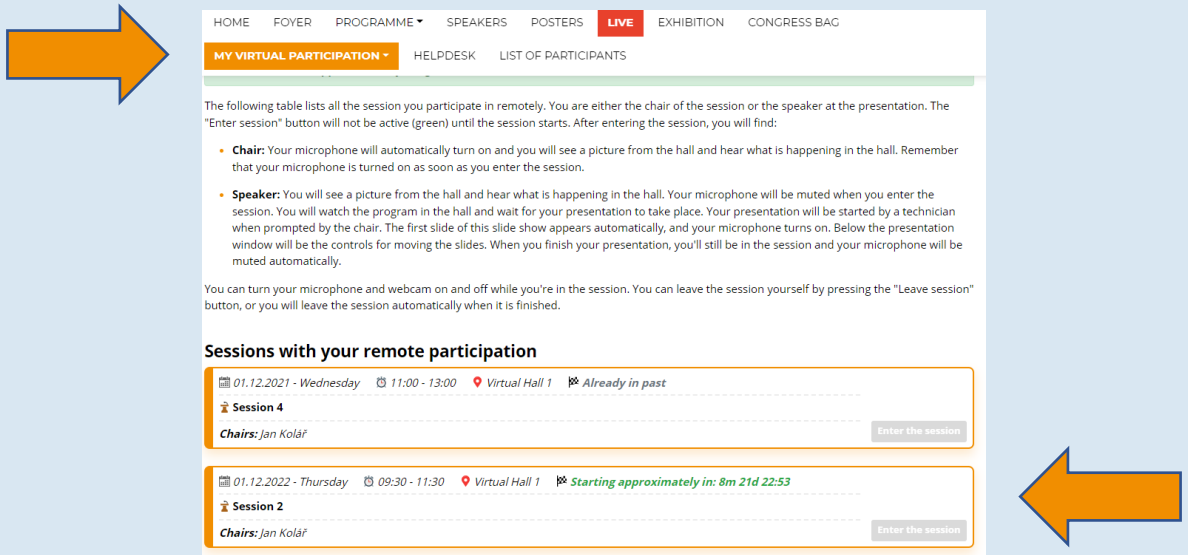
Speakers ready room (testing)

- Your technical equipment and internet connection can have a significant impact on your lecture during the "**live stream**". Therefore, we strongly recommend that you visit the "**Speakers ready room**" before the actual lecture
- The ready room guides you through 5 steps to ensure proper functionality:
  - Checking functionality of your microphone and webcam
  - Testing the speed of your internet connection
  - Checking connection to the server (port functionality)
  - **Controlling the presentation**



Active participation – virtual speakers and chairs

- For active participation (presenting, moderating), click on the "Access to the stage" button
- You will only see sessions and lectures that are assigned to you
  - To join a session, click on the green "Join session" button
  - You will enter a virtual lobby where the technical support will communicate with you. They will notify you to join the live stream
  - Enter the live stream 5-10 minutes before the start of your session



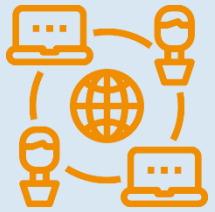
Active Participation – Suggestions

The chair:

- As the session chair, make sure to have your microphone and webcam on at the beginning to open the session and introduce the speaker, and also at the end for questions
- Keep the microphone off during the lecture itself
- The chair moderates the discussion and is responsible for adhering to the presentation time limit and the session as a whole

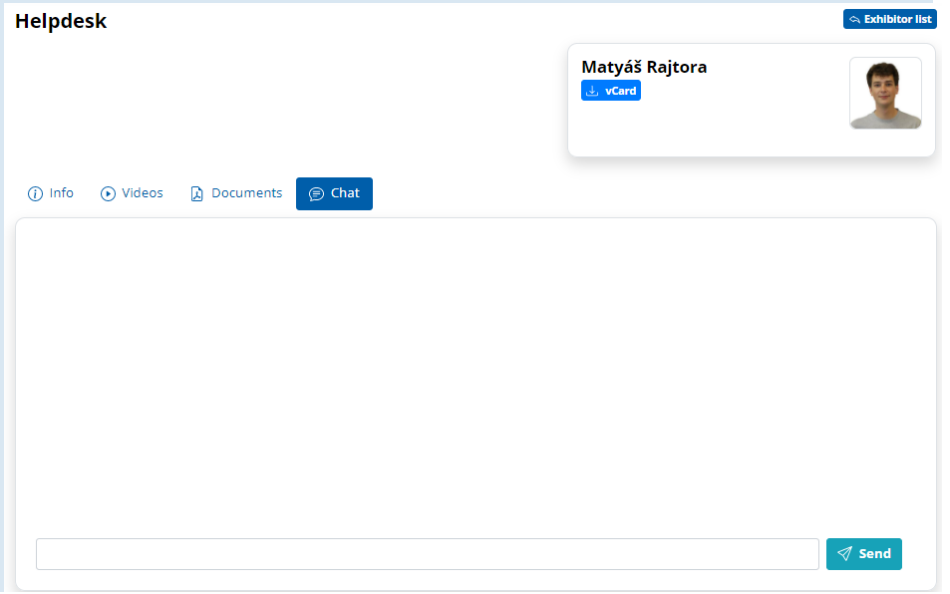
Speakers:

- As a speaker, when you join the session, you will hear the chair or the previous lecture
- When the chair invites you to start your lecture, the system will automatically enable your microphone and webcam – make sure they are on
- Technical support will then open your presentation, which you can control yourself (unless it is a pre-recorded video)



Networking

- The "Networking" function enables you to communicate with other participants
- Using Networking:
  - You can access Networking by clicking at the ✉ icon in the top right corner of the screen
  - You can then search for participants and send them a message
  - If you don't want to be messaged, you can turn off the networking feature in your profile settings
- We don't share any contact details or personal information and communication is managed only through the virtual platform

Helpdesk

- If you encounter any technical difficulties and require assistance, contact us via HELPDESK
- Write your message in the chat window and click on the "Send" button; this will add your question to the queue and a member of our technical support will reply promptly
- The opening hours of the technical support chat can be found in the Helpdesk
- There you can also find additional information