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ICOM PRAGUE 2022

 ICOM International Council of Museums

ICOM International Council of Museums Czech Republic


THE POWER OF MUSEUMS

Instructions for speakers and chairs

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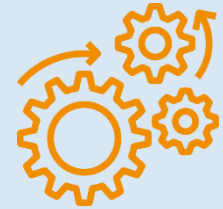
Important information

- 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:

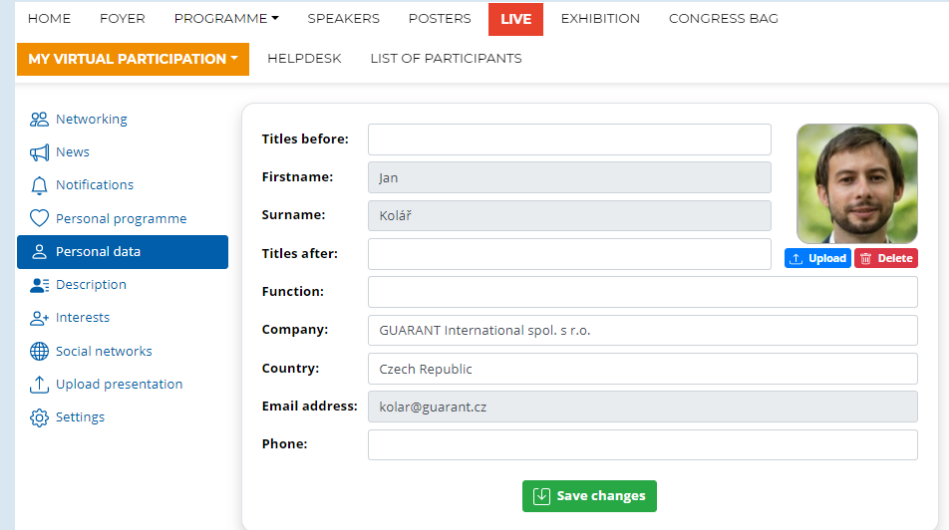
 Personal data, CV, Social networks

 Networking

 News

 Notifications

 Personal programme



The screenshot shows a web interface for profile management. At the top, there is a navigation bar with links: HOME, FOYER, PROGRAMME, SPEAKERS, POSTERS, LIVE, EXHIBITION, and CONGRESS BAG. Below this is a sub-navigation bar with MY VIRTUAL PARTICIPATION, HELPDESK, and LIST OF PARTICIPANTS. A sidebar on the left contains a list of menu items: Networking, News, Notifications, Personal programme, Personal data (highlighted in blue), Description, Interests, Social networks, Upload presentation, and Settings. The main content area displays a form for editing profile information. The form includes fields for: Titles before, Firstname (filled with 'Jan'), Surname (filled with 'Kolář'), Titles after, Function, Company (filled with 'GUARANT International spol. s r.o.'), Country (filled with 'Czech Republic'), Email address (filled with 'kolar@guarant.cz'), and Phone. There is a profile picture of a man with a beard, with 'Upload' and 'Delete' buttons below it. A green 'Save changes' button is located at the bottom right of the form.

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**

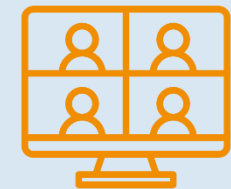
The screenshot displays the user interface of the virtual platform. On the left, a vertical navigation menu lists various options: Networking, News, Notifications, Personal programme, Personal data, Description, Interests, Social networks, Upload presentation, and Settings. A large orange arrow points to the 'Upload presentation' option. On the right, a card titled '20 min Invited Lecture 2' provides details for an event on 01.12.2021. Below the event details, a section titled 'Presentation file' explains the upload process. At the bottom of this section, there is a red 'Unuploaded' button and a blue 'Upload presentation' button. A large orange arrow points to the 'Upload presentation' button.

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**



HOME Foyer PROGRAMME ▾ SPEAKERS POSTERS LIVE EXHIBITION CONGRESS BAG

MY VIRTUAL PARTICIPATION ▾ HELPDESK LIST OF PARTICIPANTS

SPEAKERS READY ROOM STAGE

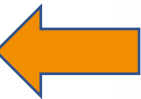
2 3 4 5

Technical requirements for speakers and chairs
For a smooth running congress and a simple connection, we recommend implementing the following requirements.

- **internet connection:** at least 10Mbps upload and 10Mbps download
- **internet browser:** the latest version of browser Google Chrome, Microsoft Edge, Vivaldi, Firefox or Apple Safari
- **network:** computer network setup requirements are listed [Here](#)
- **sound and video:** we recommend headphones with a microphone and a quality webcam

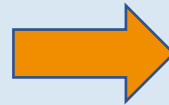
tip for you: make sure nothing disturbs you during your presentation
tip for you: check the camera position and choose a room with proper lighting.

Next step ➔



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



HOME Foyer PROGRAMME ▾ SPEAKERS POSTERS LIVE EXHIBITION CONGRESS BAG

MY VIRTUAL PARTICIPATION ▾ HELPDESK LIST OF PARTICIPANTS

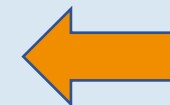
The following table lists all the session you participate in remotely. You are either the chair of the session or the speaker at the presentation. The "Enter session" button will not be active (green) until the session starts. After entering the session, you will find:

- **Chair:** Your microphone will automatically turn on and you will see a picture from the hall and hear what is happening in the hall. Remember that your microphone is turned on as soon as you enter the session.
- **Speaker:** You will see a picture from the hall and hear what is happening in the hall. Your microphone will be muted when you enter the session. You will watch the program in the hall and wait for your presentation to take place. Your presentation will be started by a technician when prompted by the chair. The first slide of this slide show appears automatically, and your microphone turns on. Below the presentation window will be the controls for moving the slides. When you finish your presentation, you'll still be in the session and your microphone will be muted automatically.

You can turn your microphone and webcam on and off while you're in the session. You can leave the session yourself by pressing the "Leave session" button, or you will leave the session automatically when it is finished.

Sessions with your remote participation

| | | | |
|--|---------------|----------------|---|
| 01.12.2021 - Wednesday | 11:00 - 13:00 | Virtual Hall 1 | Already in past |
| Session 4 | | | |
| Chairs: Jan Kolář | | | |
| <input type="button" value="Enter the session"/> | | | |
| 01.12.2022 - Thursday | 09:30 - 11:30 | Virtual Hall 1 | Starting approximately in: 8m 21d 22:53 |
| Session 2 | | | |
| Chairs: Jan Kolář | | | |
| <input type="button" value="Enter the 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

Microphone is: ON   Webcam is: ON  


 19:59

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

