

Guidelines for Live

6 tips for a successful video conference!

1. Best Camera

2. Sound Quality

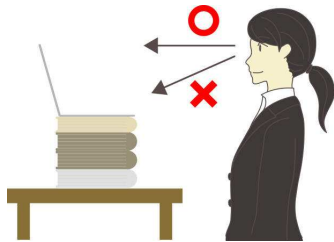


We strongly recommend that you use a quality webcam. Built-in camera do not typically deliver as good quality as separate webcams.



Please use a headset, earbuds, or external USB micro to detect unnecessary noises and sounds.

3. The Right Position



It is important to face the camera at eye level.
If you are using the camera on your laptop, you can stack a few books under your computer to bring the camera at eye level.

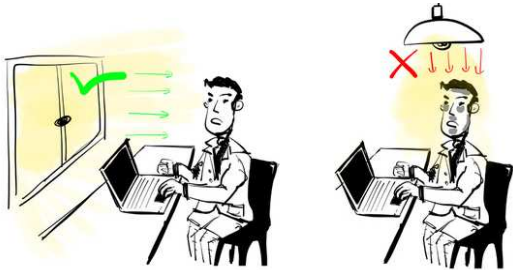


Always adjust the angle of the camera to place yourself both horizontally and vertically in the center.



An ideal view would be from about mid chest to just above your head.

4. The Perfect Lighting



The lighting should be facing you and not coming from behind, as back lighting will make you appear dark.

The easiest is to set up facing a window.

If you cannot face a window, or if the window must be behind you, consider getting a small LED light or lamp to place on your desk facing you.



5. The Ideal Room Background



Try to set up in a room that has the lowest chance of you being disturbed.

It is also great to have some personal items behind you, but make sure that it is not so much that it is distracting.

When possible, give yourself some space between you and the wall behind you.

6. A stable internet connection

A good internet connexion is key.

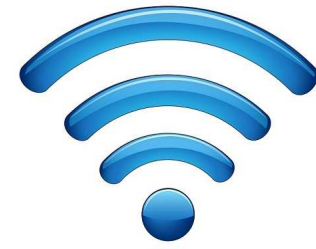
Whenever possible, use a wired connection instead of WIFI

For the time of the record, close all programs opened on your computer (browsers, softwares...) except the ones needed for the recording.

You can test your internet connexion on : <http://speed.googlefiber.net/>

- Clic on the « **play** » button
- Check the values for Download (minimum 1Mbps) and Upload (minimum 3Mbps)

If you don't reach the minimum values please contact our technical assistance



Live session format

Best behaviour during LIVE

- Try to sit tigh and not move too much (on the sides but also towards your computer)
- Please never turn off your camera
- Mute yourself when you are not talking
- Turn off your computer notifications and close all programs which are not used for the session
- Put your phone on silent mode

Live access as a speaker/moderator

- 48 to 24 hours before live, you will receive a **zoom link**.
- We kindly ask you to connect to zoom the D-day **45 minutes before** the beginning of your session
- You will be connected with all the other speakers/moderators of your session
- A technical team will welcome you before the start of your conference.

This allocated time before the start is for a last technical check (video and audio control), to prepare the template with speakers/moderators cameras and remind the run of the session.

- Then you will be **live** for your presentation and/or Q&As.

As a speaker during LIVE

- **If you give your presentation live:**

Please send your PowerPoint presentation to emrs2021@key4events.com before the event. Our technician will share your presentation and give you the control.

Technical requirements:

- *Be in .pptx format (in order to play the videos if there are any)*
- *Be in **4:3 format***

- **If your presentation is pre-recorded:**

Our technician will play your video presentation. You will be able to follow your recording in the zoom meeting.

You will then be live for the Q&As.

As a moderator during LIVE

Interactivity

- Both, speakers and chairman will be LIVE to answer questions from the audience.
- The audience will be able to ask questions on the e-congress platform.
- You will receive those questions on a dedicated platform (*the moderation platform link will be sent the D-day*).
- **Questions can only be answered orally**

The screenshot displays a moderation interface. At the top left, it says 'Questions 32'. Below this, there are two main sections: 'Polls' and 'Actions'. The 'Polls' section contains a question: 'What are the main barriers to implement secondary prevention...' with a 'Survey Results' button. The 'Actions' section has a 'Refresh manually' button. On the right, there is a list of questions with 'Reply' and 'Delete' buttons. The first question is 'Thank you :) greetings from Malta' dated '04/07/2016 19:01'. The second question is 'Thank u very informative' also dated '04/07/2016 19:01'. A dropdown menu at the top right is labeled 'Filtering by theme'.

Notes :

- This platform can be opened in your internet browser
- If you do have a tablet or a second computer at home, we advise you to use it to open the moderation platform on a separate machine.

Thank you for your collaboration!

For any technical question, please contact: emrs2021@key4events.com

