



Technical Briefing for

Sessions with Recorded Presentations followed by Live Q&A Panel







Session Structure

- 2 min Session Introduction;
- 90 min recorded presentations;
- 13 min Live Questions and Answers discussion (Live Q&A panel).
- **Presenting speakers** are requested to take part in the Live Q&A panel of their session/s and to discuss the questions coming from participants via the chat.
- Session Moderators are requested to mediate the discussion in a positive learning atmosphere.
- Live Q&A panel is a session with no slides. It is for the purpose of QA/Discussion related to the recorded talks of the speakers.

Guidelines for Invited Speakers May be seen <u>here</u>. Guidelines for Moderators may be seen <u>here</u>.





Instructions for Speakers and Moderators

- Please make sure that you remain muted at all times, when you are not talking.
- The Live Q&A panel is 13 minutes long; please stay in the session for the duration.
- Please make sure that you have provided us with a contact number, in case we need to call you in the day of your session. Please validate your Congress Personal Profile.
- Please review your session, via the conference calendar and familiarize yourself with the <u>names of the</u> <u>speakers in your session</u>. You can do this by visiting the <u>Interactive Program</u>.
- Double click to enter session and access all session information: presentation names, speaker names, etc.









Live Q&A Panel

- Participants will be able to submit questions via the chat option during the Live Q&A Panel. These will be written questions and not vocal.
- All the incoming questions will be transferred automatically to the zoom chat and will be visible for the moderator and speakers of the session. The audience will not be able to see the questions.
- Moderators have to decide which questions to make public.
- When a question is chosen, the moderator will read it out to the audience and address it to a specific speaker.



Attendees view

Speakers view





General Instructions

- Speakers will use "Zoom" for the Live Q&A panel.
- After the scheduled beginning of the session speakers and moderators will be able to communicate via the chat feature only.
- You will receive the Zoom link with calendar invitation several days before the congress.
- You need to join the Zoom meeting **approximately 30 minutes before the actual start time of the session**.







• You will receive the invitation scheduling converted in you time zone. Please make sure to add it to your outlook calendar.







- Please remember that all timings are in Central European Time Warsaw. *** Daylight Saving Time Starts in the US and Canada on 14 Mar 2021.
- Stable internet connection with a minimum **upload speed** of 5 Mbps. We recommend using a wired LAN internet connection if possible. **4G should not be used**.
- Please make sure that you have a good microphone. We recommend using a headset like this if possible:



• A technician will be there in case of any unexpected issues.





General Instructions

- Please make sure to connect with a webcam.
- Please make sure that you are in quiet place, with a neutral background, good lighting and are dressed appropriately.
- When you are not speaking please mute your microphone, don't forget to unmute when you want to talk.
- It's possible to communicate with the other speakers over the Zoom chat during the session, the audience will not see any chat messages.
- Please make sure to connect to the Zoom with your <u>actual name –</u> the audience will be able to see the faculty names in the live streaming.
- Technical guidelines on How to join a live session may be seen <u>here</u>.





Connect via phone to the session and helpdesk support.

• During the 30mins before the start of the session, the technician will also provide you with Zoom telephone numbers that you can use if your internet or computer stops working for any reason and you need to dial in from a mobile or land line.

- We will also send a telephone number for the helpdesk team who will be able to help you in real time to connect to the meeting if you are having any issues.
- You can also contact our team via the congress chat.
 - If we have not answered any questions you may have, please send us an e-mail: virtual_wsava@kenes.com.

Thank you for your collaboration!