

ASSOCIATION CONGRESS AND 26TH FECAVA EUROCONGRESS 21-24 March 2021



Technical Briefing for

Sessions with Live presented lectures, followed by Live Q&A Panel





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Session Structure

- 2 min Session Introduction;
- 90 min recorded presentations;
- 13 min Live Questions and Answers discussion (Live Q&A panel).
- Presenting speakers will share their screens and will deliver their talks as per the program scheduling. They are also 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 introduce the speakers and their lectures, and 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 presented lectures of the speakers.

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



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Instructions for Speakers and Moderators

Unmute your microphone to speak.





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Start Video when you are presenting and during the Q&A panel





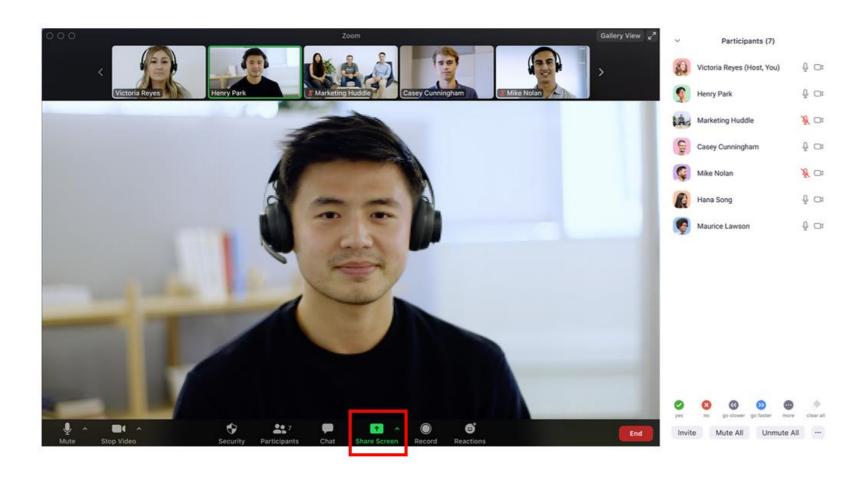
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Share screen when you are presenting.





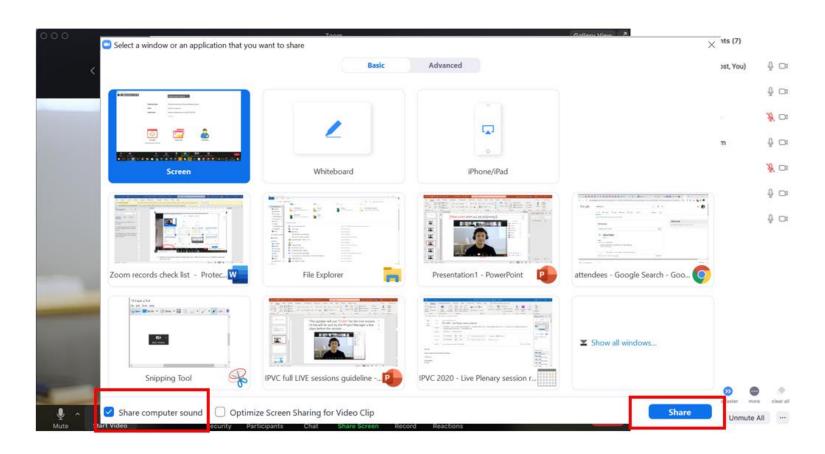
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Share computer sound if you would have audio inside the presentation.



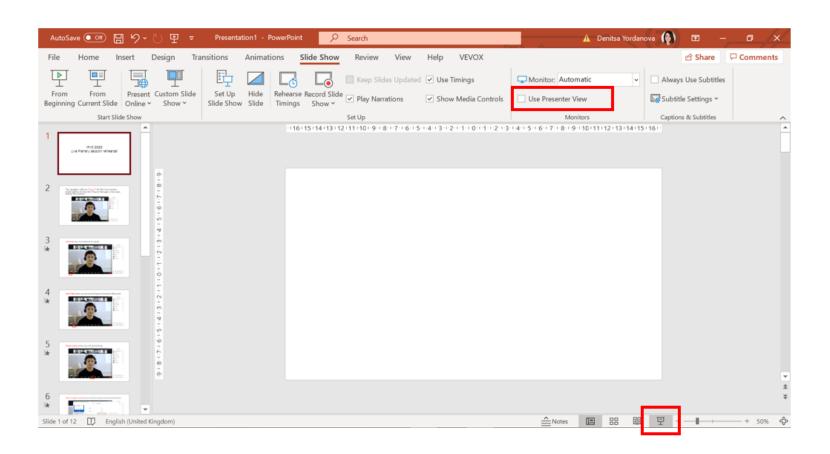


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Put the presentation on a Slide Show mode [make sure the Presenter view is unchecked]





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Switch the mouse pointer to a Laser Pointer





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Navigate through the slides by pressing the left and right arrows on the keyboard.

On Windows



On Mac





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End the slide show by pressing Esc on the keyboard.

On Windows



On Mac





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Stop the Screen Share after you are finished with the presentation.





45TH WORLD SMALL ANIMAL VETERINARY ASSOCIATION CONGRESS AND ASSOCIATION CONGRESS AND 26TH FECAVA EUROCONGRESS VIRTUAL

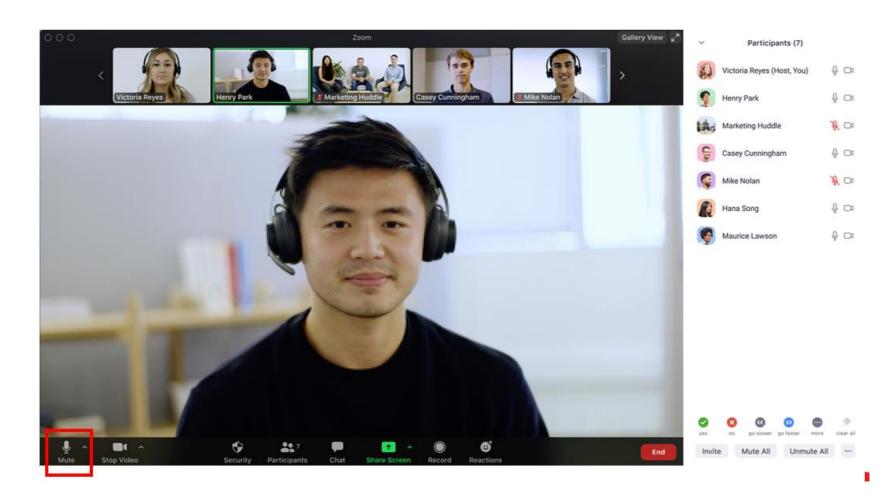
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Mute your microphone when you are not speaking.





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Stop Video during the other speakers' presentations





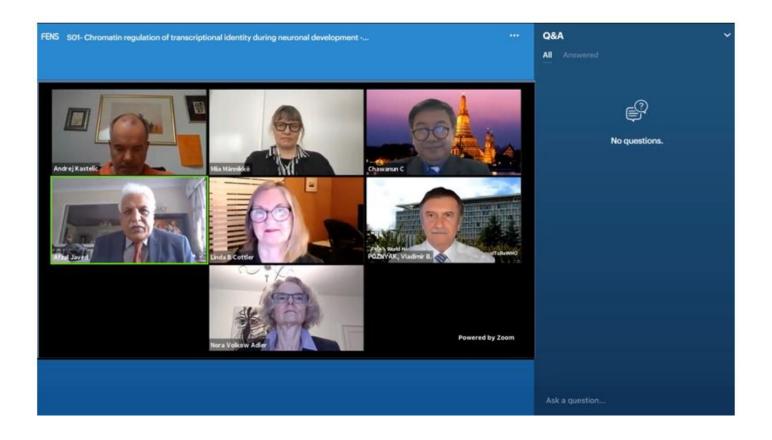
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The Zoom session is live streamed to the virtual platform, where the participants can view all the sessions.





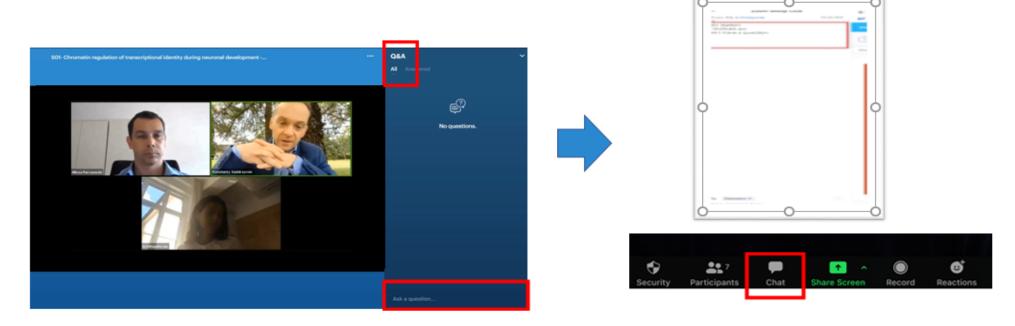
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Live Q&A Panel

• 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.



Attendees view Speakers view

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- 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
- 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.



General Instructions

- Please make sure that you always remain muted, when you are not talking.
- 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 review your session, via the conference calendar and familiarize yourself with the <u>names of the 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.





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• You need to join the Zoom meeting approximately 30 minutes before the actual start time of the session. Please make sure to add it to your outlook calendar.





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- 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:





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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>.

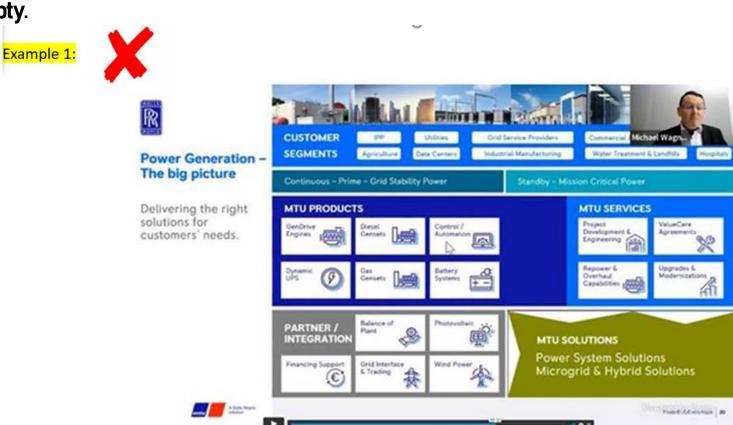


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A technician will be there in case of any unexpected issues. Please be advised that the speaker video will be placed at the top right corner of the player; therefore please keep the top right corner of the presentation empty.





VIRTUAL

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PICU Research Consortium Session



1 December 2020 - 13.30 CST

Moderators

Lauren Sorce (USA)

Ira Cheifetz (USA)

Sebastián González-Dambrauskas (Uruguay)





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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!