



Virtual Technical Briefing

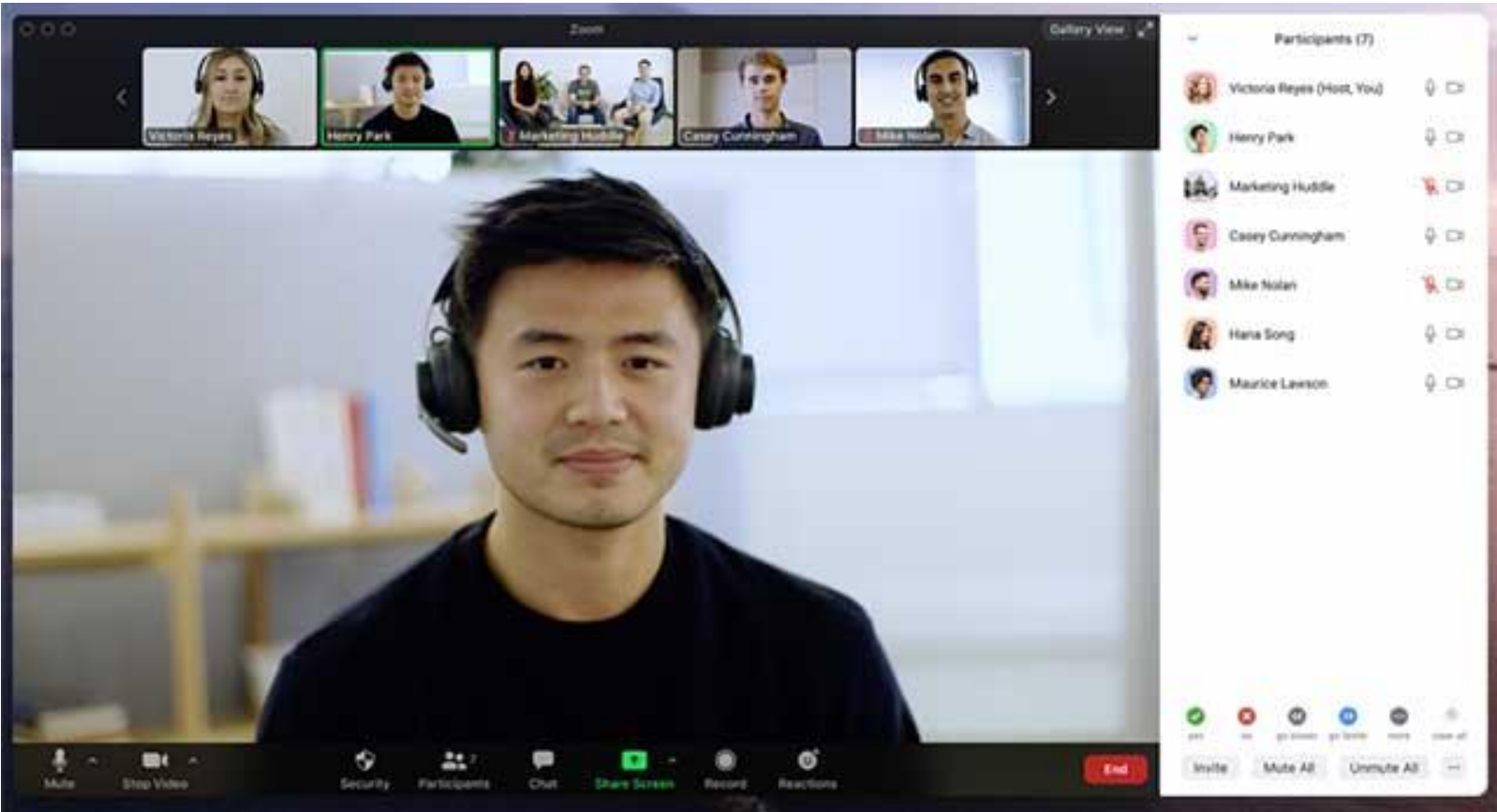
Pre- Recorded with LIVE Q&A
Sessions

Session Structure

- The pre-recorded video of the lectures will be presented to the virtual conference attendees
- After we finish displaying the videos, the speakers will be cued to start the Q&A discussion
- The moderator will welcome the Q&A panel and will inform the audience to submit questions through the Q&A tab on the right top corner
- The session moderator will address questions to the speakers
- The speaker that the question was addressed to, will answer the question with his/her microphone



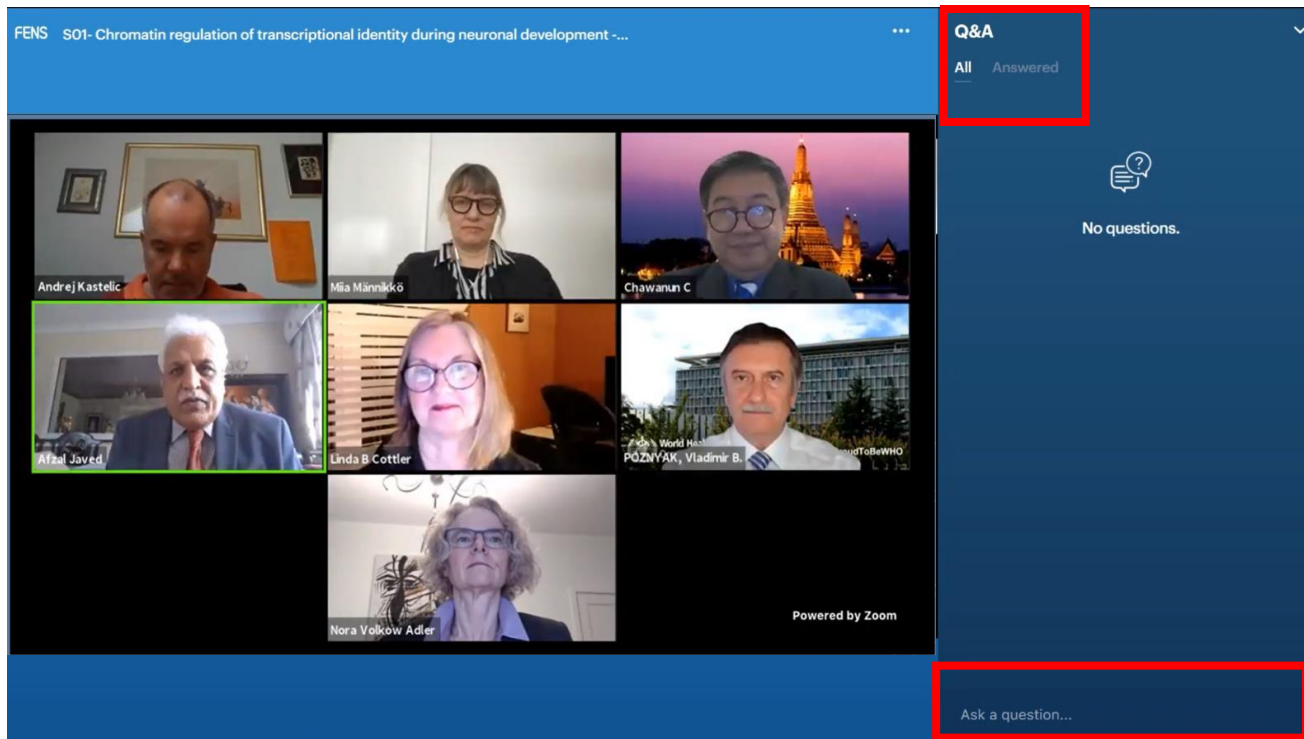
The speaker will use “Zoom” for the Live Q&A session/section of the session. A link will be sent to you 2-3 days prior before the session. Please log in 30 minutes prior to the live Q&A.



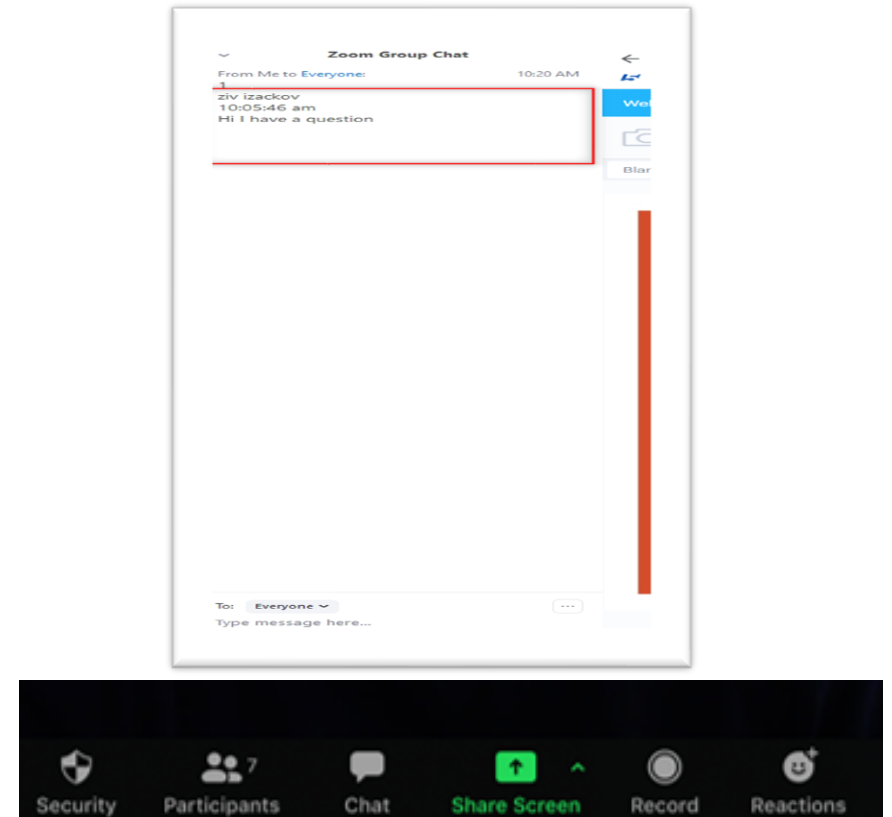
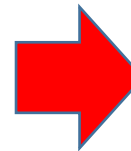
The Zoom session is live-streamed to the virtual meeting platform, where the participants can view all the sessions.



All the incoming questions will be transferred automatically to the zoom chat and will be visible to the moderator only). The audience will not be able to see the questions.



Attendees view / Virtual Platform



Speakers view / Zoom



General instructions for the speakers

- Please Join the zoom meeting at least 30 minutes before the actual start time.
- The link to Zoom will be e-mailed to you 2-3 days prior to the Virtual Conference (accounting for the 30 minutes).
- 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. You may check your internet speed using the following link: <https://www.speedtest.net/>
- Please make sure that you have a good microphone.

We recommend using a headset like this if possible:



General instructions for the speakers

- Please make sure to connect with a webcam.
- Please make sure that you are in quiet place.
- 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 actual name - the audience will be able to see the faculty names in the live streaming.
- If no one asked a question, the moderator should use their own questions to facilitate Q&A. These should be prepared in advanced.

******* Please do not share the zoom link with attendees, only the speakers, moderators, chairs (faculty) may use the link provided. *******



Connect via phone to the meeting & helpdesk support

- A zoom telephone number for most of Europe, USA and Canada will be sent to you with the zoom link. You will be able to dial in to the meeting if you have problems with the internet or your computer. You will be able to participate via your phone.
- You will also receive a telephone number for the helpdesk team who are available to help you in real time to connect if you are having any issues.

