For correct function of the online Conference platform please follow the minimum system requirements:

- **Microsoft Windows** or **Mac OS** based device

  - Other devices are not fully supported (e.g., mobile phones) – referring to remote speakers/chairs

- **Latest Google Chrome**, Microsoft Edge, Vivaldi or Apple Safari internet browsers

  - Other browsers **are not fully supported** (e.g., Mozilla Firefox, Opera)

- **Stable Internet connection** (minimum 10/10Mbps)

LOGIN

To login for the Virtual Conference Platform:

➢ Please visit the **Virtual Conference Platform** website

https://woncaeurope2022.qcon.me/page/home

LOGIN

➢ Click on the **User Login link** in the top right corner of the page

➢ On your first login attempt the site will ask you to provide **your e-mail address**

- the e-mail address you are registered with

➢ **Your password** will be automatically sent to your address

- it is coming from the e-mail address info@qcon.me

Please note the Conference virtual platform will be accessible for the chairs/ speakers from June 17, 2022

28 June – 1 July 2022 ExCeL London

Wonca
World family doctors. Caring for people.
EUROPE

RCGP Royal College of General Practitioners
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www.woncaeurope2022.org
#wonca2022UK

It is required to upload your presentation in advance:

➢ Please **prepare your presentation in PPTX/ PDF** format (16:9 format ratio)

➢ If you would like to use **WONCA templates** for your presentation in the recommended format ratio 16:9 you can find them [HERE](#)

➢ **To upload your presentation** please do so through the virtual Conference web platform *(will be available from June 17, 2022)* **(deadline for uploading is Monday, June 27)**

  o Once you login, go to **your personal page** (up right corner by clicking on your name)

  o Select button „**Upload presentation**" => on the left side menu and upload your presentation. File limitation is 200 MB.

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#wonca2022UK
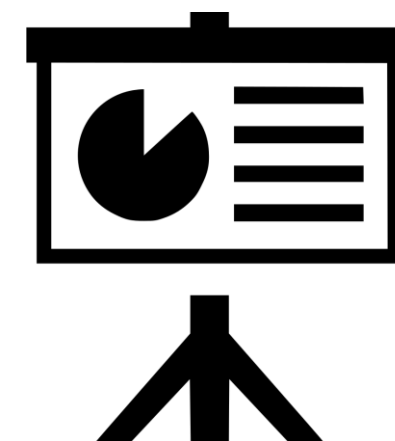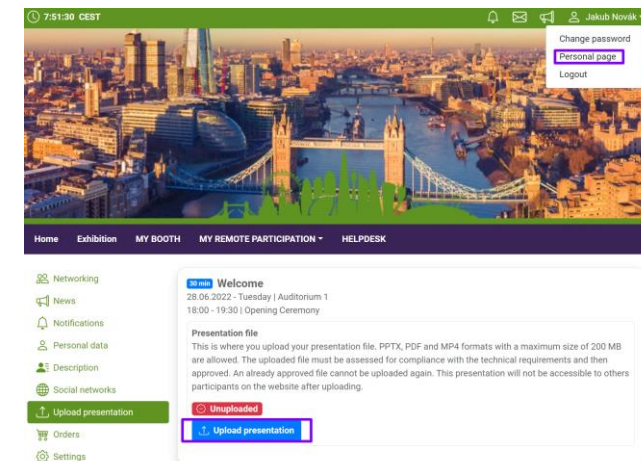
!! Your equipment and the internet connectivity can influence the performance and the quality of the virtual conference stream !!; It is necessary to first test these in the SPEAKERS READY ROOM:

➢ Please make sure to visit the **SPEAKERS' READY ROOM** no later than 45 minutes before your session starts, **even now**

- It's important for cede us adequate amount of time to provide you support in case you are facing technical issues

➢ It is important to pass successfully **all 5 steps** in the SPEAKERS' READY ROOM:

- Navigate **MY REMOTE PARTICIPATION => SPEAKERS' READY ROOM** in the upper menu

- The testing wizard will guide you through the process, to proceed through the test, press the „Next step" button.

➢ First 2 steps will check your **internet connection speed** and **browser version**

- !! Be aware that the internet speed test is done against our virtual Conference platform
directly and may not reflect the local internet speed guaranteed by your provider !!
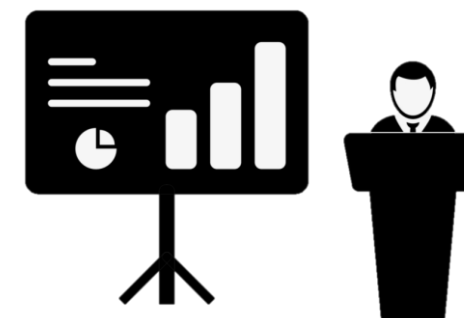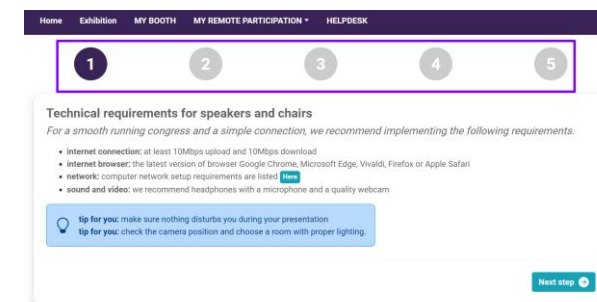
➢ Next step is to set your peripherals - **Microphone and Webcam**

➢ Step number 4 is testing your „**Connection to the server**"

➢ In the step number 5 you can test you Microphone, Webcam, and see how to turn them on/off

- After testing your Microphone, Webcam and Internet connection please press **Preview – chair/speaker button**
(depends on your role) to see how the **LIVE PRESENTATION ENVIRONMENT** looks.

## Getting to know your schedule and entering the live remote stage:

➢ If You are **participating as a remote speaker/ chair and you passed the self test in the SPEAKERS READY ROOM**

  - Please navigate to **MY REMOTE PARTICIPATION => STAGE**

  - This will **enable you to actively contribute to the session, speak, present or chair** the session etc. after the technical chair enables these features to you

➢ After entering the "**STAGE**", you will see your assigned sessions only

➢ To join the session, click on: **Enter the Session button**

  - This button will be active only after the session is open for participation

  - Button is active 10-15 minutes before the start time of the session
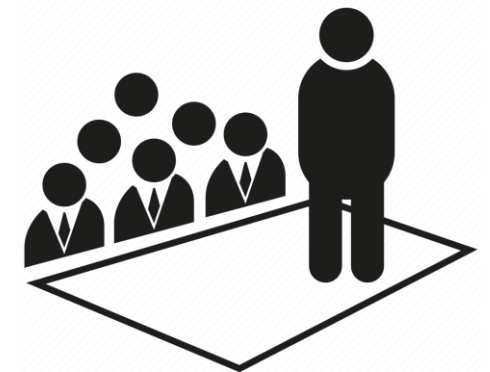
We kinldy ask all speakers to update their account and description:

➢ You can add & change your personal data, description and social sites in the right upper corner "name" menu

➢ Click on **Personal page**

➢ Here you can manage your **Personal data** (e.g., **profile picture**, phone number, e-mail)

- Don't forget to save your changes by green „**Save changes**" button