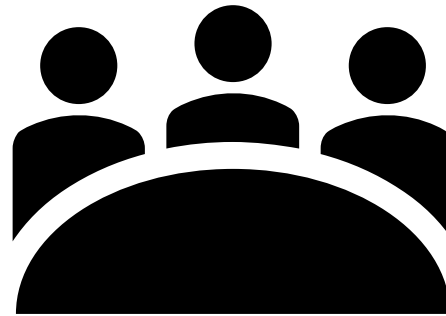


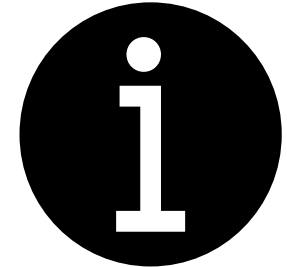
Technical Briefing

ROUND TABLE SESSIONS



About Round Table Sessions

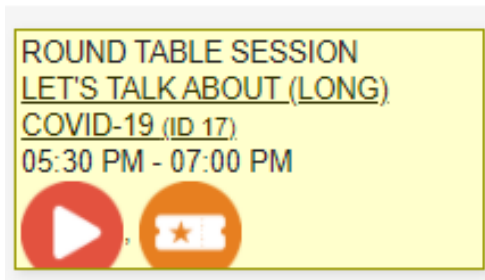
- The session is fully live.
- It takes place via Zoom.
- Pre-registration is required.
- Maximum number of participants: 500
- Maximum number of breakout rooms: 50
- Participants will be randomly allocated to the breakout rooms.
- Participants will remain in the same breakout rooms throughout the session.
- It will be possible to join the round table sessions only by the personal link you received via email, after completing the pre-registration.
- The link is personal and can not be shared as it will allow only 1 participant with the same link to enter the session.



IMPORTANT: Chairs and speakers are also required to register in advance to their round table session through the dedicated link received by email. The same link can be found [here](#).



- Please review your session, via the conference calendar, ahead of the Round Table session. You can do this by:
- Going to the session in the [Interactive Programme](#).
- Click to enter the session - and access all session information: speakers' names, session description etc.



ROUND TABLE SESSION

LET'S TALK ABOUT (LONG) COVID-19 (ID 17)

Session Type ROUND TABLE SESSION
 Date 07.07.2021, Wednesday
 Session Time 05:30 PM - 07:00 PM
 Room Hall 1
 Chair(s) [Nele R. Michels \(Belgium\)](#), [Patrick Bindels \(Netherlands\)](#)
 Session Description In this session the main focus is to enable participants to have discussions with colleagues on three items: 1. How are we managing COVID in our daily clinical work? 2. How are we facing the challenges of the long lasting symptoms of COVID-19 often referred to as Long Covid ? 3. What are the problems and possible solutions of managing COVID-19 in migrants? This session will start with presentations then go into breakout rooms enabling you to listen, share and reflect upon experiences from colleagues across Europe. During the presentations, Dr Nisreen Alwan, an associate professor from the University of Southampton, will inform you on the long-term effects of COVID-19. A considerable number of patients are suffering from long COVID-19. She will discuss the challenges of this new syndrome and it's implications for daily practice. Prof Maria van den Muijsenbergh, an academic GP from the Netherlands, has extensive experience in caring for refugees and other vulnerable migrants. In her talk, she will highlight some specific issues when caring for migrant patients with COVID. Her practical tips will help GPs to provide person centered culturally sensitive care for their patients. This Round Table will enable you to exchange views, discuss different approaches and learn from each other. In short, the very reason many of you decided to join this WONCA congress!
 Session organised by the International Primary Care Respiratory Group (IPCRG), the European Academy of Allergy and Clinical Immunology (EAACI) primary care working group and the General practice Research on Infections Network (GRIN)

Session Icon  

LONG TERM EFFECTS OF COVID-19
 Presenter [Nisreen Alwan](#)
 Lecture Time 05:30 PM - 05:30 PM

MIGRANTS AND COVID-19
 Presenter [Maria Van den Muijsenbergh \(Netherlands\)](#)
 Lecture Time 05:30 PM - 05:30 PM



Instructions for Chairs and Speakers

- The Chairs will introduce the session and the speakers to the attendees.
- The Chairs will inform the participants about the agenda and timeline of your Round Table session.

Before the Breakout sessions:

- Inform the attendees that the breakout rooms will open soon and that they will be allocated automatically to one of the rooms.
- Ask each group to nominate a spokesperson that will report the breakout group conclusions to the plenary

During the Breakout sessions:

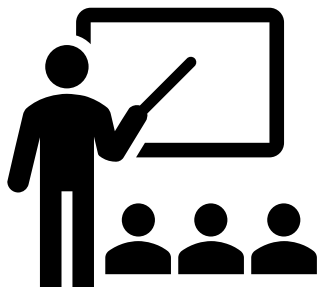
- A countdown timer will appear in all breakout rooms. Participants will be able to see the remaining time they have before returning to the main zoom room.
- It will not be possible to record in the breakout rooms.
- Speakers and chairs will remain in the main zoom room during the breakout sessions.

→ If speakers or chairs wish to visit a breakout room, please inform the technician in the 30 min before the Round table session.



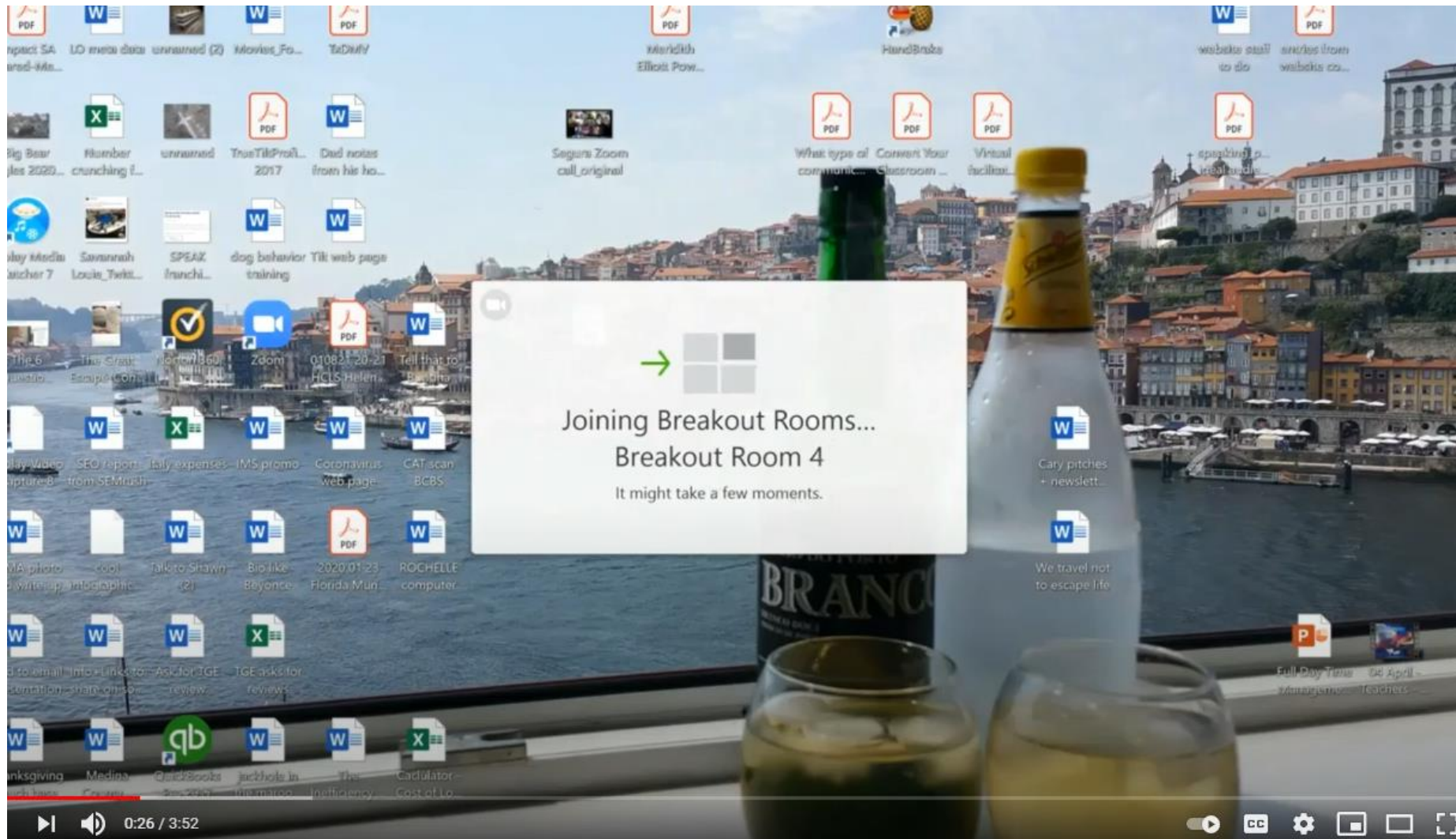
Instructions for Chairs and Speakers continued

- In the **Main Zoom Room**:
 - Speakers will be able to deliver their presentations by sharing their screens.
 - Chairs should coordinate amongst themselves and with the speakers about how to manage the discussion.
 - If there are not many questions/comments coming in from the attendees, the Chairs should take the lead in order to facilitate a lively discussion amongst the speakers.
 - The Chairs can also use their own questions to facilitate discussion. Please prepare a few in advance.
- The Round Table session needs to end on time. If the session runs over time, we will need to stop the session.

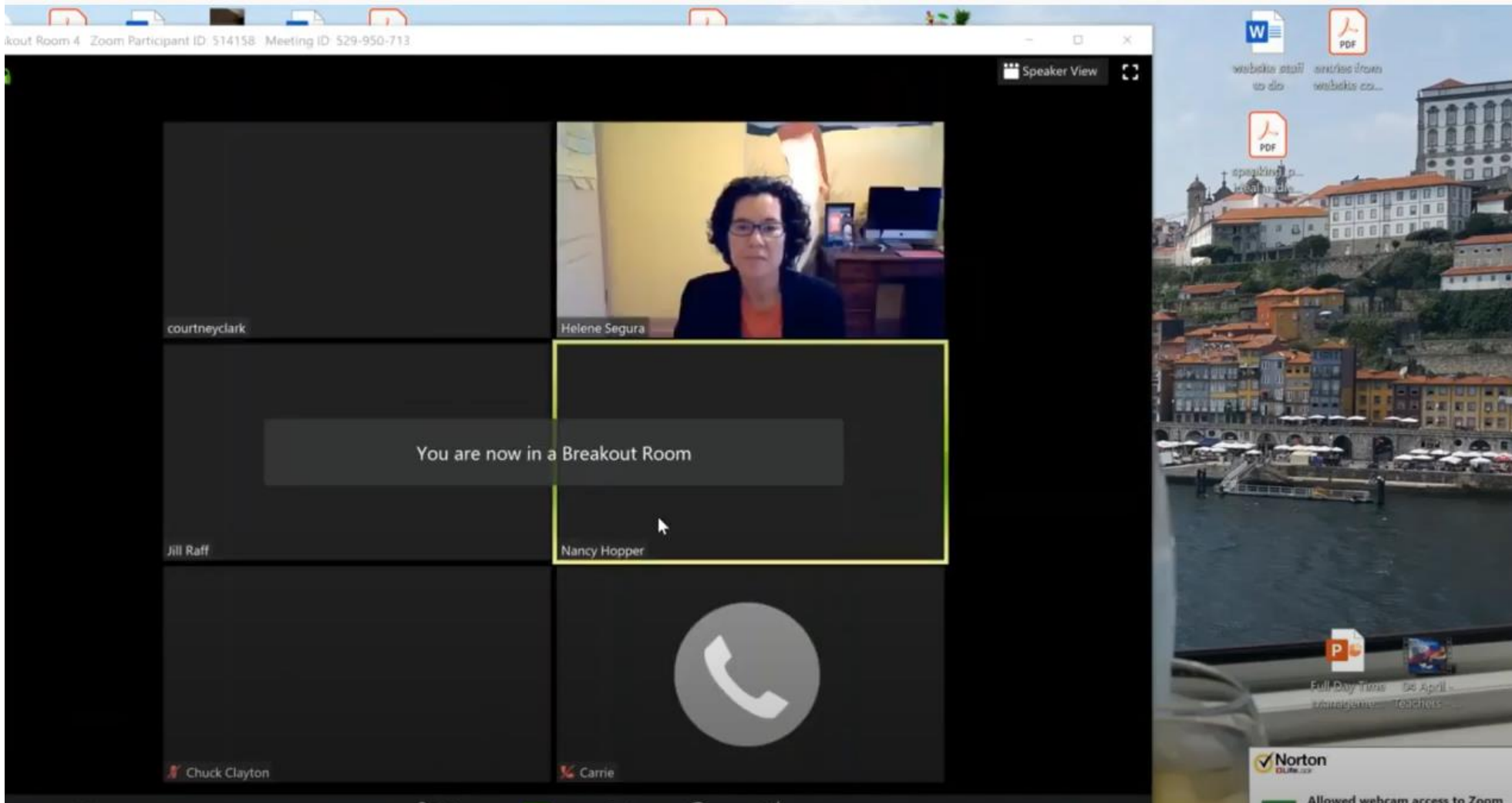


Technical details

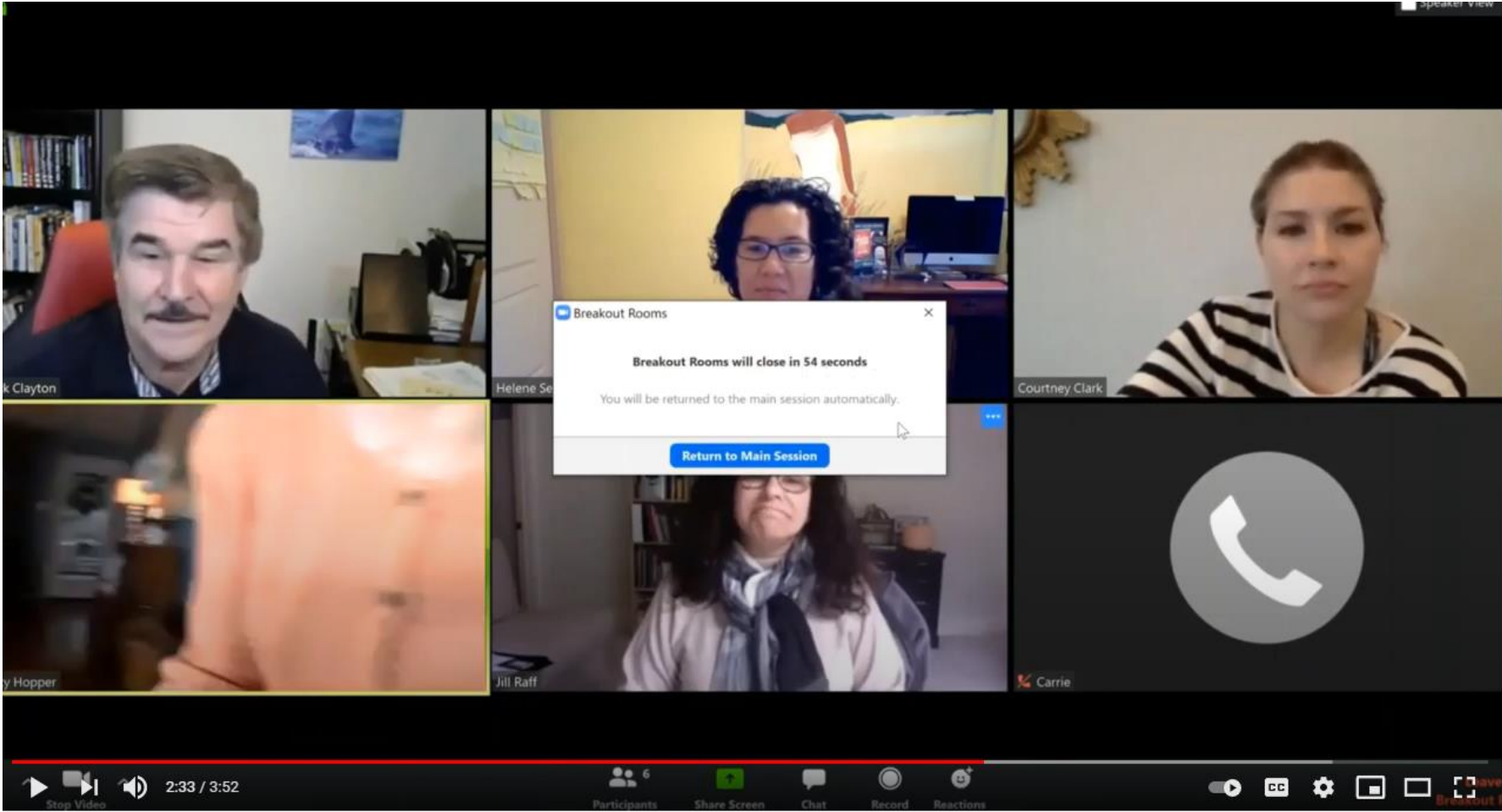
Re-directing from the “main” zoom room to your breakout room will be done automatically.

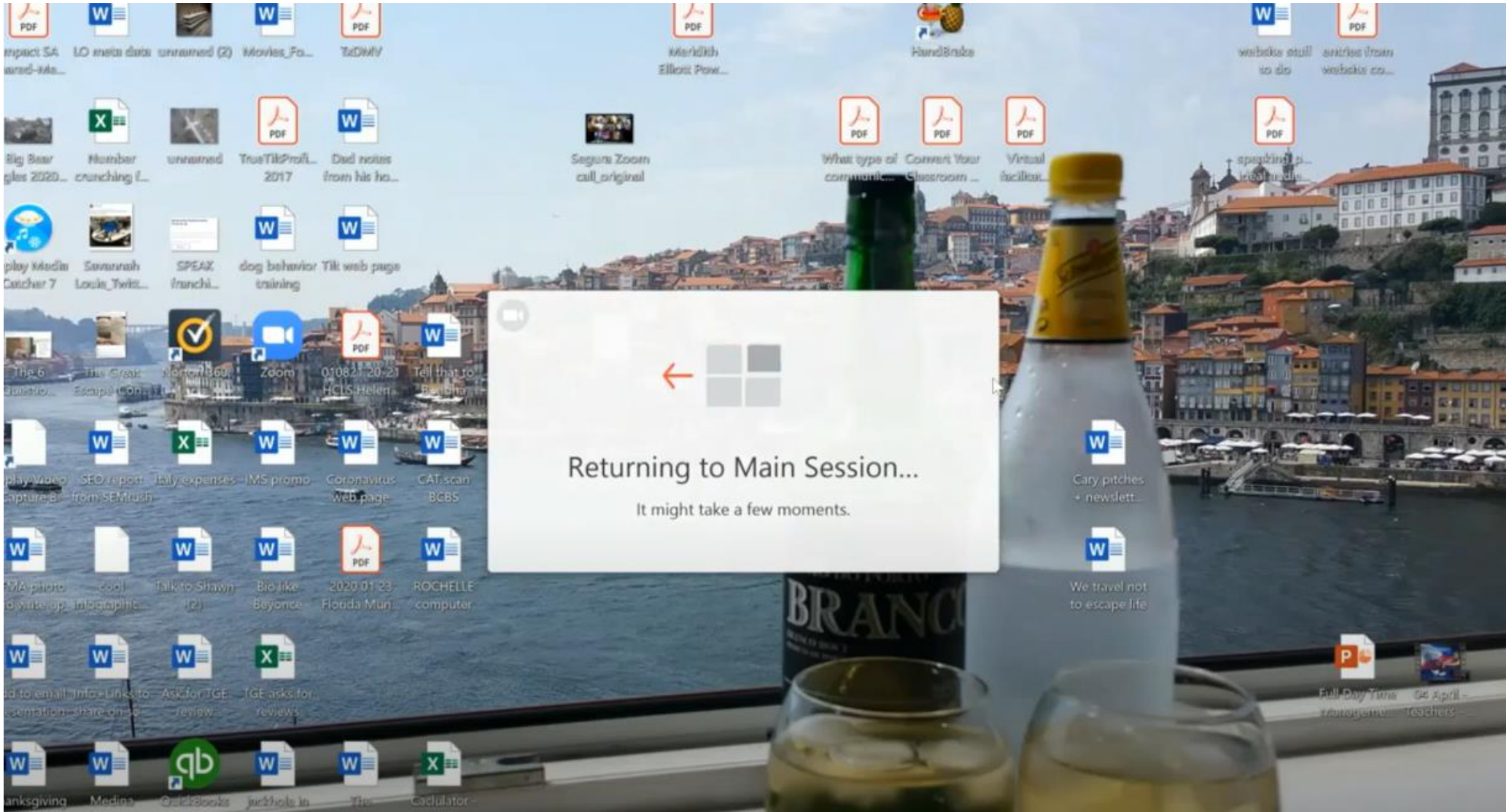


You are in your breakout room



A timer will appear to let you know that the breakout will end in x amount of time. You will then be directed back to the main session



















Unmute your microphone to speak

The screenshot shows a Zoom meeting in gallery view. At the top, there are five participant thumbnails: Victoria Reyes, Henry Park (highlighted with a green border), Marketing Huddle, Casey Cunningham, and Mike Nolan. The main video area shows Henry Park in a large view. At the bottom, the Zoom control bar is visible, with the 'Unmute' button (a microphone icon with a slash) highlighted by a red box. Other buttons in the control bar include 'Start Video', 'Security', 'Participants', 'Chat', 'Share Screen', 'Record', 'Reactions', and 'End'.

Participants (7)

- Victoria Reyes (Host, You)  
- Henry Park  
- Marketing Huddle  
- Casey Cunningham  
- Mike Nolan  
- Hana Song  
- Maurice Lawson  

yes no go slower go faster more clear all

Invite Mute All Unmute All ...

Keep your Video on for the whole duration of your session

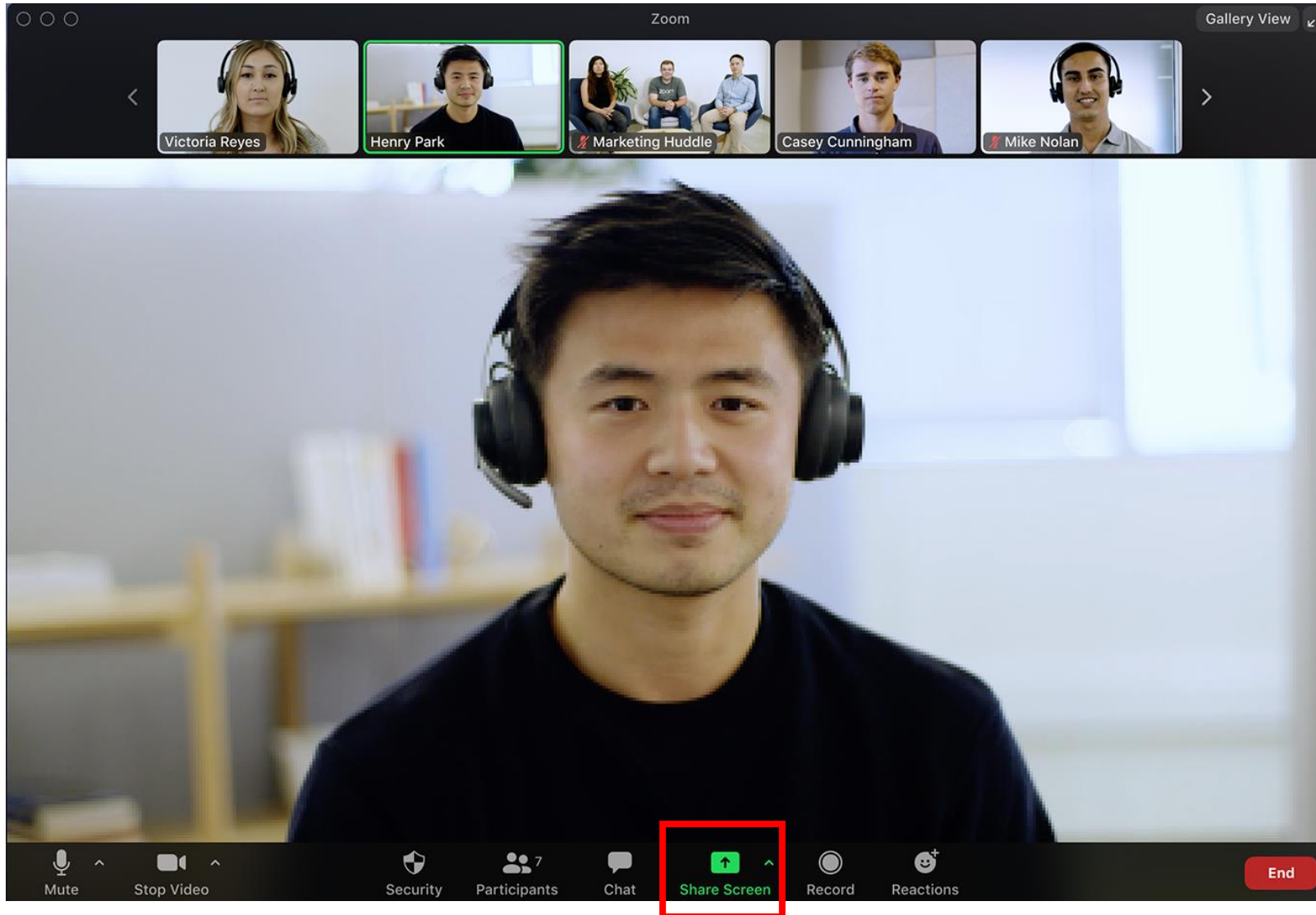
The image shows a Zoom meeting interface. At the top, there's a gallery view of five participants: Victoria Reyes, Henry Park, Marketing Huddle, Casey Cunningham, and Mike Nolan. The main video feed shows Henry Park. On the right, a list of participants (7) is shown with their names and video status icons. At the bottom, the Zoom toolbar is visible, with the 'Start Video' button highlighted by a red box. The 'Start Video' button is currently disabled, indicated by a red slash through the video camera icon.

Participants (7)

- Victoria Reyes (Host, You)
- Henry Park
- Marketing Huddle
- Casey Cunningham
- Mike Nolan
- Hana Song
- Maurice Lawson

Toolbar: Mute, Start Video, Security, Participants (7), Chat, Share Screen, Record, Reactions, End

Share screen when you are presenting



- Participants (7)
- Victoria Reyes (Host, You)
 - Henry Park
 - Marketing Huddle
 - Casey Cunningham
 - Mike Nolan
 - Hana Song
 - Maurice Lawson

- yes
 - no
 - go slower
 - go faster
 - more
 - clear all
- Invite Mute All Unmute All

Share computer sound if you would have audio inside the presentation

The image shows the Zoom application's share screen selection interface. At the top, it says "Select a window or an application that you want to share". Below this are two tabs: "Basic" and "Advanced". The "Basic" tab is active and displays a grid of shareable items:

- Screen (highlighted with a blue border)
- Whiteboard
- iPhone/iPad
- Zoom records check list - Protec... W
- File Explorer
- Presentation1 - PowerPoint
- attendees - Google Search - Goo... (with Chrome icon)
- Snipping Tool
- IPVC full LIVE sessions guideline -... P
- IPVC 2020 - Live Plenary session r...
- Show all windows...

At the bottom of the screen, there are two checkboxes: Share computer sound and Optimize Screen Sharing for Video Clip. A red box highlights the "Share computer sound" checkbox. To the right, a blue "Share" button is also highlighted with a red box. The Zoom control bar at the very bottom shows "Mute", "Start Video", "Security", "Participants", "Chat", "Share Screen", "Record", and "Reactions". On the far right, there are icons for "Unmute All" and a "More" menu.

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

The screenshot displays the Microsoft PowerPoint interface in Slide Show mode. The title bar shows "Presentation1 - PowerPoint" and the user "Denitsa Yordanova". The ribbon is set to "Slide Show", and the "Use Presenter View" checkbox is unchecked and highlighted with a red box. The "Monitor" dropdown is set to "Automatic". The slide thumbnail pane on the left shows six slides, with the first slide titled "IPVC 2020 Live Plenary session rehearsal" selected. The main slide area is currently blank. The status bar at the bottom indicates "Slide 1 of 12" and "English (United Kingdom)". The "Start Slide Show" button in the bottom right corner is also highlighted with a red box.

AutoSave Off Presentation1 - PowerPoint Search Denitsa Yordanova Share Comments

File Home Insert Design Transitions Animations **Slide Show** Review View Help VEVOX

From Beginning From Current Slide Present Online Custom Slide Show Set Up Slide Show Hide Slide Rehearse Timings Record Slide Show

Keep Slides Updated Use Timings Monitor: Automatic Always Use Subtitles

Play Narrations Show Media Controls Use Presenter View Subtitle Settings

Start Slide Show Set Up Monitors Captions & Subtitles

1 IPVC 2020 Live Plenary session rehearsal

2 The speakers will use "Zoom" for the Live session. A link will be sent to the Project Manager in five days before the session.

3 Welcome your introduction to speak

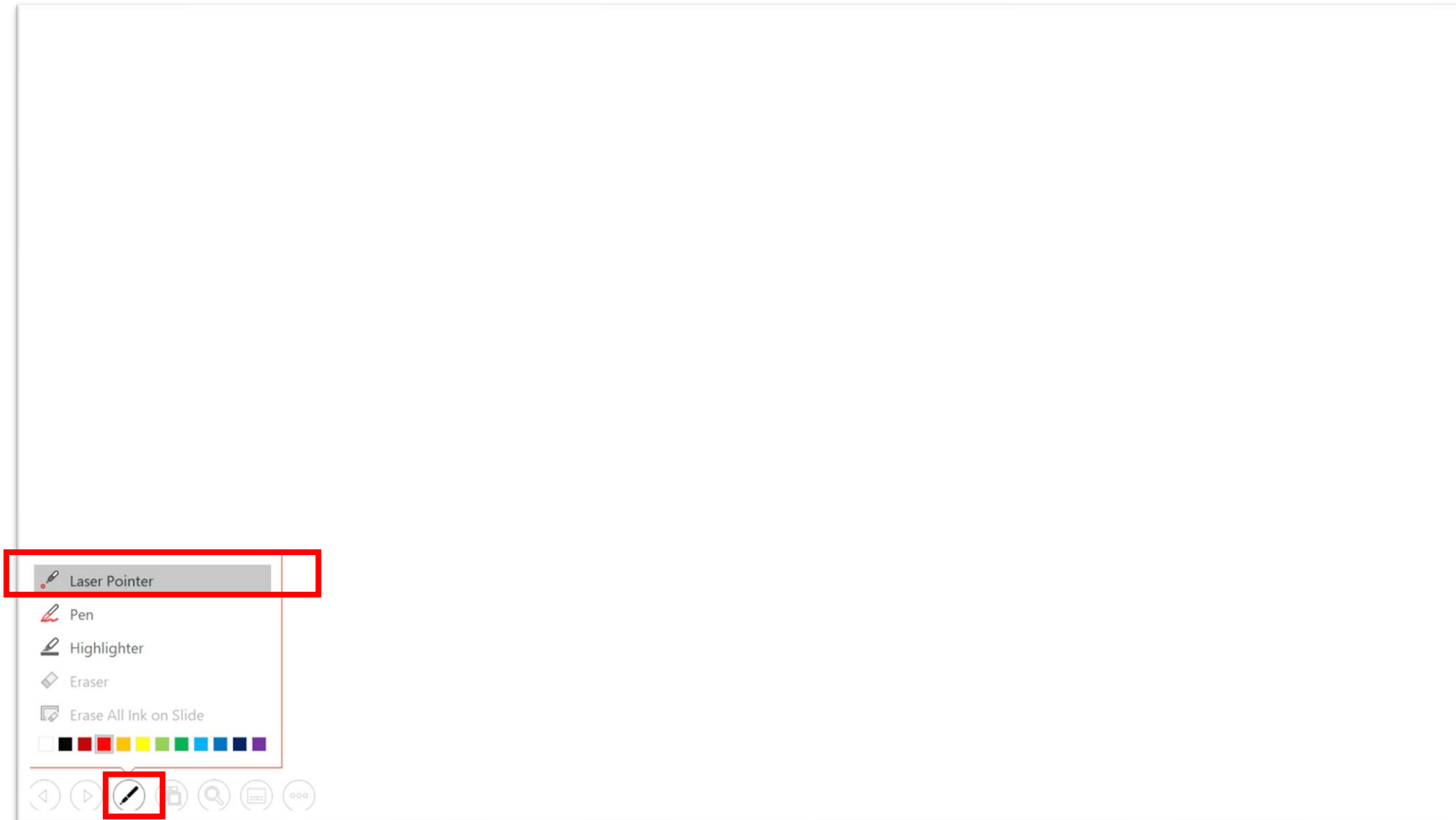
4 Start 15 minutes when you are connecting and during the 15 minutes

5 Show screen when you are presenting

6 Show computer screen if you want to see outside the presentation

Slide 1 of 12 English (United Kingdom) Notes 50%

Switch the mouse pointer to a Laser Pointer



Stop the Screen Share after you are finished with the presentation



General instructions

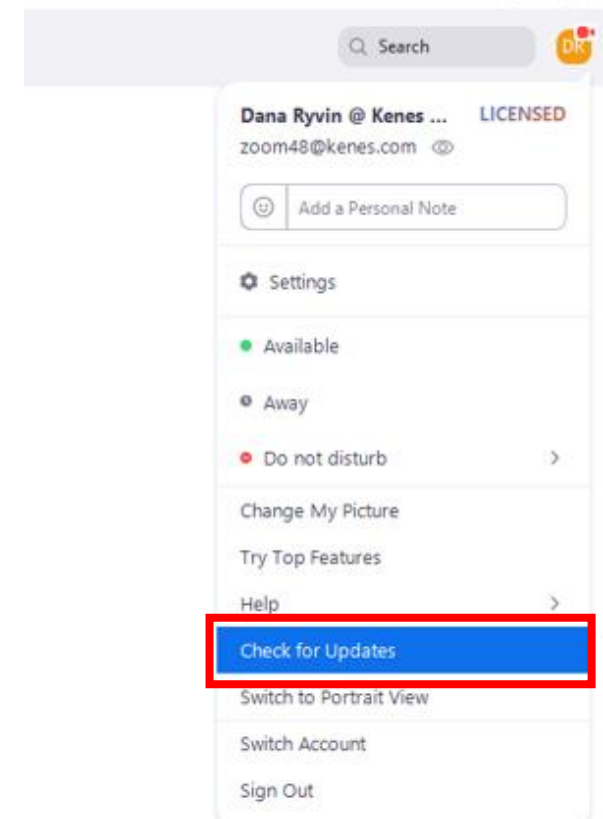


- The personal link to the Zoom to join your session can be found in the confirmation email you received upon pre-registration.

IMPORTANT: Kindly make sure you have a zoom account linked to the email address you are using to complete the pre-registration.



- **Please make sure to add the link to your outlook calendar.**
- On the day of the Round Table session, have the link ready to connect
- Please make sure you have the latest version of zoom installed



General instructions continued

- Please Join the zoom meeting at least 30 minutes before the actual start time. **Please remember that the Sessions take place in Central European Summer Time.**
- Please make sure to connect to the zoom with your actual name – the attendees will be able to see the faculty names in the zoom room.
- Please make sure that you have updated your profile area with your **cell phone number**, including international prefix. These details will not be shared and will be used in case we need to contact you on the day your session takes place.



General instructions continued

- 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 use a PC/MAC to connect. You will not be able to join from your phone or tablet.



- 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.
- Please make sure that you have a good microphone.
We recommend using a headset like this if possible:



******* Please do not share the zoom link with anybody, otherwise you might not be able to join the session. *******

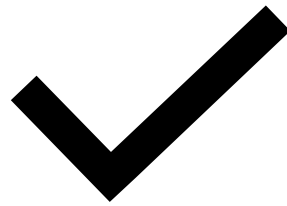


Connect via phone to the session & helpdesk support

- 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.
- Our support team will be available to help you in real time to connect if you are having any issues. Please write to wonca21@kenes.com.
- A copy of this technical briefing can be found on the website.
- If we have not answered any questions you may have, please send us an e-mail: wonca2021@kenes.com

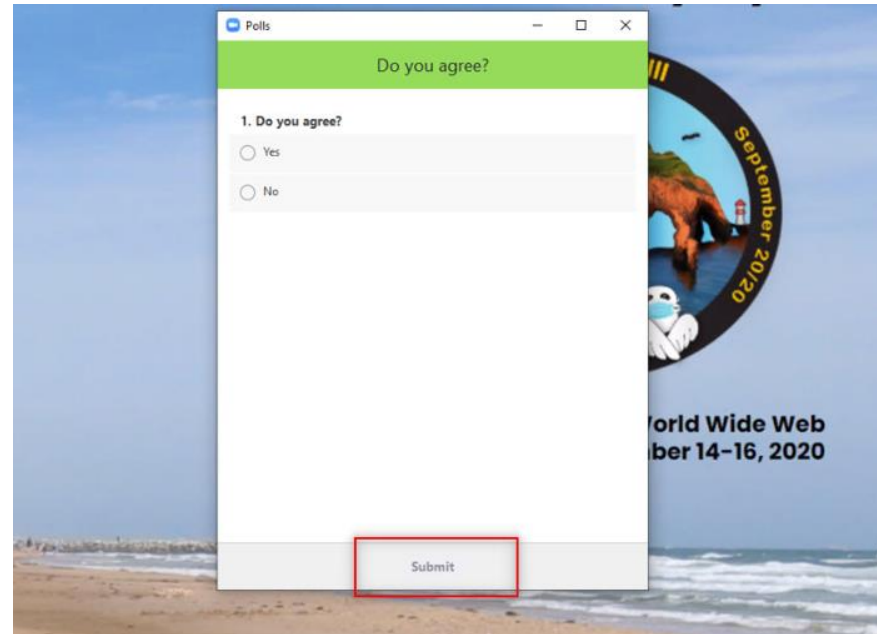


VOTING in ZOOM



Voting in Zoom

The technician will launch the voting questions within Zoom, the voting box will appear automatically to all the audience inside the Zoom window.



- Max characters in answer and question: 255
- Max answers: 10
- Possible to hide the results
- No correct answer indicator



General instructions for voting

- The speaker should introduce the voting feature to the audience and explain shortly how to vote.
- The speaker should read the question and the answers to the audience and say: “please vote now”, at this point the technician will open the voting.
- When the speaker wants to finish the voting, he should announce: “please close the voting”.
- Results will appear on the screen of the attendees.

