

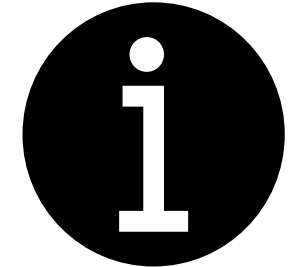


Technical Briefing

Special Interest Sessions (SIS)
+
Workshops

About SIS and Workshops

- The sessions are fully live.
- They take place via Zoom.
- Pre-registration is required.
- Maximum number of participants:
 - 50 for SIS
 - 60 for Workshops
- Break Out session(s) are foreseen – according to the session agenda
- Break Out rooms: number and composition – according to the session agenda
- Registered participants will be able to access the sessions from the conference virtual platform.
- Please review your session schedule in the [Interactive Programme](#).



IMPORTANT: Each session chair has submitted the session agenda to Violetta Ubertalli in May 2021. Each SIS and Workshop will run according to the submitted agenda.

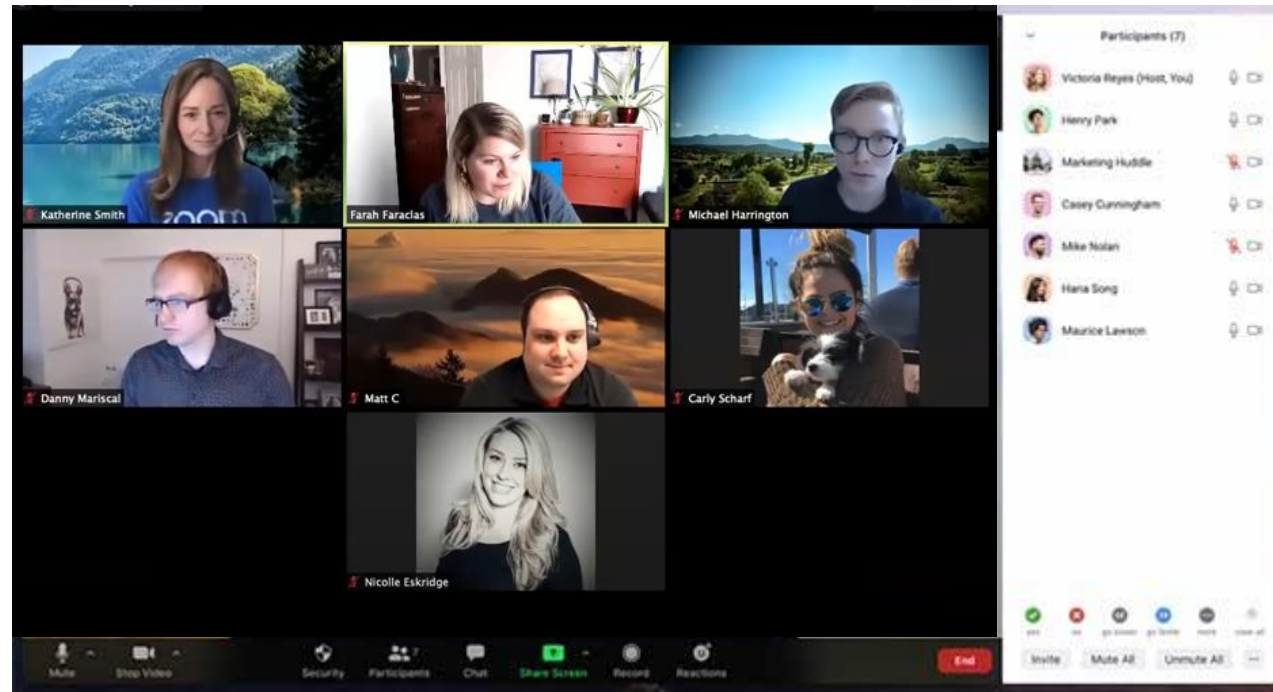


Instructions for Chairs and Speakers

The speakers and chairs will use “Zoom” to join their session.

A link will be sent to you 2-3 days before the first day of the Congress. Please log in **30 minutes** prior to the start of your session (the calendar that will be sent to you will include the 30 minutes prep time).

Once you click to enter the zoom link you will enter the “main” Zoom room initially.



Main room and Breakout session

In the main Zoom Room:

- The Chair(s) of the session will introduce the session to the virtual attendees
- The Speakers will be able to deliver their presentations by sharing their screens



Breakout session(s):

- The Chair(s) will let the attendees know when to enter the breakout rooms.
- The Chair(s) should ask each group to nominate a spokesperson that will report the breakout group conclusions to the plenary.

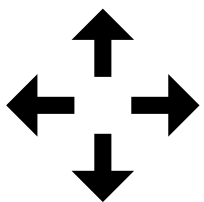
Assignment 1: RANDOM Breakout Rooms

All speakers and participants will be sent randomly to BO rooms.

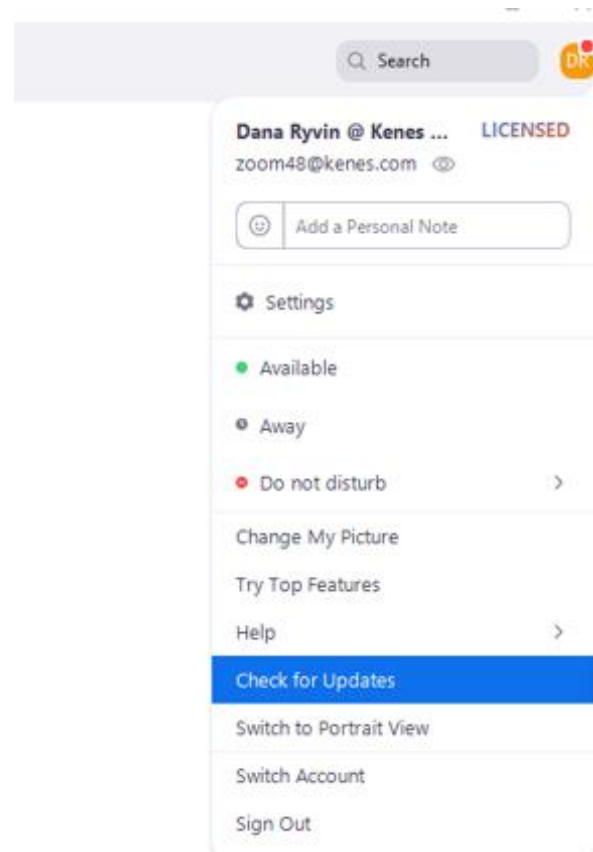
Speakers and Chairs will be promoted to “co-host” so that they will then be able to leave to assigned room and move to a different one.

Assignment 2: Breakout Rooms with TOPICS

Chairs, Speakers and participants will be able to choose the which breakout room to join.

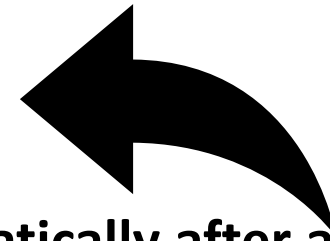


Please make sure to have the latest version of zoom installed



Main room and Breakout session continued

- At the end of the Breakout session, the Chair(s) will go back to the Main room and inform the technician that he should close the breakout rooms.
- Then, all participants will be re-directed to the Main room.



IMPORTANT: if you wish for the breakout rooms to close automatically after a X amount of time, please inform the technician during the 30 minutes prep time.



Discussion and Q&A

Discussion in the **Main Zoom Room**:

- 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.
-
- During your session, please use only the features that have been offered by the organisers. We will not be able to provide any assistance for additional features.
 - The session needs to end on time. If the session runs over time, we will need to stop the session.



Breakout rooms – Join the BO room

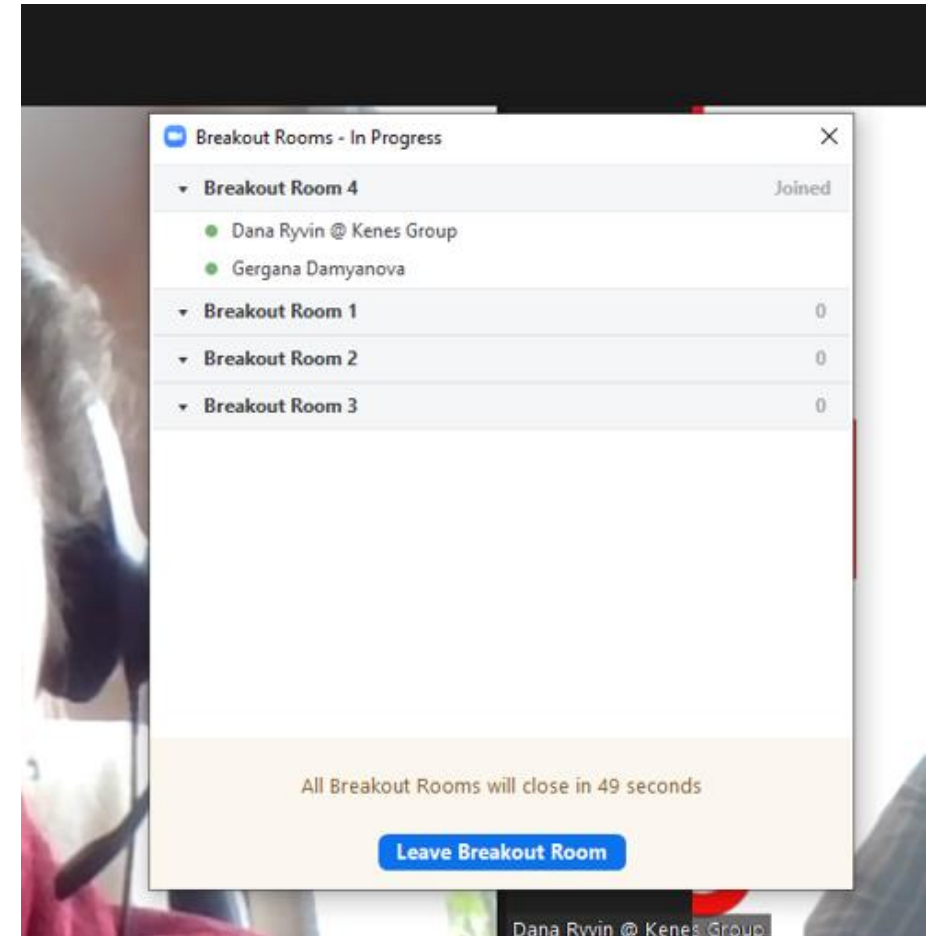
Assignment 1: RANDOM allocation

Allocation will happen automatically when the breakout rooms open

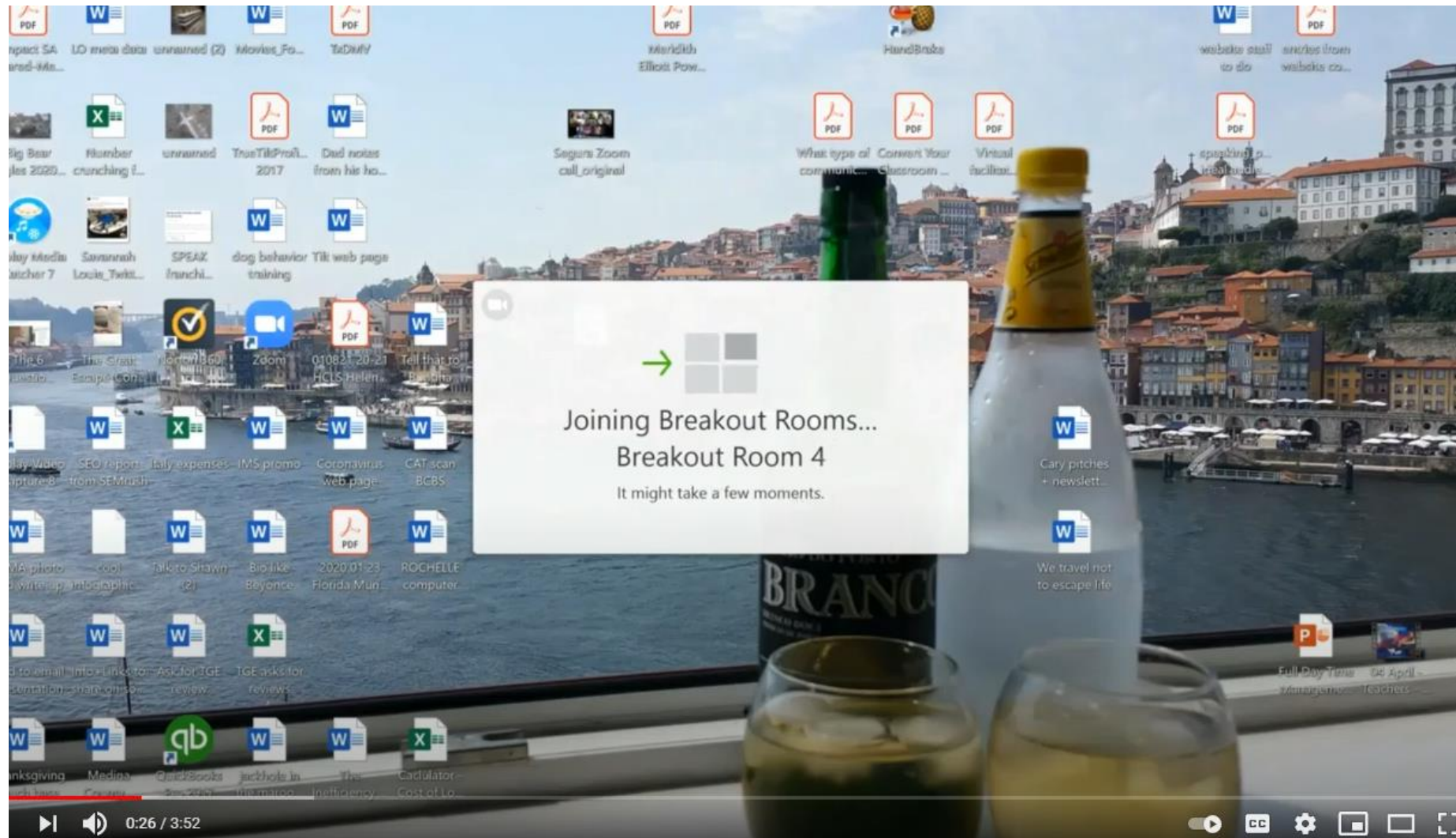
Assignment 2: Breakout rooms with TOPICS

A pop up at the bottom of the zoom will appear to let the participants know to join a specific breakout room, they will choose their breakout room

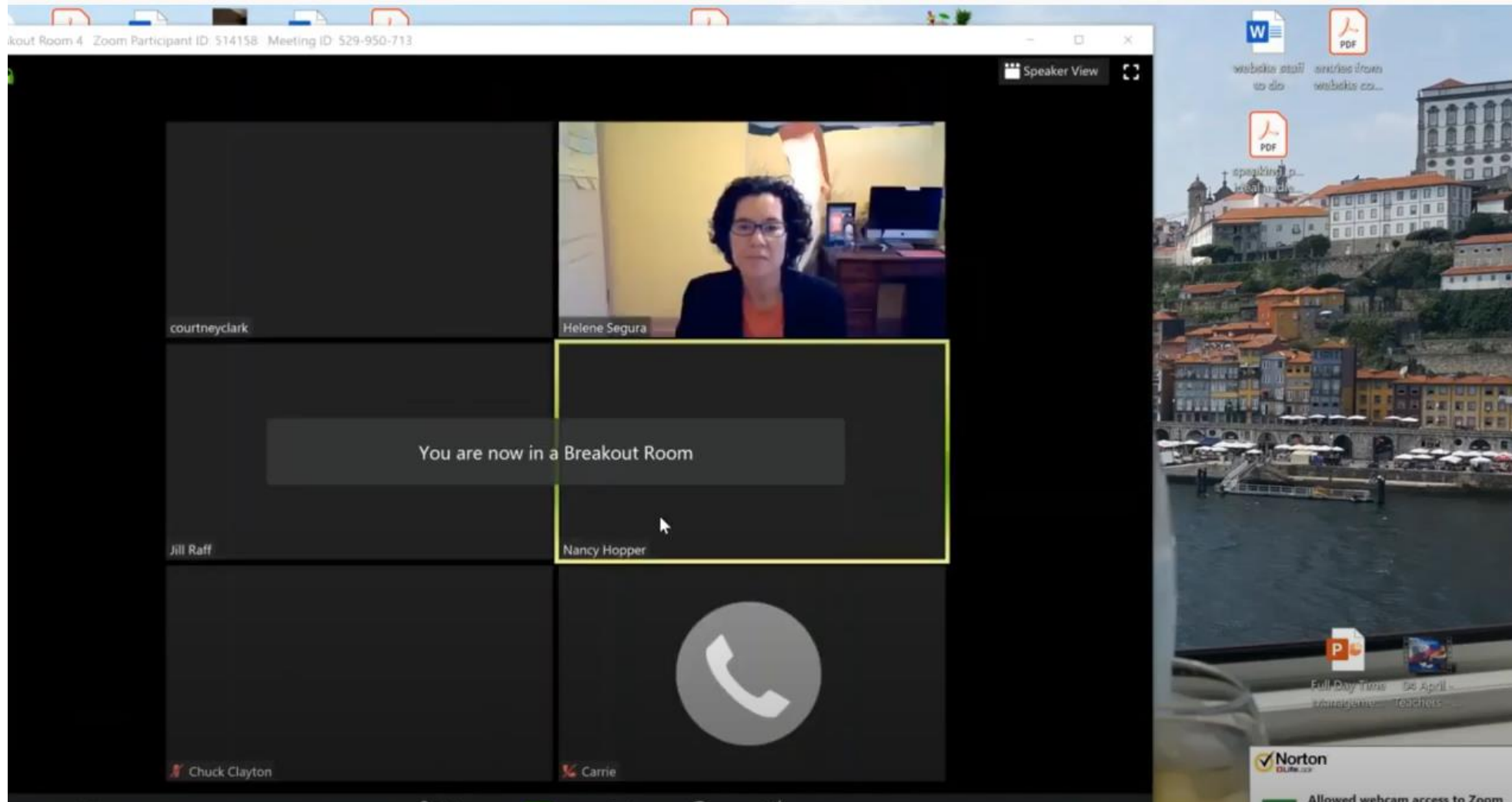
IMPORTANT: The co-hosts will be able to see who's in which room



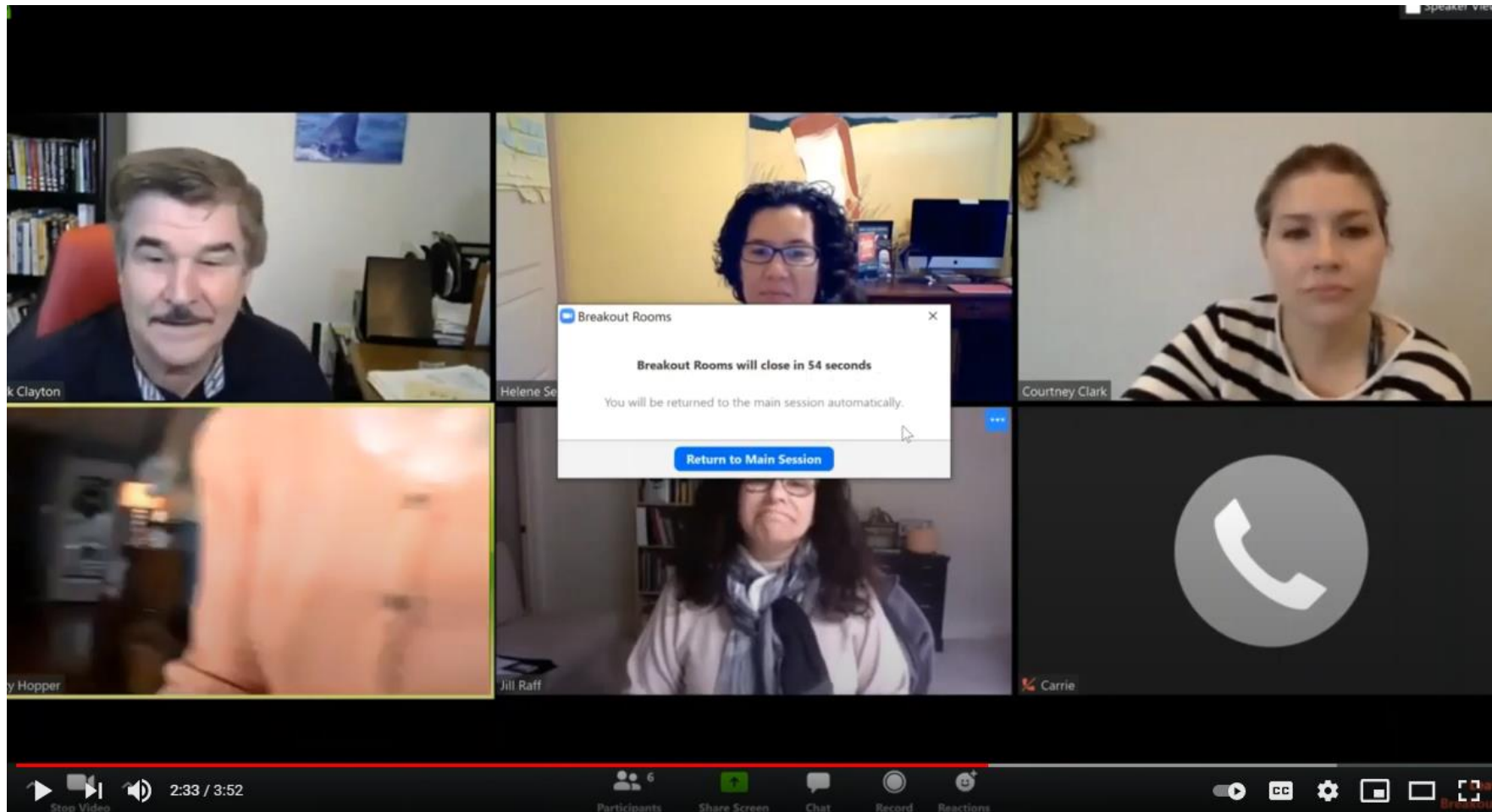
Re-directing from the “main” zoom room to your breakout room

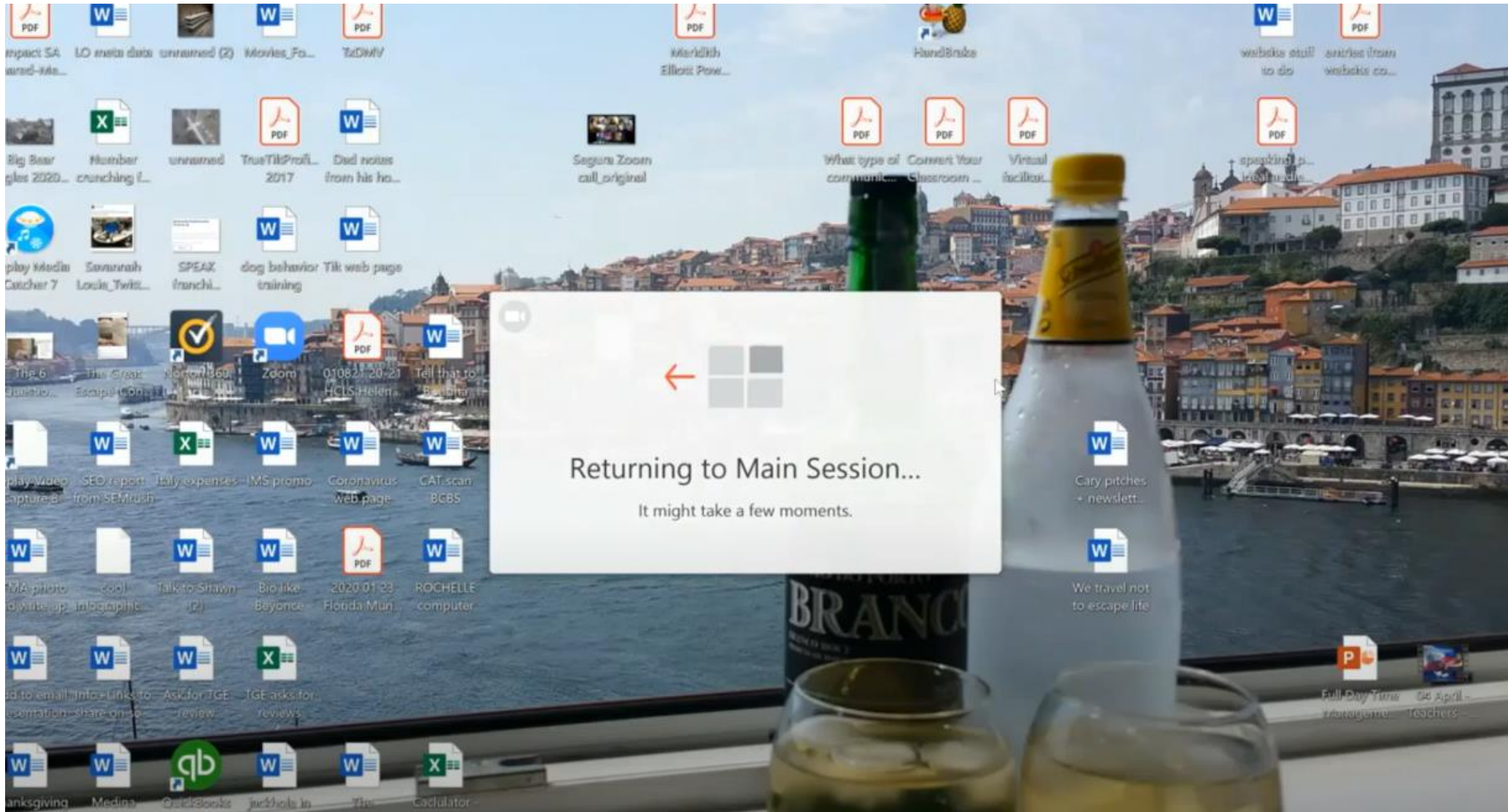


You are in your breakout room

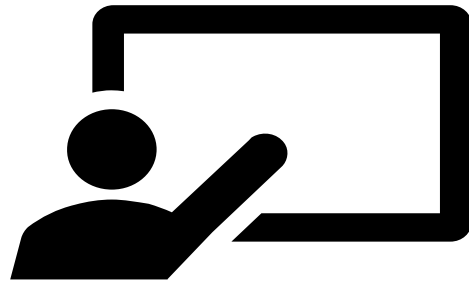


Few seconds before the Breakout room closes, a timer will appear. You will then be directed back to the main zoom room.



















Instructions for Speakers



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 red slash) highlighted by a red square. 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

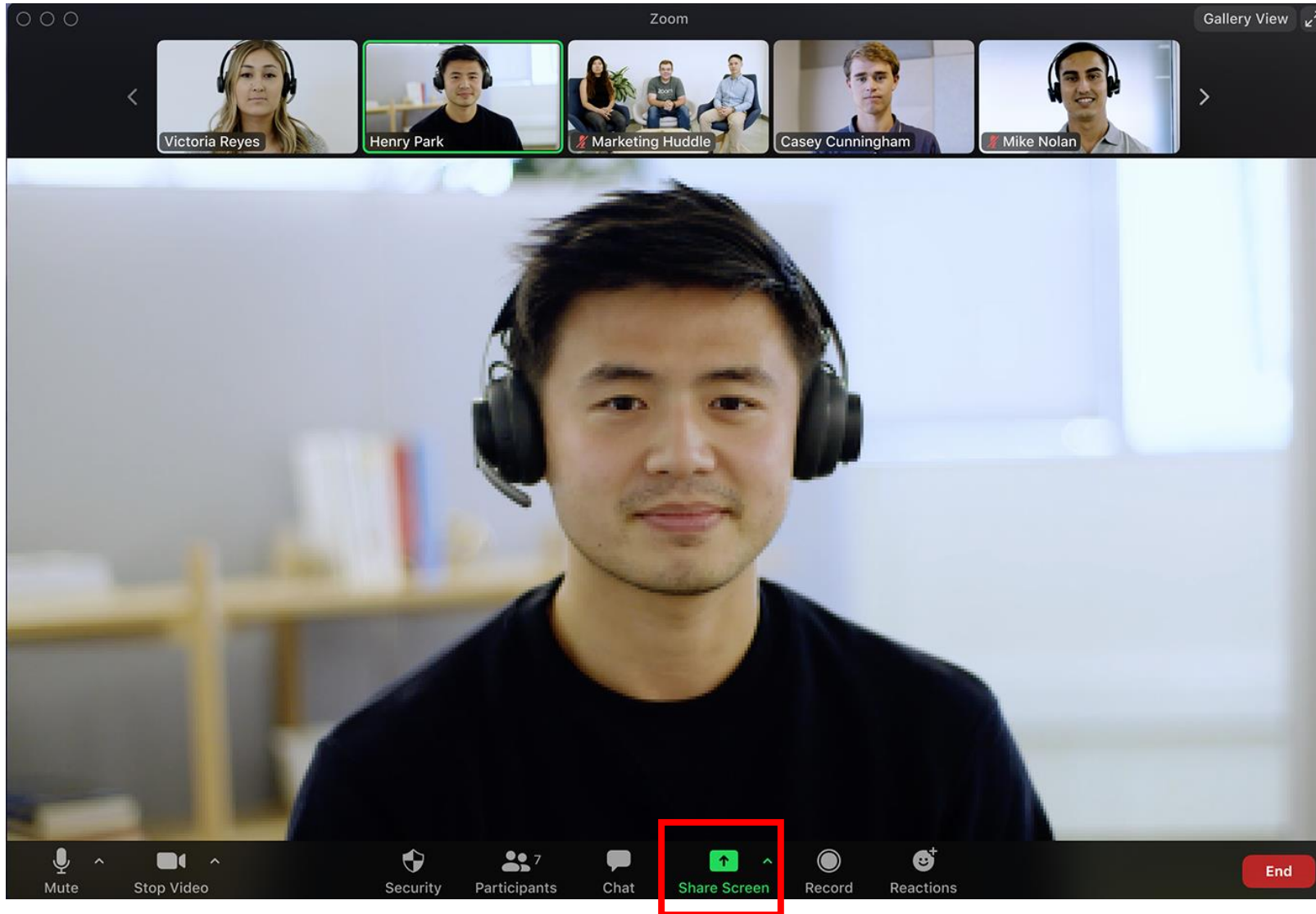
The image shows a Zoom meeting interface. At the top, there's a gallery view of five participants: Victoria Reyes, Henry Park, Marketing Huddle, Casey Cunningham, and Mike Nolan. The main video feed shows Henry Park. On the right, a list of participants (7) is shown with their names and video status 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, indicating that the user's video is off.

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) [Microphone icon] [Video icon]
 - Henry Park [Microphone icon] [Video icon]
 - Marketing Huddle [Microphone icon] [Video icon]
 - Casey Cunningham [Microphone icon] [Video icon]
 - Mike Nolan [Microphone icon] [Video icon]
 - Hana Song [Microphone icon] [Video icon]
 - Maurice Lawson [Microphone icon] [Video icon]

- 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...
- Snipping Tool
- IPVC full LIVE sessions guideline -... P
- IPVC 2020 - Live Plenary session r...
- Show all windows...

At the bottom of the selection menu, there are two checkboxes:

- Share computer sound
- Optimize Screen Sharing for Video Clip

A red box highlights the "Share computer sound" checkbox. To the right of the selection menu is a "Share" button, also highlighted with a red box. Below the "Share" button are "Unmute All" and "More" options. On the right side of the screen, a list of participants is visible, including "ants (7)", "lost, You", "le", and "am".

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', with the 'Use Presenter View' checkbox unchecked and highlighted by a red box. The 'Monitor' dropdown is set to 'Automatic'. The main slide area is blank, and the slide navigation pane on the left shows six slides, with the first slide selected. 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 few days before the session.

3 Welcome your introduction to speak

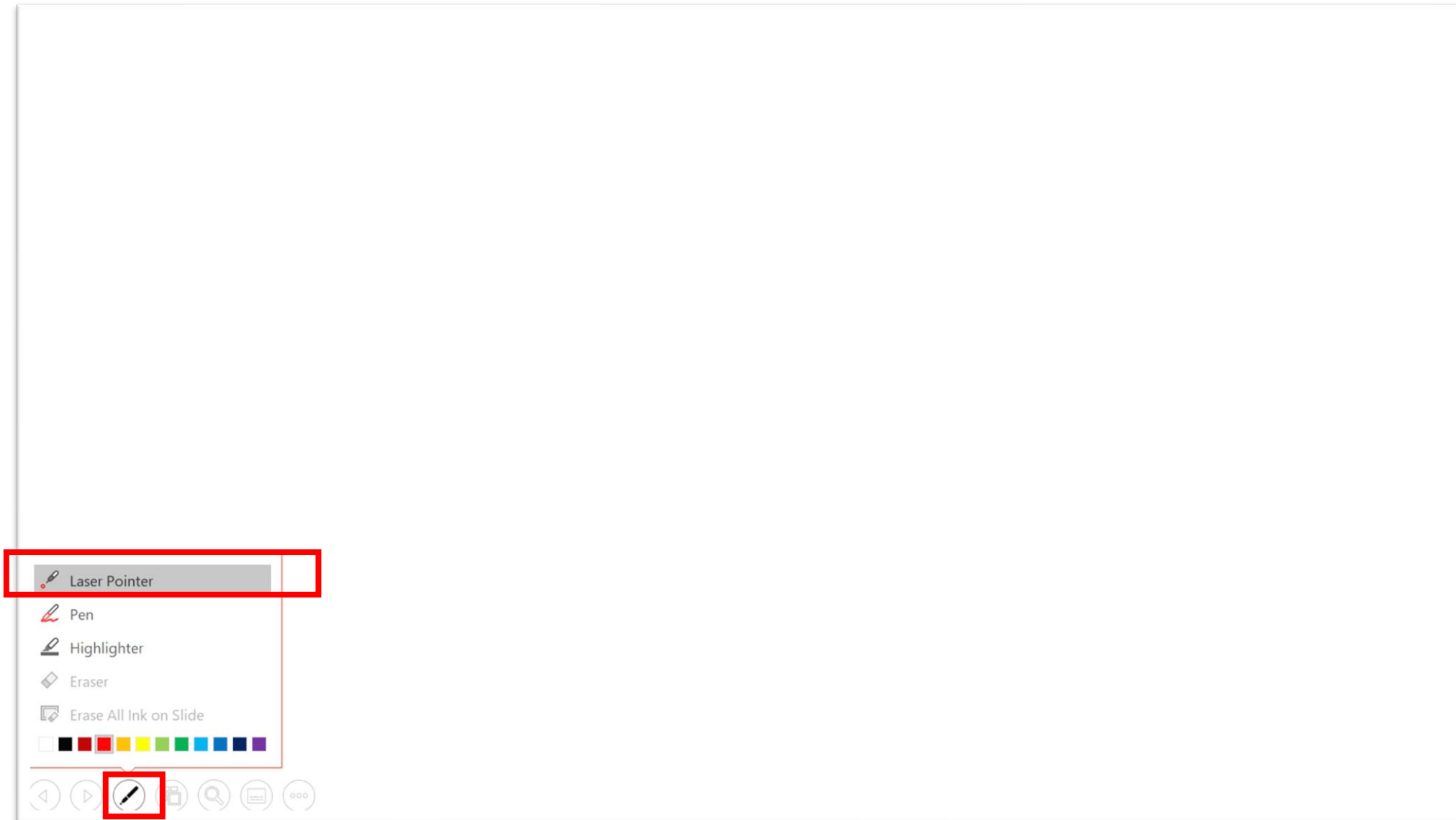
4 Start 15 minutes when you are connecting and during the 15 minutes

5 Show screen when you are presenting

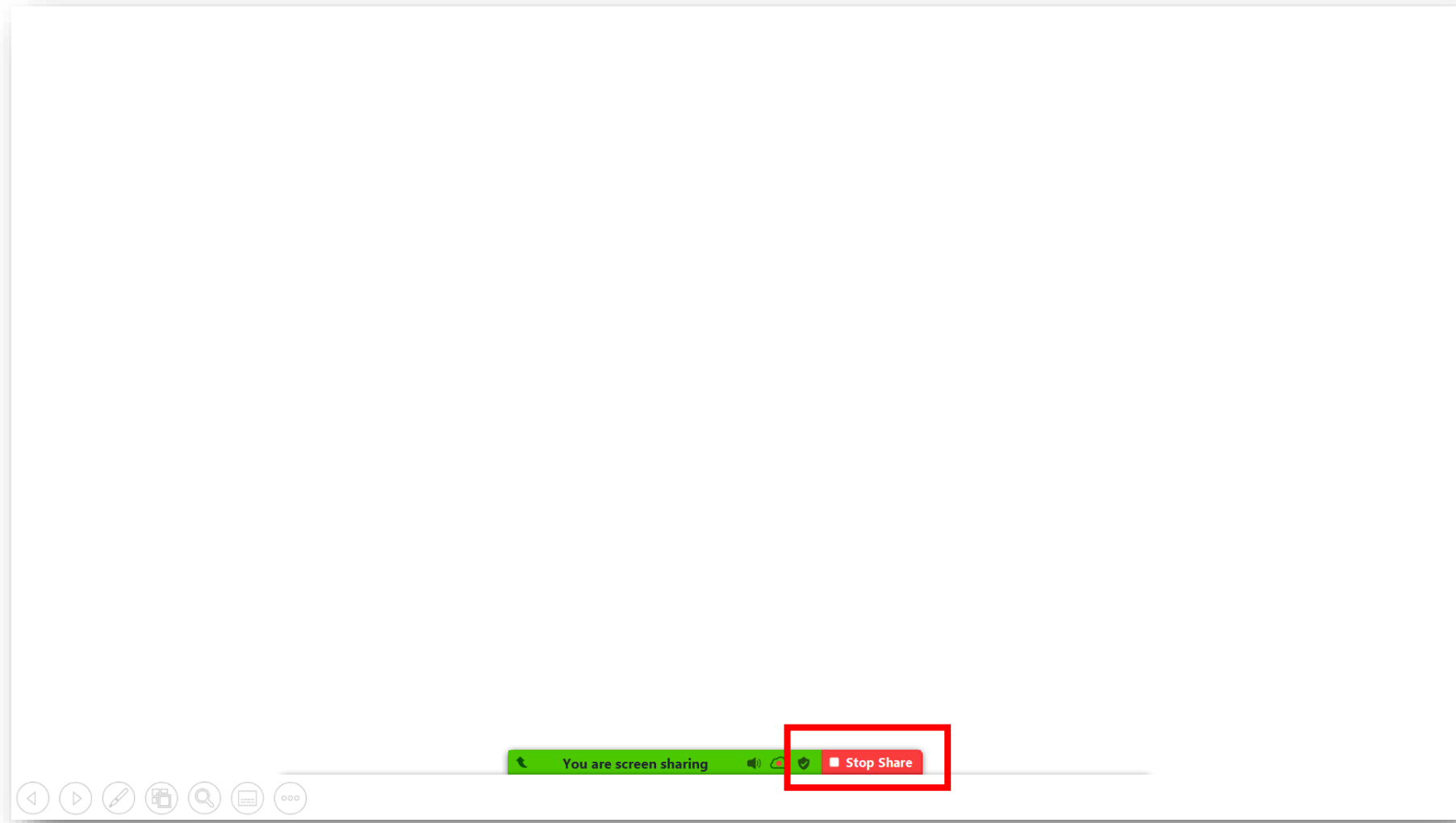
6 Show computer screen if you want to see outside the presentation

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 continued

- 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). **Please make sure to add the link to your outlook calendar.**
- **Please remember that the Sessions takes place in Central European Summer Time.**
- 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.
- 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 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 attendees, only the speakers and chairs (faculty) may use the link provided. *******



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 wonca2021@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

