

## Instructions for Authors/Presenters

### General Tips for Presenters

#### Basic Session Structure:

- 10 minutes before the Session: The host will start the designated session.
- 2 minutes before the Session: The host will start the recording.
- 1 minute before the Session: The Session Chair introduces the session.
- Beginning of the Session: The Session Chair will introduce the presenter.
- A live Q&A Session will follow each talk, moderated by the Session Chair:
- Participants will be muted and they will need to submit questions during the presentation.
- The Session Chair will select and ask the questions during the Q&A session. We understand that there maybe not time to ask all the questions. The Chair will make sure to ask complimentary questions according to the time they were first submitted.
- The Chair will have the ability to unmute participants if this is needed to elaborate on their questions.

Thank you for your kind cooperation.

SMAGRIMET 2020 Organizers

## Technical instructions to Presenters

Requirements that must be met:

- 2 GHz dual-core processor or better (4-core preferable);
- 2 GB of RAM (4 GB or more recommended);
- an operating system such as Windows 8 (Windows 10 recommended), Mac OS 10.13 (the newest version recommended), Linux, Chrome OS. Windows 7 is officially not supported, but it should still work without any issues;
- stable Internet connections (min. upload speed 5 Mb/s), please try to use wired connection or ensure strong wireless signal.

As this conferencing platform is a browser-based platform, it is required to use the latest official versions of Google Chrome, Mozilla Firefox, Safari, Edge (Chromium), Yandex, or Opera.

### Before the session:

1. Please login to the portal <https://program.smagrimet.org> with the email address that you used to register to this event and the provided password.
2. Before the conference, presentations and/or presentation videos along with presenter vita will be made available on this portal.

### During the session:

- Please join the session at least 5 minutes in advance, please test your microphone and camera once joined so that the session can start on time. Observe the technical instructions provided below.
- If you choose to have the pre-recorded presentation, the Host/Session Chair will upload and play your pre-recorded video presentation for you. If you are doing a live presentation, Session Chair will give you the ability to control the session yourself. In that case you are responsible to control slides on your computer by using a "screen share" option or on the virtual event platform.
- You are welcome to use private chat to direct questions to the Sessional Chair or the Host.

### Q&A Session:

- As organizers, we would like to ensure a smooth and productive virtual conference. Following the presentation there is a short Q&A session.
- We request participants to use Q&A panel on the side-panel on the right of the room window. If not shown, one can click on the icon shown below to enable the Q&A panel.
- Attendees will post questions in the Q&A window during the presentation.
- At the end of the talk, the Session Chair will unmute you and ask you to answer some of the questions in sequence they were submitted.

- The Session Chair will try to cover as many questions as possible depending on the allotted time. In case some of the questions have not been answered, we will provide an email response.

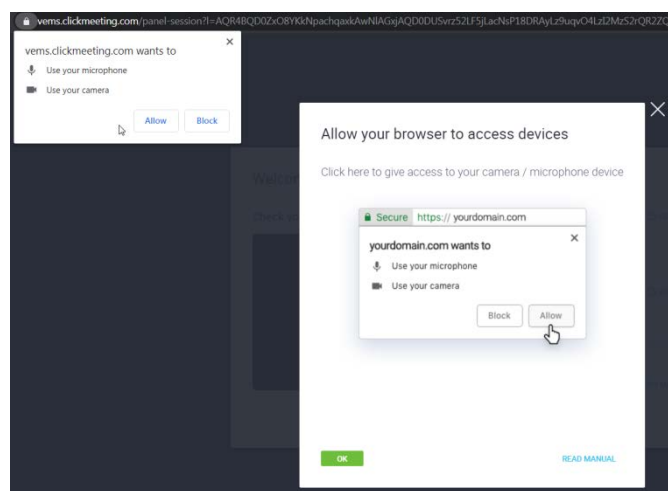
## How to join a session:

1. In the online program you will find the **Join online** button for each of the sessions you are designated Presenter. Use it to enter the session. Please contact the Session chair using text chat option and confirm you are in the virtual room ready for presentation.

Please take note that you are entering a session as an attendee (with no audio video devices enabled). Chair or Host will change your permission to Presenter with the possibility to use microphone and camera in due time.

2. In due time, the Session Chair will allow you to enable your camera and microphone.

Please allow your browser to access webcam and microphone, as you are required to use them.

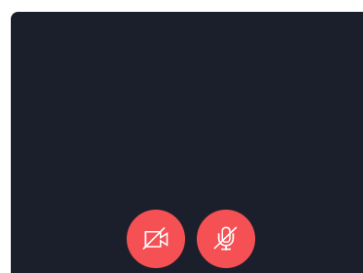


3. In the following step it is needed to select video devices you will use. If there are multiple devices (more than one camera, more than one microphone or speaker output), none of them will be pre-selected. Probably you will notice an error message saying Something is not working. Please ignore this message.

In that case please select microphone and camera manually from the drop-down menu **Video devices**, **Audio devices**.

Welcome to the event room!

Check your audio and video devices



Video devices [REFRESH](#)

Click here to select the video device

Audio devices [REFRESH](#)

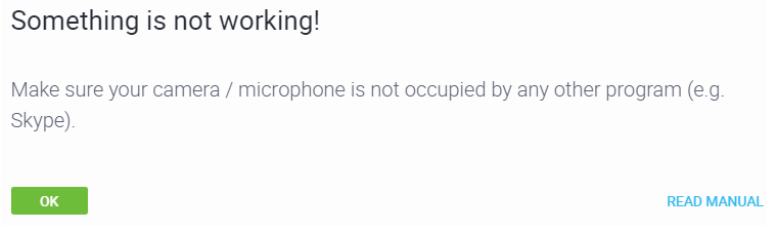
Click here to select the audio device

[SEE OUR AUDIO VIDEO MANUAL](#)

[APPLY SETTINGS AND START YOUR STREAM](#)

[JOIN THE EVENT](#)

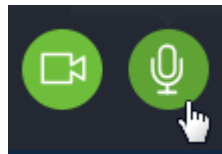
If, at this point, you receive following error:



please check have you selected the appropriate audio and/or video device. This usually happens if you have multiple video cameras on you computer.

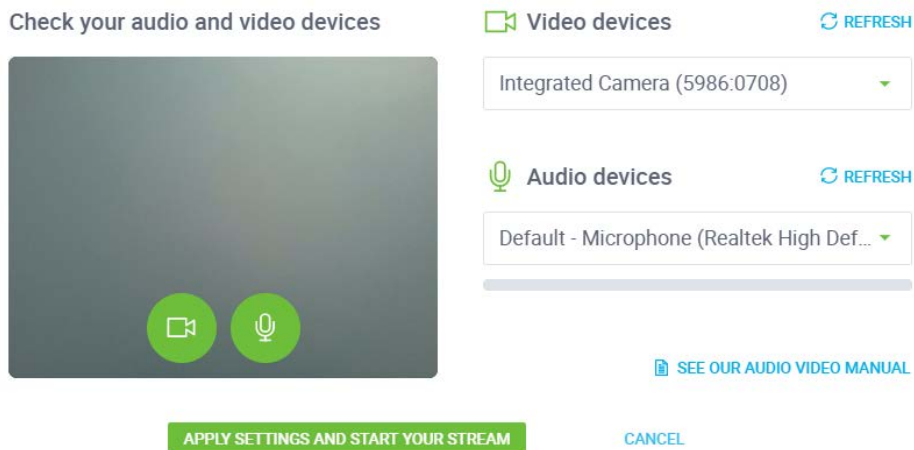
If yes, this message should be ignored and please continue to the next step where an audio/video test is made.

4. For the test purpose please turn on the camera and the microphone using two red buttons that will become green if everything works ok.



At this point it is advisable to check camera view and microphone audio levels (check that a mic is unmuted).

#### AV tester



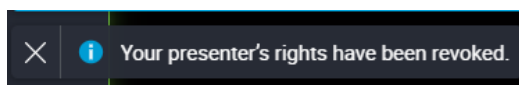
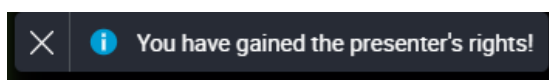
If you do not plan to present/speak immediately after this point, please turn off the microphone and camera.

If everything seems fine, press the **APPLY SETTINGS AND START YOUR STREAM.**

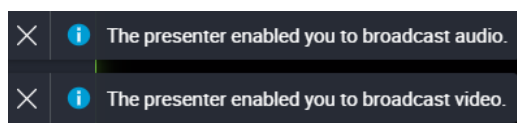
*You will now have the possibility to be seen and heard.*

Please take note that you are entering a session as an attendee. Chair or Host will change your permission to Presenter in due time.

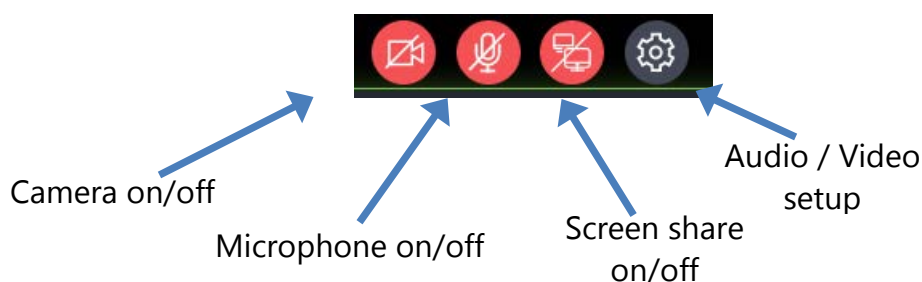
5. Main event Host can change rights to each of the users (from attendee to presenter or chair). This is indicated by the following messages.



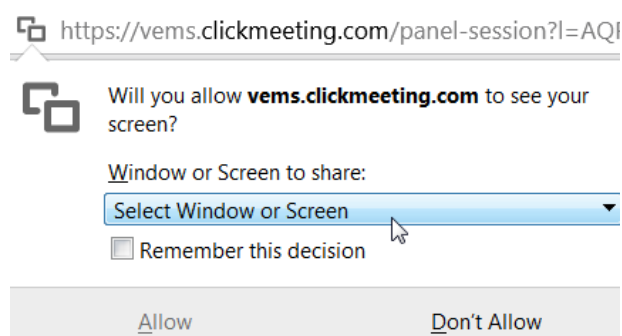
6. The chair has the permission enable or disable each of the attendee rights to turn on the video and audio if needed. In this way an attendee can be seen and heard. This is shown by one of the following pop-up messages at the top left part of the screen:



7. In the session room there are audio and video controls used to control what other attendees can see.

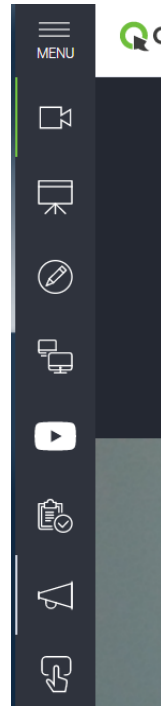
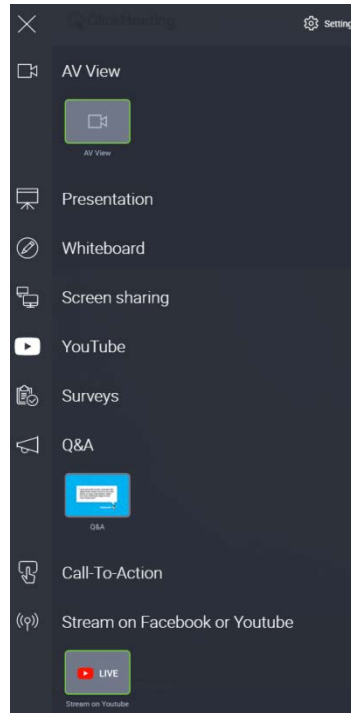


When needed, it is possible to turn camera and microphone on and off. Screen sharing is done using a separate "Screen share" button. When pressed, Internet browser will ask to choose what is needed to be shared.



Whole screen or a specific application window can be selected from a dropdown menu. By pressing Allow, screen share will start.

8. On the left side of the screen there is a menu used to control the presentation contents. Following picture provides view on the expanded and minimized menu.



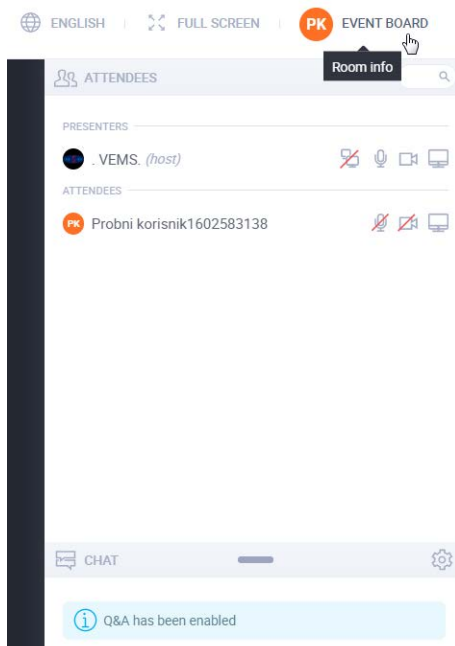
The AV View menu is used to control placement of video feeds.

Video feeds can be placed maximized at the centre of the screen or minimized at the top of the screen if some other content is shown (for example, a presentation or screen share).

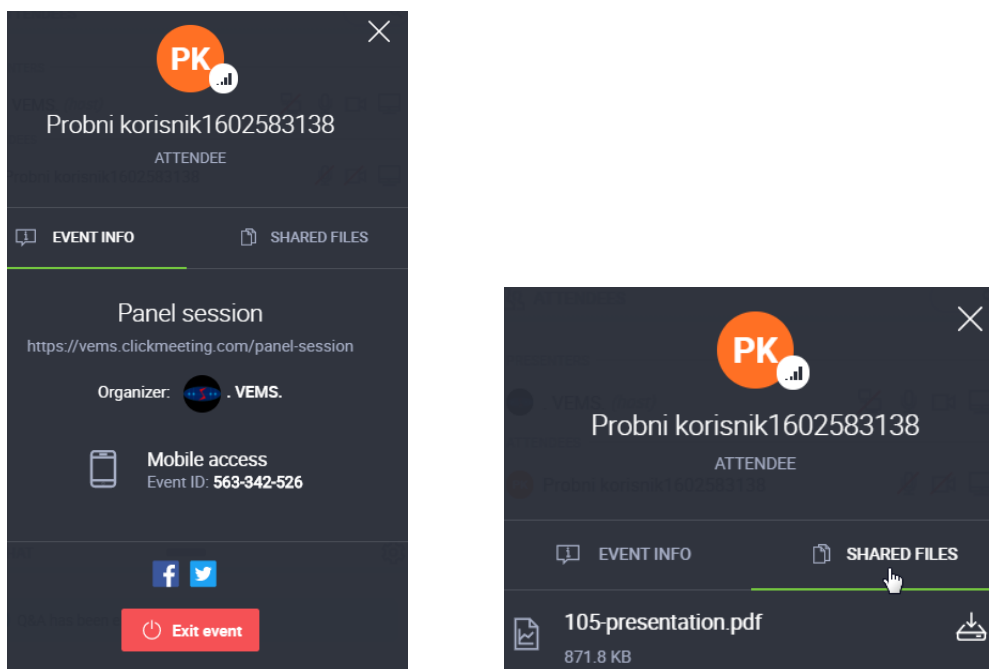
You are free to use Presentation share option (used to upload presentation that was converted into PDF format), Screen sharing or Whiteboard. Other options are used to control the session.

**IMPORTANT:** All the attendees will have the same view as yours (as shown in the browser).

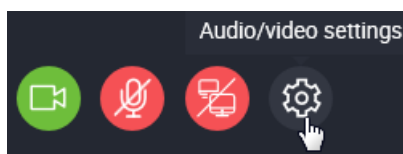
9. On the right side there is a list of attendees.



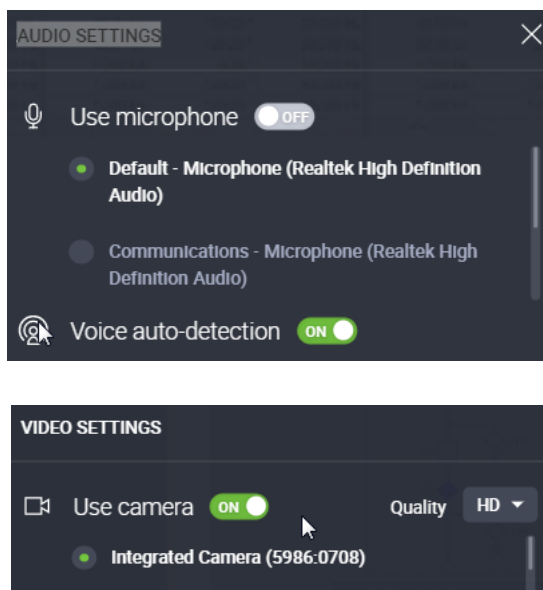
10. EVENT BOARD menu gives you possibility to exit from the session or to view shared files.



**In a case of problems with microphone or camera**, please check the settings (use the audio/video settings button)



Here it is possible to (re-)select audio and video hardware or run the AV Tester (if needed).





**In a case you lose audio/video feed** from the conference or **video freezes**, please check your Internet connection. Stable Internet connection and minimum connection speed of 5 Mb/s is of crucial importance.

In this case it could be advisable to reload the page (Ctrl + F5).