

## INSTRUCTIONS FOR SPEAKERS AND CHAIRS THE VIRTUAL IFSO-EC 2020 CONFERENCE

### TECHNICAL PRE-REQUISITES

For correct function of the online e-meeting platform please follow the minimum system requirements:

- Microsoft Windows or Mac OS based device
- Latest Chrome and Microsoft Edge internet browser (other browsers are not fully supported)
- Noise cancelling headphones with microphone to reduce background noise
- Stable Internet connection (minimum 10/10Mbps)

### LOGIN

To attend the virtual e-meeting, please visit the e-meeting's website (<https://www.ifso-ec2020.com>) and click the **User Login** link in the top right corner of the page.



The site will request your login credentials (*email address and password*)

- On your first login attempt the site will ask you to provide your email address (*Your email address we are sending these instructions to*), your password will be automatically sent to this address (*it is coming from the e-mail address [info@qcon.cz](mailto:info@qcon.cz)*).

### SPEAKERS READY ROOM

Your equipment and the internet connectivity can influence the performance and quality of the virtual Conference stream. It is highly recommended to first test these in the **SPEAKERS READY ROOM**.

- Please make sure to visit the **SPEAKERS READY ROOM** no later than 30 minutes before your session starts, to cede us adequate amount of time to provide you support in case you are facing technical issues.
- To test the stream quality (only available for Chairs and Speakers):
  - Visit the **SPEAKERS READY ROOM**

The screenshot shows the website's navigation bar with links: Home, Committees, Instructions for Authors, Scientific Programme, Registration, Partnership, Contact, and Exhibition. Below the navigation bar are buttons for 'Your Booth', 'LIVE STREAM', 'SPEAKERS READY ROOM' (circled in green), and 'MY REMOTE PARTICIPATION'. A progress indicator shows five steps, with the first step highlighted. Below this is the section 'Technical requirements for speakers and chairs' with a sub-header 'For a smooth running congress and a simple connection, we recommend implementing the following requirements.' and a list of requirements. A 'Next step' button is circled in blue at the bottom right.

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Your Booth LIVE STREAM **SPEAKERS READY ROOM** MY REMOTE PARTICIPATION

1 2 3 4 5

### Technical requirements for speakers and chairs

For a smooth running congress and a simple connection, we recommend implementing the following requirements.

- **internet connection:** at least 10Mbps upload and 10Mbps download
- **internet browser:** the latest version of browser Google Chrome or Microsoft Edge
- **network:** allowed UDP port 9000 for IP address 37.205.14.195
- **sound and video:** we recommend headphones with a microphone
- **tip for you:** make sure nothing disturbs you during your presentation
- **tip for you:** check the camera position and choose a room with proper lighting.

Next step

#### Browser and network test

Please test your browser and internet connection.

- **Our tip:** Using LAN cable will give you a faster and more stable connection than wifi.
- **Our tip:** Plugging your laptop to the charger will also increase the performance of the device.

The screenshot shows a 'Start test' button at the top. Below it, the test results are displayed: 'Browser: OK', 'Download: 25.52 Mbps', and 'Upload: 14.4 Mbps'. A 'Next step' button is at the bottom.

Start test

Browser: **OK**  
Download: 25.52 Mbps  
Upload: 14.4 Mbps

Next step

#### The final test of your connection

This test is testing your current network, if you change your network you need to test your connection again.

Now you will be connected to the virtual room - **testing accessibility of port UDP 9000**  
In front of you, you will see a green animated text telling you what to do next.  
If not click [Here](#)

The screenshot shows a green banner with the text 'Your test was successful' and 'now you can leave the test page'. Above the banner is a hex color code: 'E 52 B 8647722 A 8 F 9 B 455 B 9 B 2 Ee 682 Cfd 6 Ef39 E 2 C 2 Fa ...'. Below the banner is a 'Contact technical support' button.

E 52 B 8647722 A 8 F 9 B 455 B 9 B 2 Ee 682 Cfd 6 Ef39 E 2 C 2 Fa ...

## Your test was successful

now you can leave the test page

Contact technical support

In case your problems still persist, click on the button below.

Contact technical support

- The testing wizard will guide you through the process, to proceed through the test, press the Next step button
- First test will check your internet connection speeds and browser version.
- Be aware that the internet speed test is done against our virtual e-meeting platform directly and may not reflect the local internet speed guaranteed by your provider.
- After testing your microphone, camera and screen sharing the final test will verify that your network has port 9000 enabled which is required for the screen sharing and live stream connection. If all is successfully tested, you will see a video stream confirming all tests went OK.
- If any of these tests fail, please contact the technical support directly

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## ACTIVE PARTICIPATION (SPEAKERS, CHAIRS)

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To participate in your session as a **speaker or a chair**, please navigate to **MY REMOTE PARTICIPATION**. This will enable you to actively contribute to the session, speak, present etc. after the technical chair enables these features to you.

After entering **MY REMOTE PARTICIPATION** section, 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 minutes before the start time of the session

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Your Booth LIVE STREAM SPEAKERS READY ROOM **MY REMOTE PARTICIPATION**

Your browser is supported. Everything should work fine. x

The following table lists all the sections you participate in remotely. You are either the section chair or the speaker at the presentation. The button "Enter the session" will not be active (green) until the section starts.

After entering the section, the following awaits you:

- **Chair:** The microphone will be switched on automatically and you will see a picture from the hall and hear what is happening in the hall. Remember that your microphone is on for the duration of the section. You can leave the section yourself by pressing the "Leave section" button or you will leave the section automatically after its end.
- **Speaker:** You will see a picture from the hall and hear what is happening in the hall. Your microphone will be muted. You will watch the program in the hall and wait for your presentation to take place. Your presentation will be started by a technician when prompted by the chair. If you have sent the presentation to the organizer in advance, the first slide of the presentation will automatically appear and your microphone will be activated. Below the presentation window will be the controls for moving the slides. If you choose to present using your computer's desktop sharing, you will be automatically prompted to confirm the sharing. After the presentation, you will still remain in the section and your microphone will be muted automatically.

Sessions with your remote participation

15.12.2020 - Tuesday 15:30 - 16:30 Virtual Hall 1 Starting approximately in: 23d 02:50

TEST SESSION I

Chairs: *Jakub Novak*

Enter the session

### A. CHAIRS

Your microphone is automatically activated as soon as you enter the session, and you are able to speak to the audience, other chairs and all speakers in the session for the duration of the session.

- You will also hear our technical support, who will be allowed to speak to current presenting speakers at your request.
- Under the preview of the ongoing presentation, you always can see the schedule of the entire session and who is already remotely present in this session (their names are highlighted in green).
- For further instructions please refer to the ESPA Chair Instructions manual.

## B. SPEAKERS

After entering the session, you can hear the chairs and the current speaker and see a preview of currently running presentations.

- Your microphone and presentation sharing remain inactive until enabled by the chair.
  - The technical support will automatically launch your pre-recorded presentation
  - Once your pre-recorded presentation is over and when enabled/prompted by the chair, a screen-sharing window will automatically appear on the screen and your microphone will be activated for discussion
- Please make sure you have provided your pre-recorded presentation in advance by **2 December 2020**
  - Before entering the session, please make sure that you have passed the Speakers Ready Room test.

## LIVE STREAM

To attend the running sessions, you can find the full e-meeting program under the [Live Stream](#) button. Here find your desired section/hall and the list of sessions will be presented to you. Please click on the Room to enter the stream.

Under [Live Stream](#) there is a one Virtual Room available according to the program:

- Once you click on the room, you enter live stream Conference.
- For having open program next to the live streaming, we suggest to open program on another tab of the web browser.

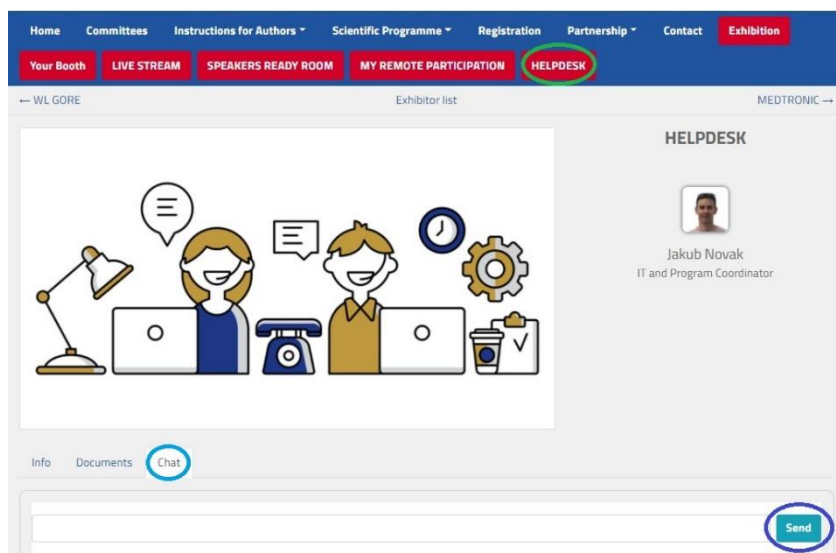
**!** While attending the live stream of the e-meeting participants have the option to raise their questions in 2 ways

**Questions:** Serves as chat for the currently running presentation. It is closed when the presentation ends and cleared before start of next presentation.

**Discussion:** Is open for the whole room and available through-out the full duration of the event for continuous discussion.

**!** During your presentation, the questions are reviewed by the chair and will be read by him/her after your presentation ends.

## HELPDESK



In case you face technical difficulties and need support from our technical team, please contact us through the **Helpdesk** menu. Here you can find links to download system manuals or use the **Chat** option to communicate directly with our support personnel.

Type your message to the chat box and click **send**, this will add your chat in to our support queue and one of our agents will reply to you as soon as possible.

- You can leave the chat and return to it at any time, it will stay saved for you.
- You can have the chat open in separate browser window while still watching the live stream or visiting other part of the online event.
- The Helpdesk operating hours will be posted soon