

How to Join a Live Session

Please make sure that you have:

- a. An external, microphone connected to your computer:

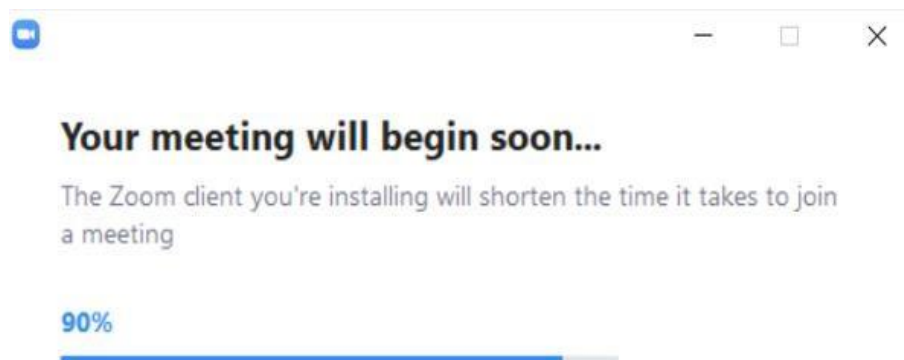
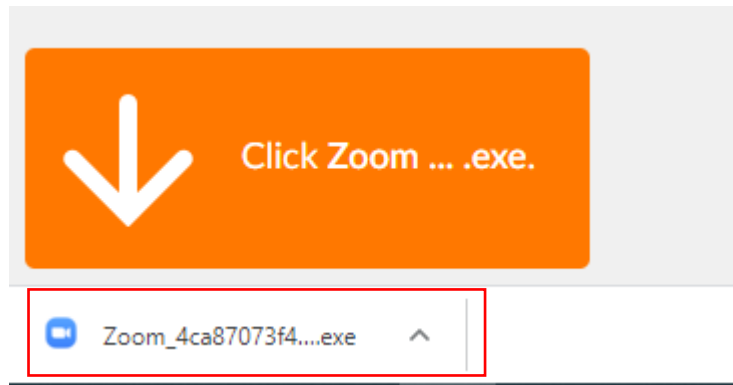


Alternatively, you can use the internal microphone of your laptop/computer.

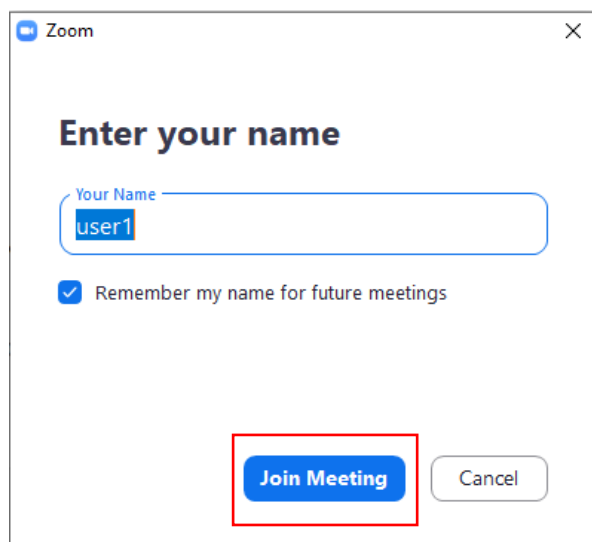
- b. If possible, please use a computer with a functional webcam (the laptop internal webcam is fine).
- c. A quiet and uniform background. Avoid using artificial background features.
- d. Stable internet connection. We recommend using a wired LAN internet connection if possible. If you use wifi please make sure that you sit near the wifi router. 4G internet shouldn't be used.

Joining the live session

The Program Coordinator of the congress will send you a Zoom to join the live session. Please click on the link and the “Zoom client” will be downloaded to your computer automatically (if you have used “Zoom” on your computer in the past, the meeting will open automatically).

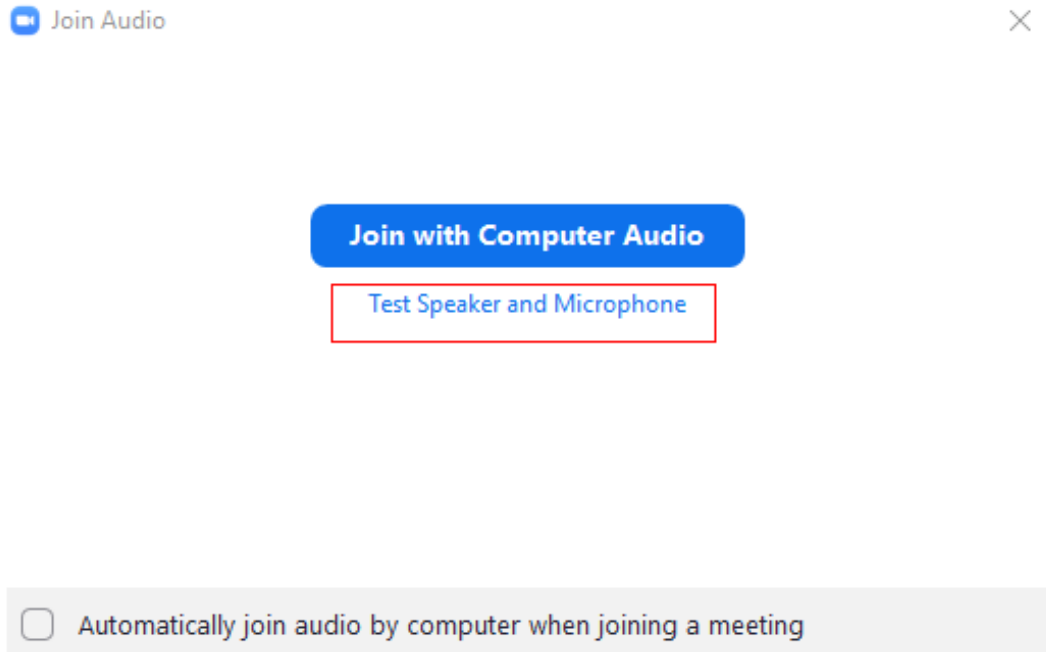


If it's your first-time using zoom, you will be asked to enter your name, **please enter your full name** and click “Join meeting”:



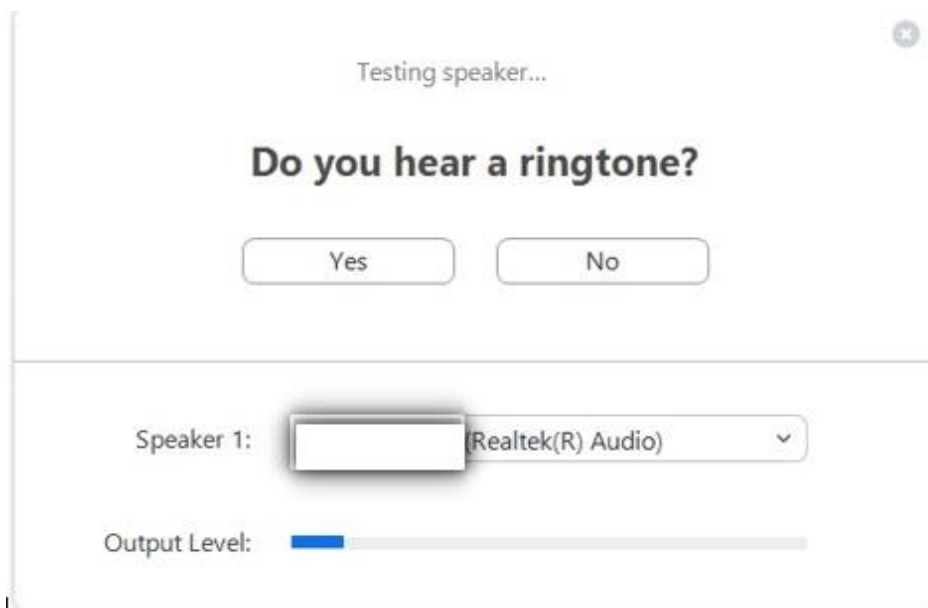
Check your computer audio

Please click on **“Test Speaker and Microphone”**



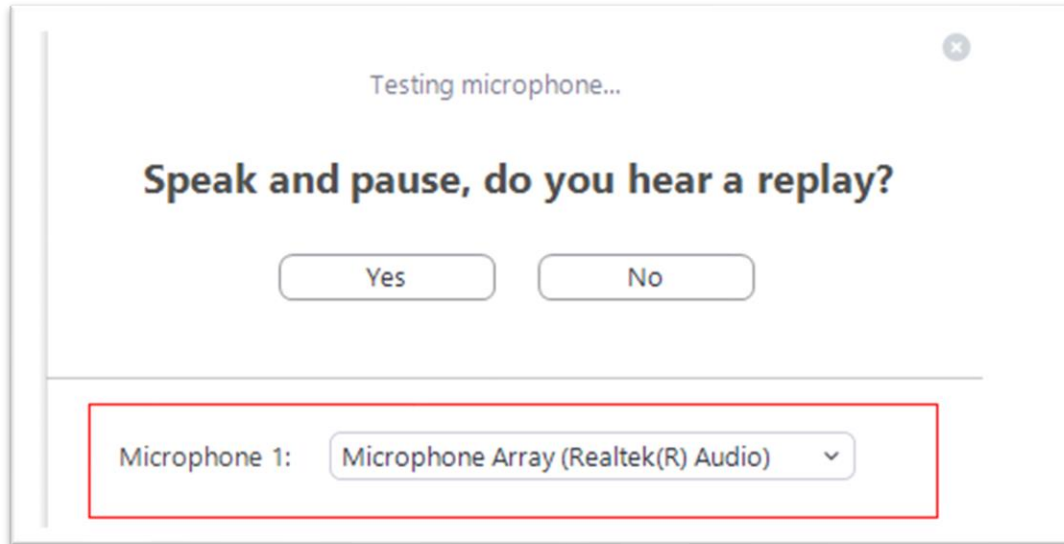
Please test your speaker

Make sure that you hear sound, if you do then please click on **“Yes”** if you do not please check that the correct speakers are chosen.



Please test your microphone:

Please speak to your microphone and make sure you hear yourself properly. If you do not hear anything, please check that you have chosen the correct microphone.



Testing microphone...

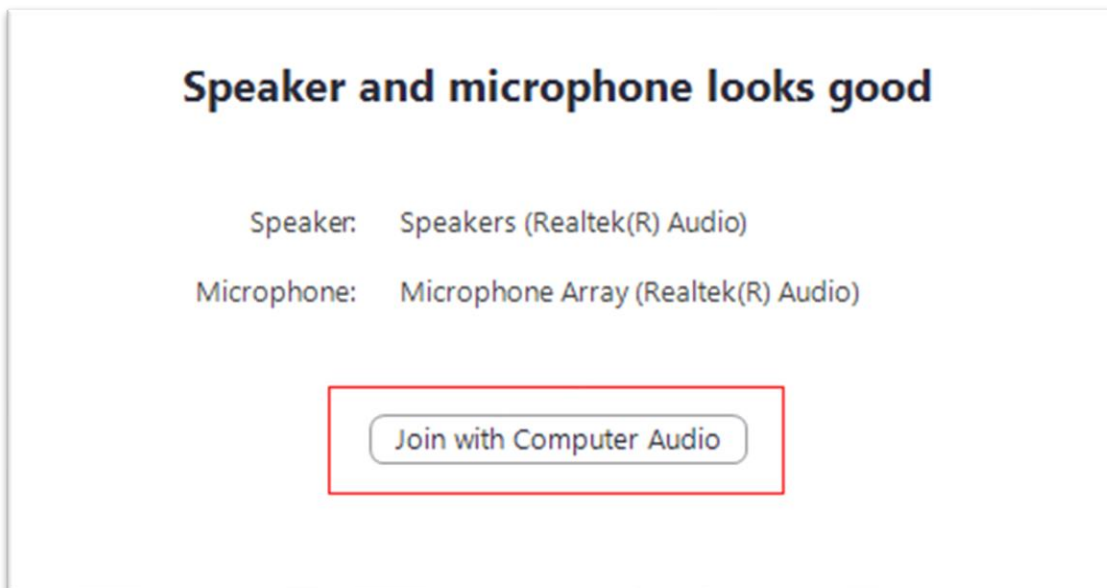
Speak and pause, do you hear a replay?

Yes No

Microphone 1: Microphone Array (Realtek(R) Audio) ▾

The image shows a dialog box for testing the microphone. It has a title bar with a close button. The main text asks the user to speak and pause to see if they hear a replay. There are two buttons, 'Yes' and 'No'. Below this, there is a dropdown menu for selecting the microphone, currently set to 'Microphone Array (Realtek(R) Audio)'. A red box highlights the microphone selection area.

If you completed all the tests correctly please click on **“Join with Computer Audio”**



Speaker and microphone looks good

Speaker: Speakers (Realtek(R) Audio)

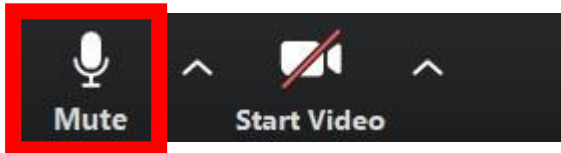
Microphone: Microphone Array (Realtek(R) Audio)

Join with Computer Audio

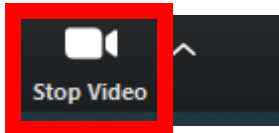
The image shows a dialog box indicating that the speaker and microphone tests were successful. It displays the selected speaker as 'Speakers (Realtek(R) Audio)' and the microphone as 'Microphone Array (Realtek(R) Audio)'. A red box highlights the 'Join with Computer Audio' button.

During the live session

When you talk please make sure that your microphone **is not muted** (when you speak you will see a green indicator on the microphone icon in Zoom).

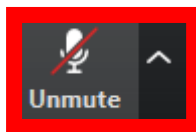


and please also enable your video camera (not mandatory but highly recommended).



Very important!

When someone else is talking please mute your microphone in order to prevent background noises:



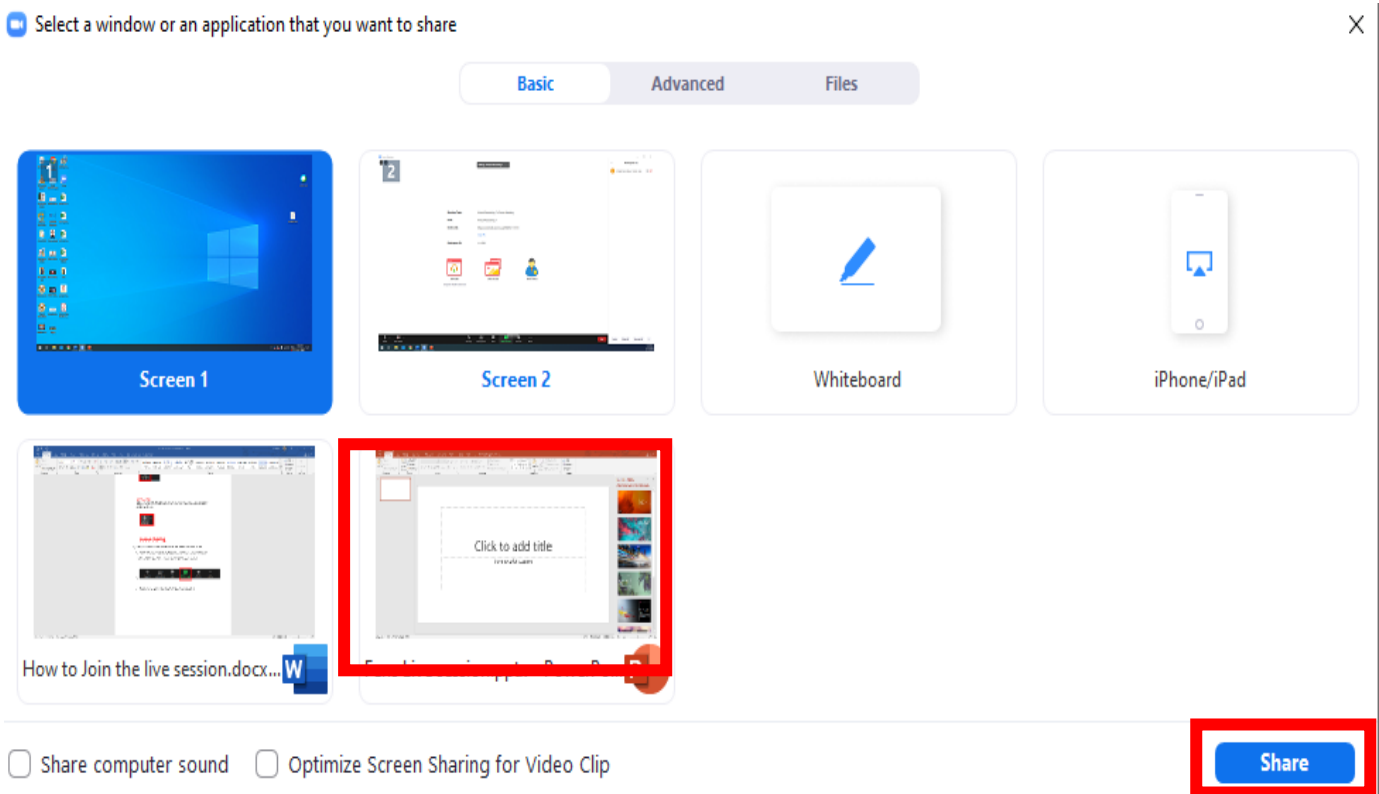
Screen sharing

If you are giving a presentation during the live session, you need to share your screen.

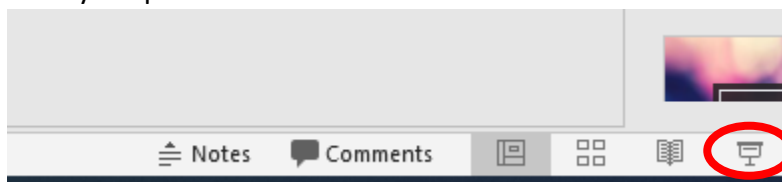
1. Please open your PowerPoint/Keynote presentation on your computer
2. Please click the “Share screen” button on the zoom toolbar



3. Please choose your PowerPoint from the sharing windows and click on “Share”



4. Start your presentation



Q&A from the audience

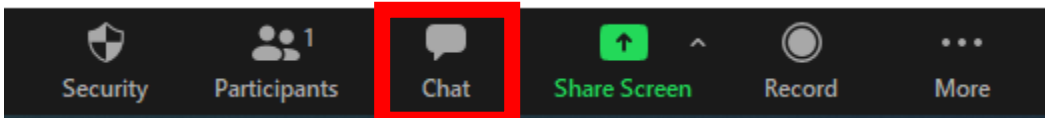
All speakers and moderator(s) should have their cameras on.

The moderator can select questions and address them to the speakers using the microphone.

The audience can type their questions.

All the incoming question will arrive to the “zoom chat” from the “Q&A system”.

You can find the Chat button in the “Zoom” toolbar



Please click on the “CHAT” button to see all the submitted questions:

