

# HOW TO JOIN A LIVE SESSION



## EQUIPMENT & SOFTWARE

A **headset/earphones** with microphone connected to your computer is recommended. You may use wireless earbuds if the sound test is successful. If necessary, you may use the internal laptop microphone.

Have a **functional webcam** connected. Camera height should be positioned directly in front of you at eye level, about a full arm's length away.

Have the **latest version of Zoom** installed in advance.



## CONNECTIVITY

**Stable internet connection** is important! We recommend using wired internet. If you use WiFi make sure that you sit near the WiFi modem. 4G cellular should not be used.



## AVOID DISTRACTIONS

A **quiet environment** is necessary. Avoid noise or interruptions while giving your presentation. Keep your phone and alerts on silent.



## BACKGROUND & LIGHTING

A **neutral background** with white, uniformly colored wall, or similar. Avoid bright backlight by making sure that the main source of light (such as a window) is in front of you. Avoid using virtual backgrounds.



## PRESENTATION

Your **PowerPoint presentation** (16:9 format) should be ready and open on your screen. Keep your presentation window open and close any other applications that will not be used during the recording.



## JOIN THE LIVE SESSION

The zoom link to join the recording session can be found in the e-mail and calendar invitation sent to you a few days before the Congress. The invitation is set for 30 minutes before the live session starts to allow time for preparation.

Enter with your **Full Name**, then click **Join Meeting**.

**Test your Speaker and Microphone.** If you do not hear any sound, check the correct speakers and microphone are selected. When both tests are completed, click **Join with Computer Audio**.



## DURING THE LIVE SESSION

**Audio:** When you speak, please make sure that your microphone **is not muted**.

**Video:** Enable your video camera so you will appear on screen during your presentation.

**Share Screen:** Click the '**Share Screen**' icon in the bottom menu, select the screen with your presentation and then click the blue '**Share**' button. Be sure to use **slideshow mode** for your presentation.



Note if you have a video to share, it is recommended to embed the video in your .PPTX file.

**Very important! When someone else is speaking, please mute your microphone to prevent background noise.**



## AUDIENCE Q&A

- All speakers and moderators should have their cameras on.
- The technician will provide a link to access the Slido Q&A chat before the session starts. The link may be opened in a browser (easier if you have 2 screens) or on your phone/tablet.
- The audience type questions in the chat panel during the live session broadcast.
- Moderators should select questions and address them to the speakers live using their microphone.
- Speakers should unmute their microphone to respond.
- Speakers and moderators can chat privately amongst themselves and with the technician via the "zoom chat" which will not be visible to the audience.

We are here to guide you.

Once you enter the virtual live session room, a technician will be available to assist.