Technical Rehearsals Briefing

LUPUS CORA 2021

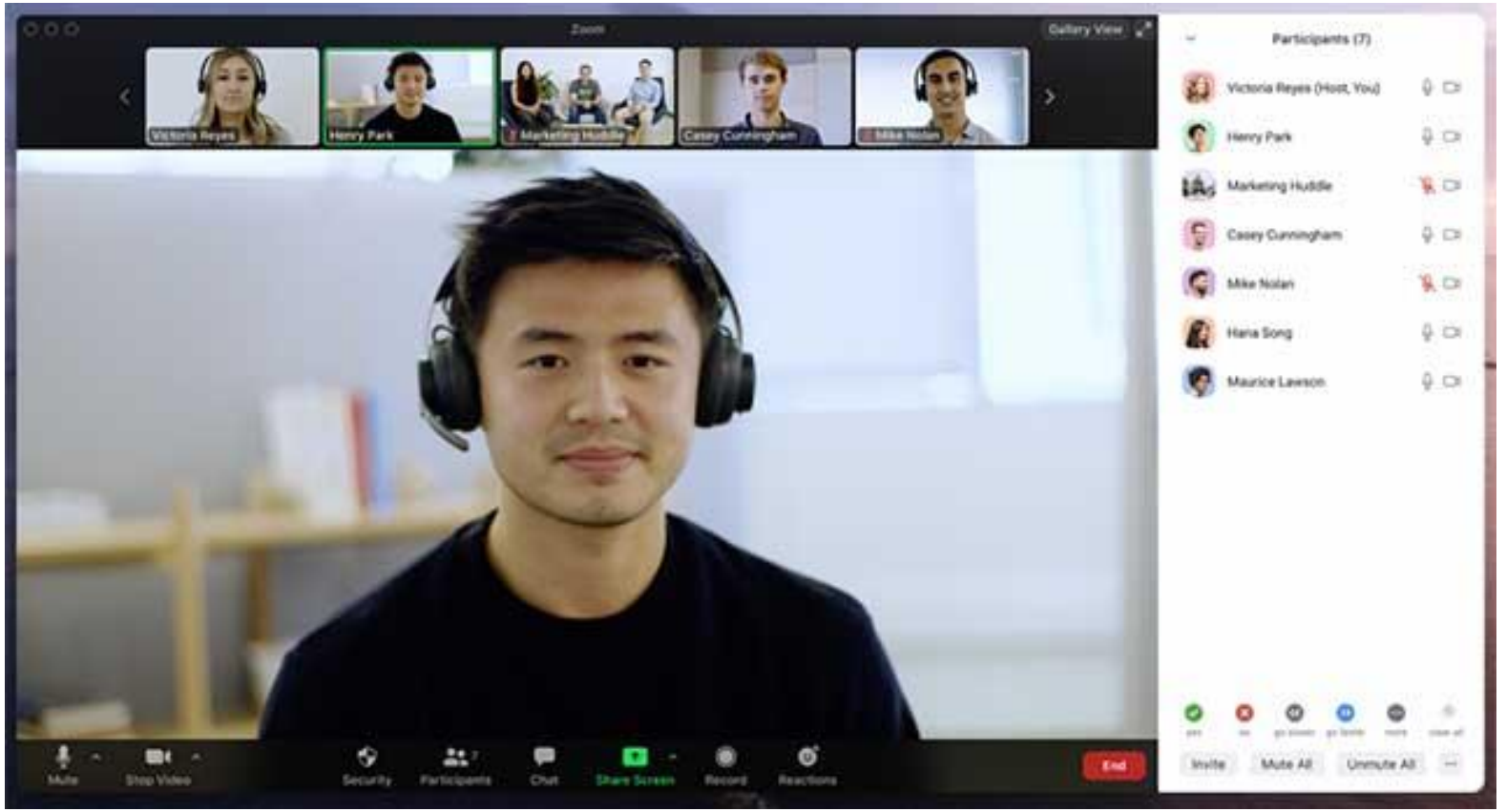
Fully Live Session- Zoom

Meet the Professor and Workshop

Session Structure – Fully Live Session

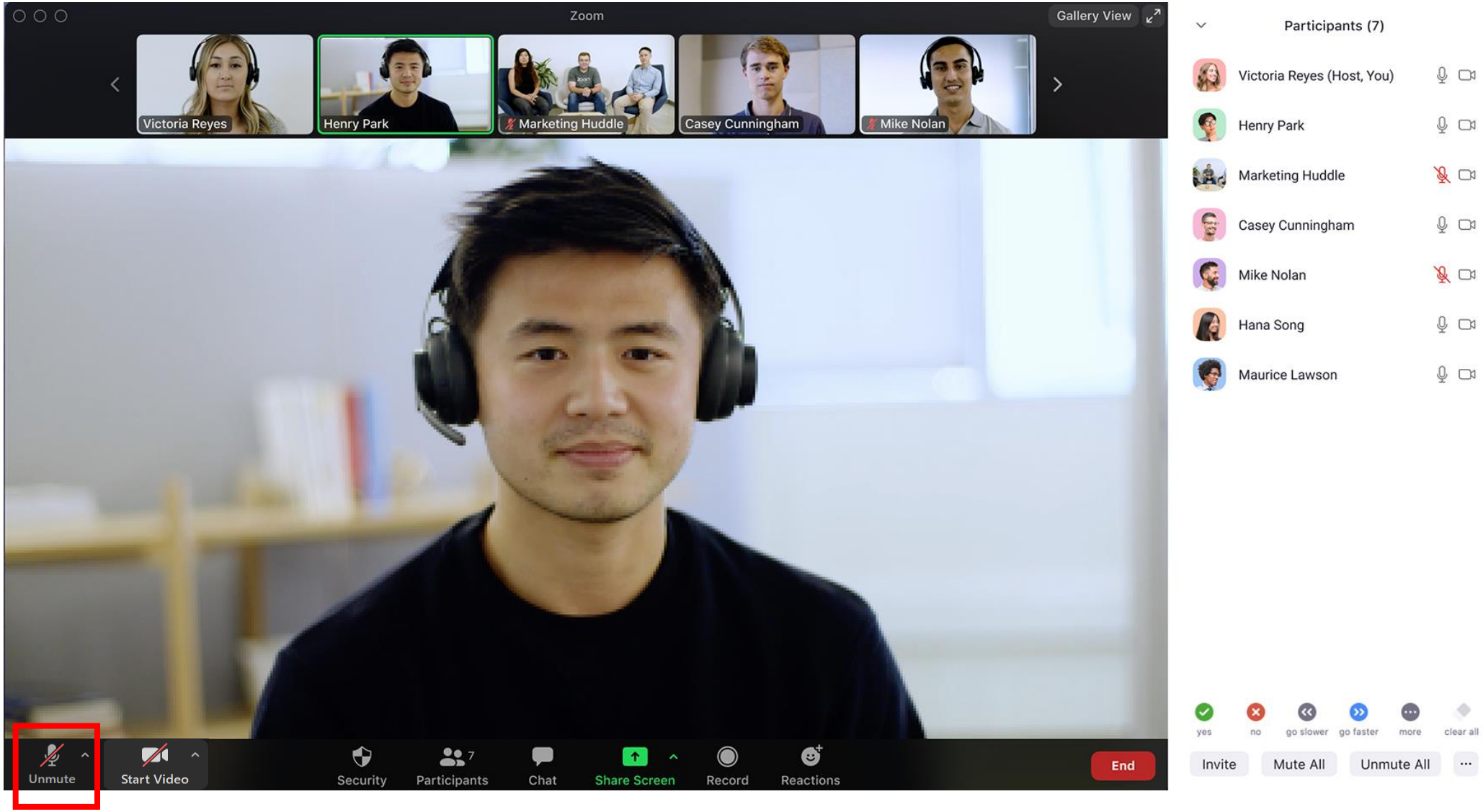
- Speakers will act as moderators of the session
- The speaker/s will introduce the session/workshop topic
- The speaker should explain to the audience that they can submit questions either through the chat or using their microphone once the discussion/live Q&A starts
- Speakers using slides will share their screens and deliver their talks
- Speakers will answer the questions via his/her microphone
- Speakers may include polling questions for their lectures (deadline to submit polling questions and answer options: September 25th)

The speaker will use “Zoom” for the live session. A link will be e-mailed to you a few days prior to the session. The speaker should connect 30 minutes before the live session, for a technical test and preparation before the live session will begin.

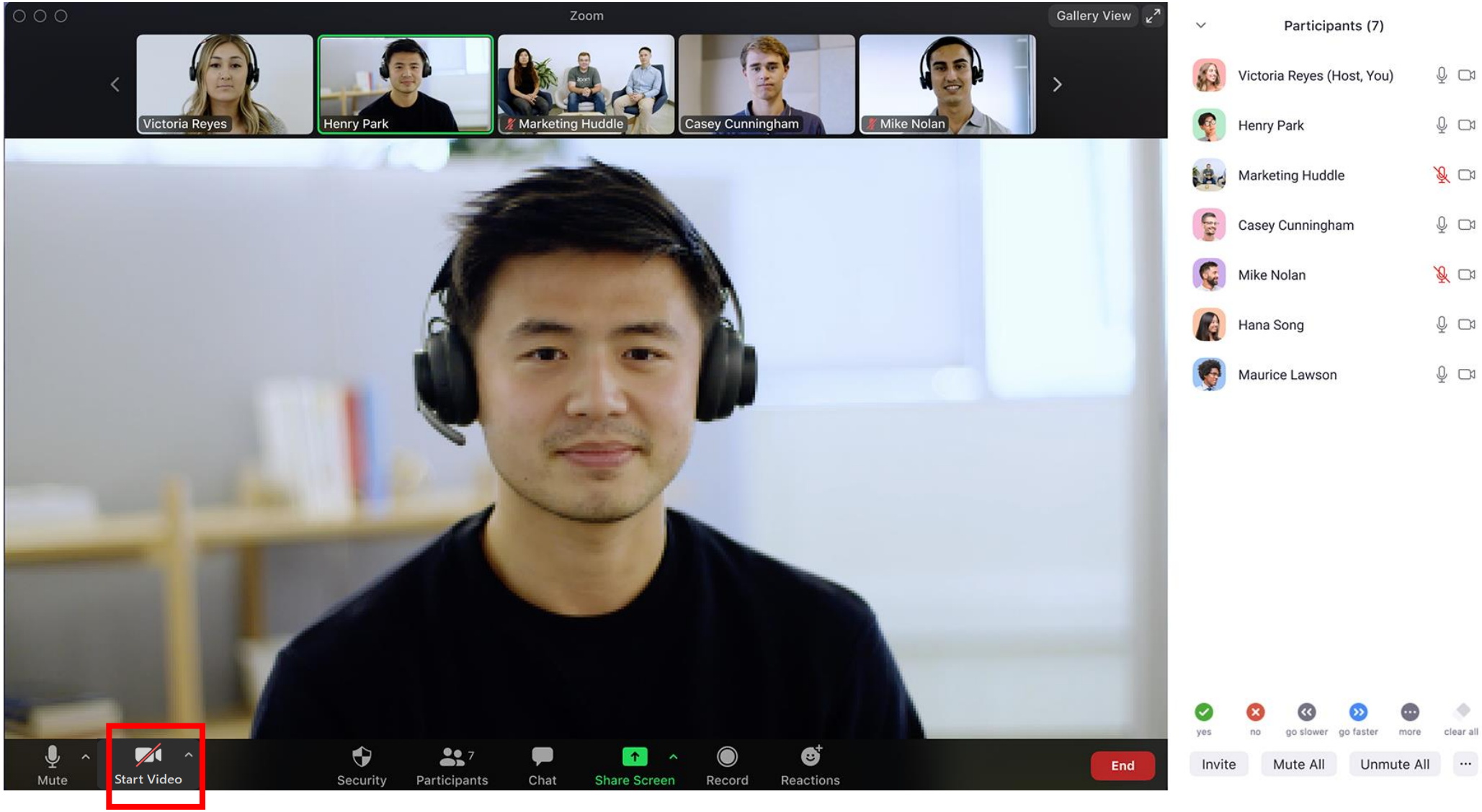


Presenting Live

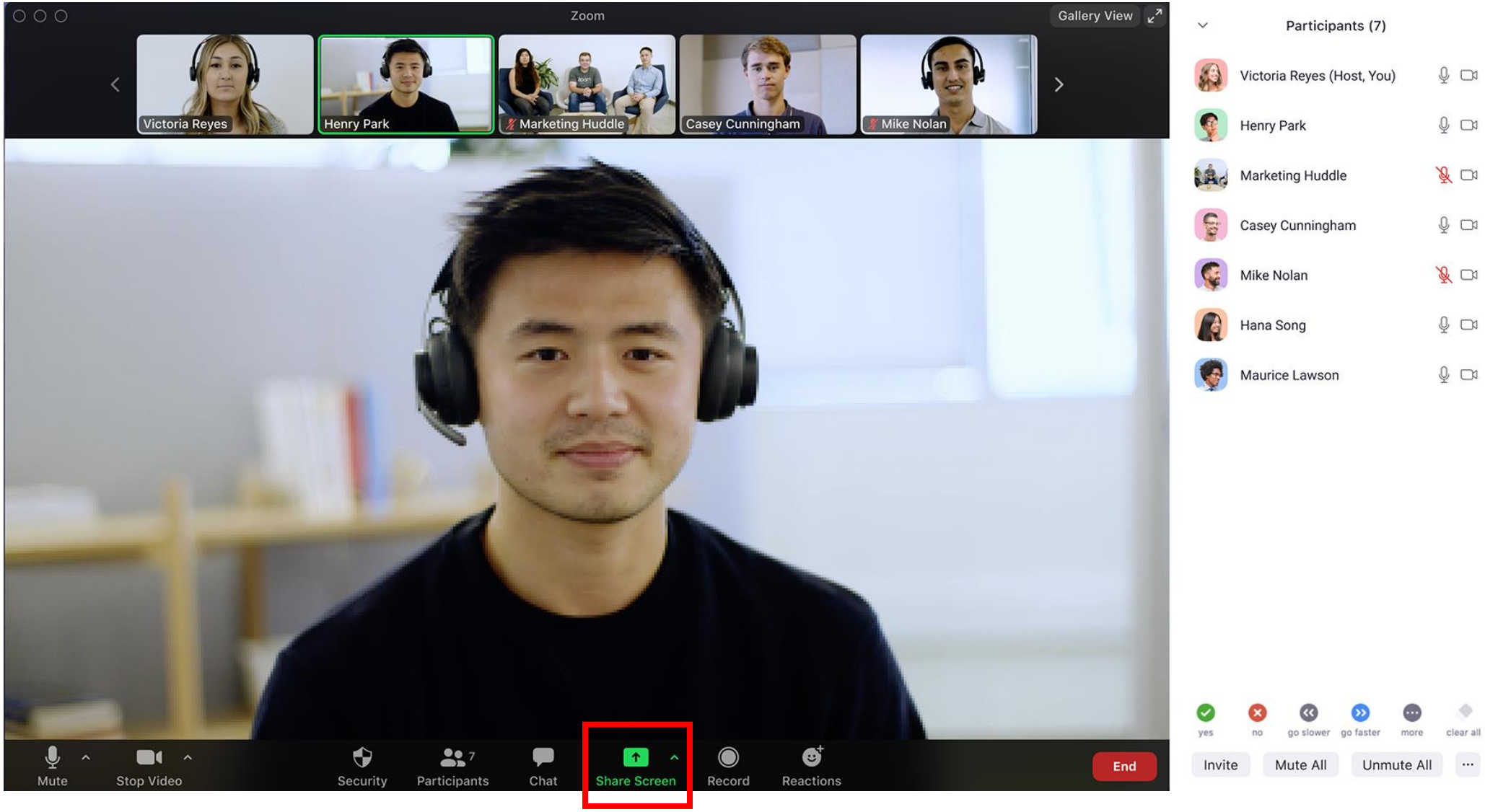
Unmute your microphone to speak



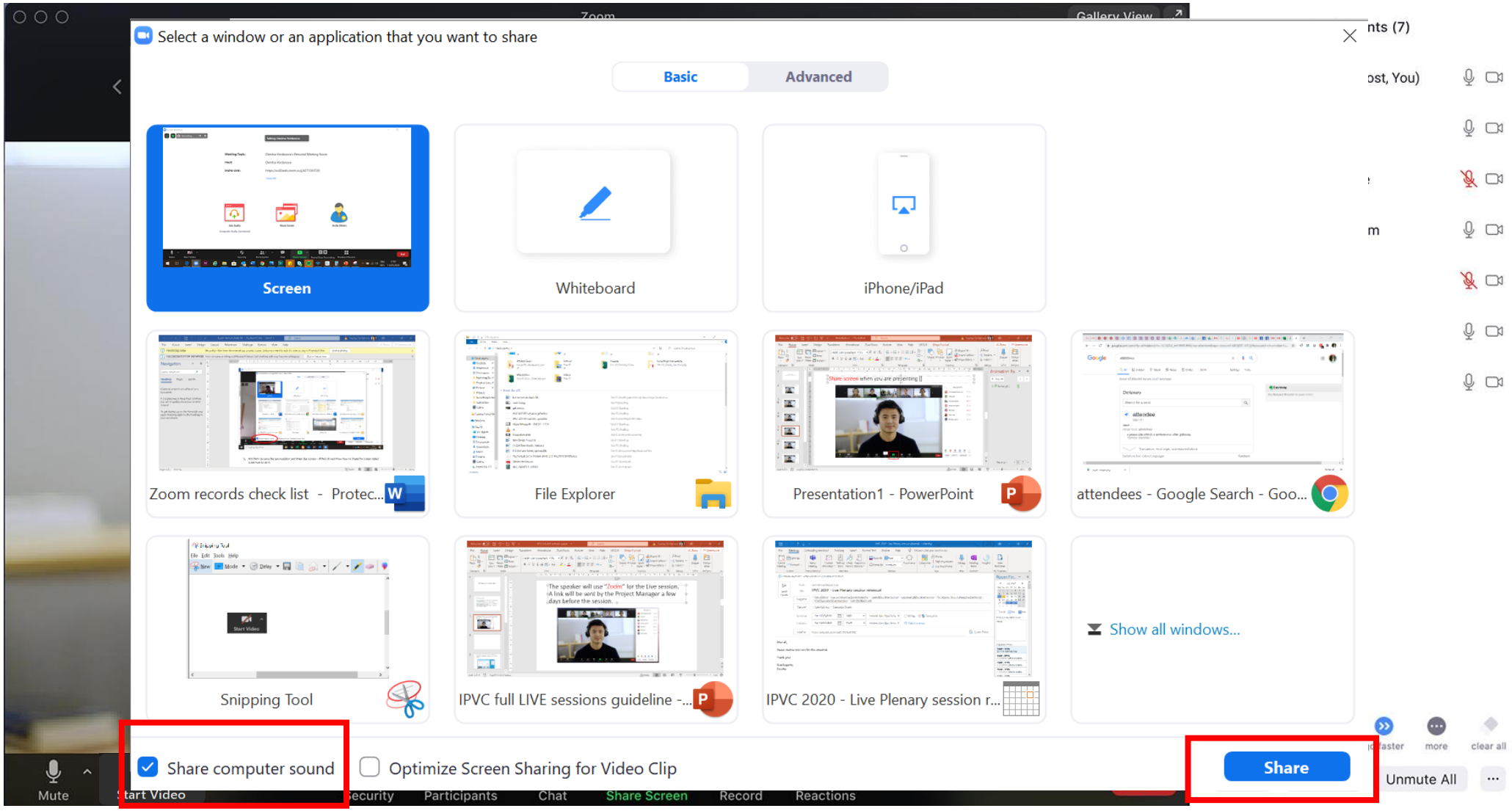
Start Video when you are presenting and during the Q&A panel



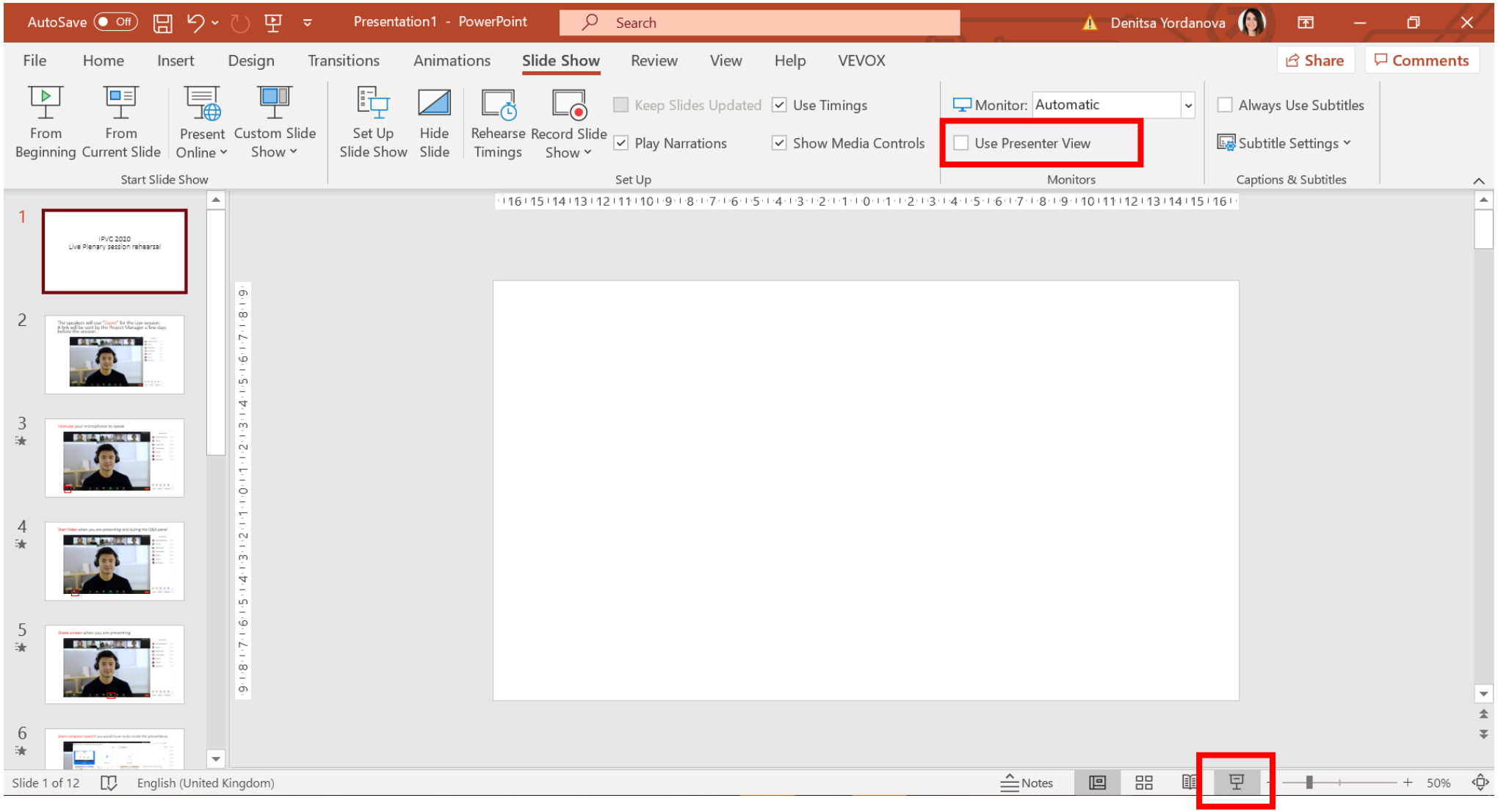
Share screen when you are presenting



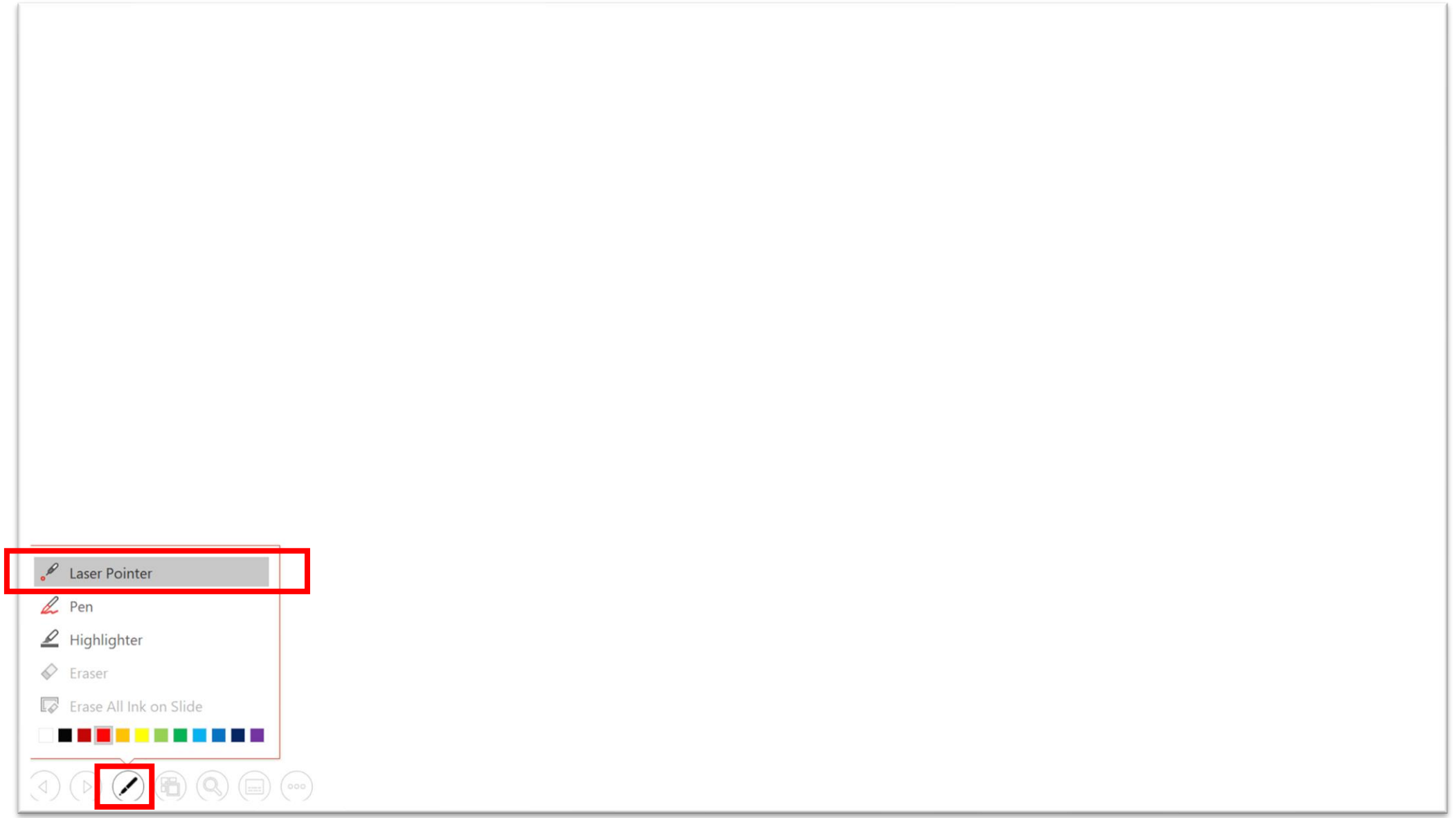
Share computer sound if you would have audio inside the presentation



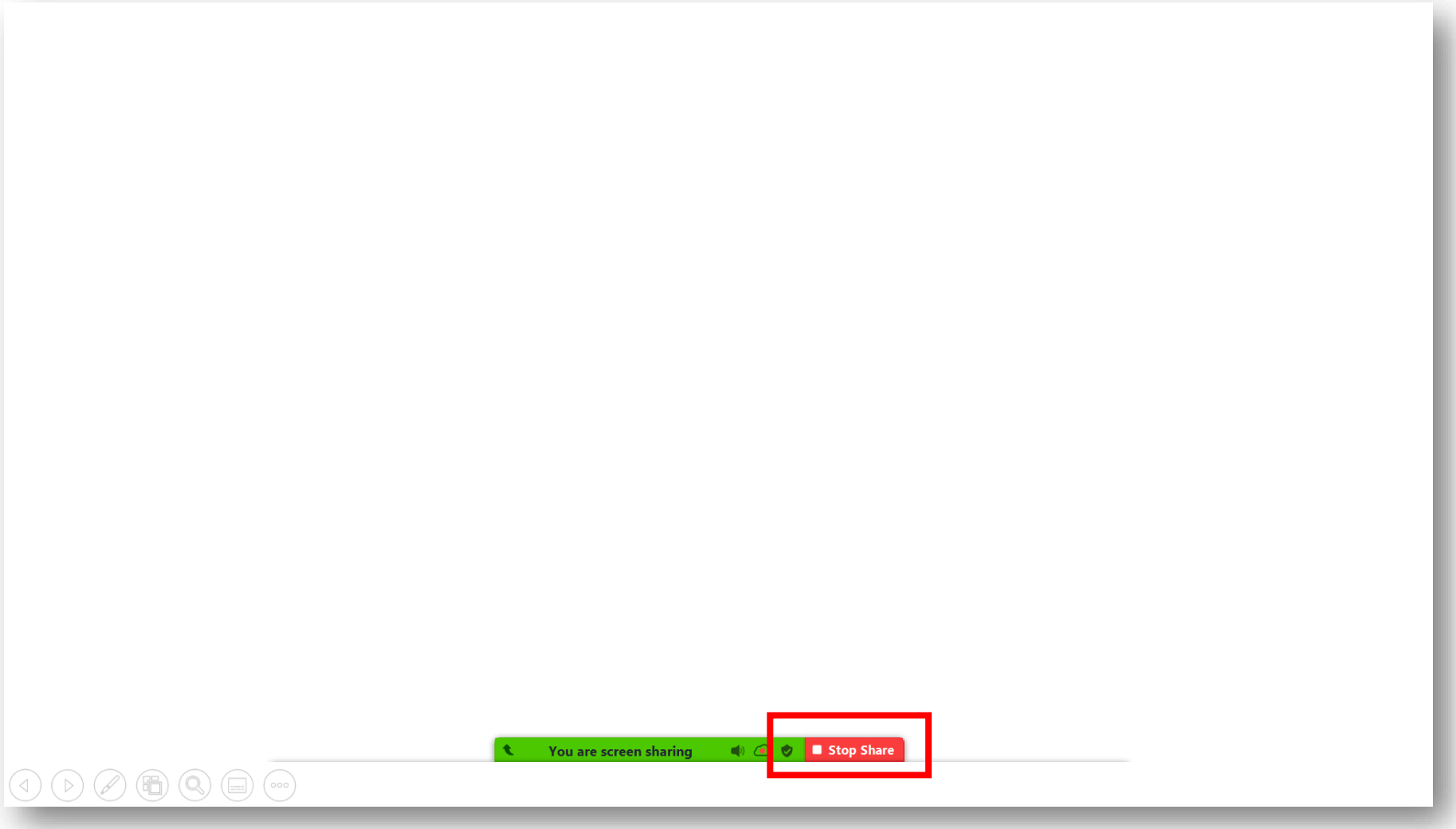
Put the presentation on a Slide Show mode [make sure the Presenter view is unchecked]



Switch the mouse pointer to a Laser Pointer

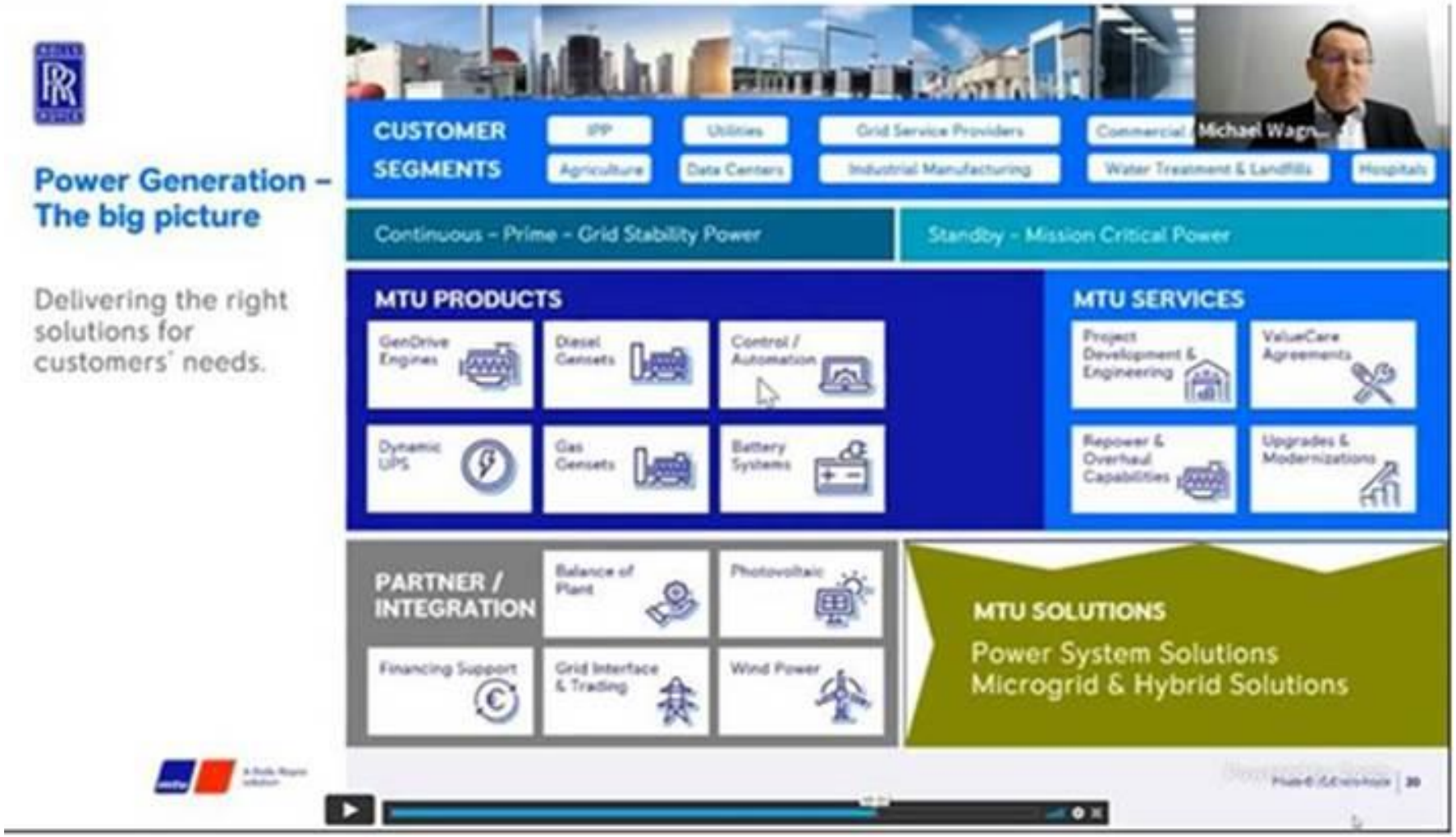


Stop the Screen Share after you are finished with the presentation



Please be advised that the speaker video will be placed at the top right corner of the player; therefore please keep the **top right corner** of the presentation **empty**.

Example 1:



Example 2:

PICU Research Consortium Session

1 December 2020 – 13.30 CST

Moderators

Lauren Sorce (USA)

Ira Cheifetz (USA)

Sebastián González-Dambrauskas (Uruguay)

Live Q&A instructions

- The questions will be addressed live, NOT in written form
- Please instruct the attendees to raise their hand if they would like to ask a question or type the question within the zoom chat

General instructions for the speakers

- Please Join the zoom meeting at least 30 minutes before the actual start time.
- The link to Zoom will be e-mailed to you a few days prior to the Online Meeting and should come in the form of a calendar invite that you can save to your calendar.
- Stable internet connection with a minimum **upload speed** of 5-10 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 that you have a good microphone.

We recommend using a headset like this if possible:

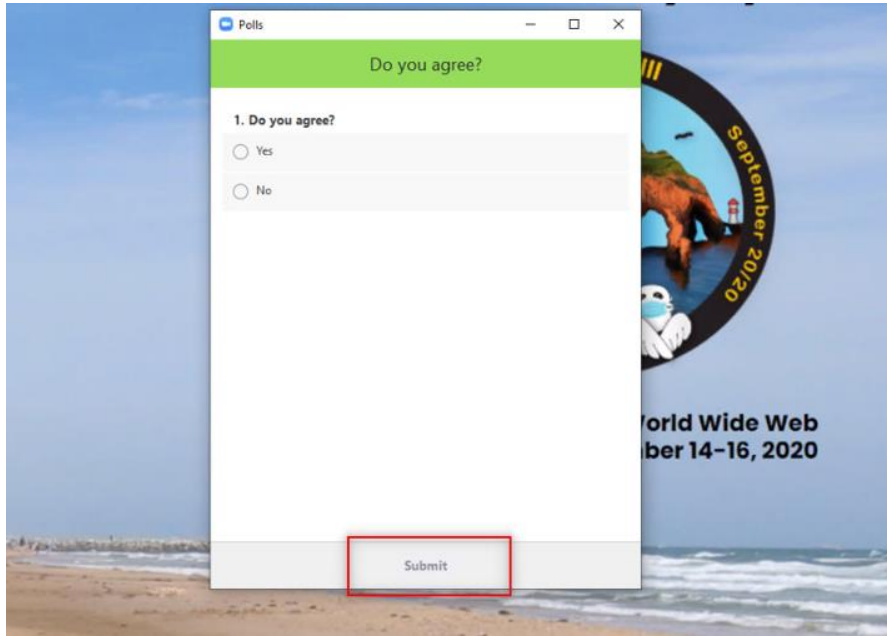
General instructions for the speakers

- Please make sure to connect with a webcam
- Please make sure that you are in quiet place
- When you are not speaking please mute your microphone, don’t forget to unmute when you want to talk
- It’s possible to communicate with the other speakers over the zoom chat during the session, the audience will not see any chat messages
- 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
- If no one asked a question, the moderator should use their own questions to facilitate Q&A. These should be prepared in advanced
- *** Please do not share the zoom link to attendees, only the speakers, moderators (faculty) may use the link provided.

Virtual Technical Briefing

Polling – via Zoom

The host (Kenes tech) will launch the voting questions within Zoom, the voting box will appear automatically to all the audience inside the Zoom window.



- Max characters in answer and question: 255
- Max answers: 10
- Possible to hide the results

1. The speaker should introduce the voting feature to the audience and explain shortly how to vote
2. The speaker should read the question and the answers to the audience and say: “please vote now”, at this point the tech will open the voting
3. When the speaker wants to finish the voting, he should announce: “please close the voting”