



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

The image shows a Zoom meeting interface. At the top, there is a gallery view of five participants: Victoria Reyes, Henry Park, Marketing Huddle, Casey Cunningham, and Mike Nolan. Henry Park's video is highlighted with a green border. Below the gallery is a large video feed of Henry Park. At the bottom, there is a control bar with several buttons: Unmute (highlighted with a red box), Start Video, Security, Participants (7), Chat, Share Screen, Record, Reactions, and End. On the right side, there is a 'Participants (7)' list with icons for each participant and their microphone status. At the bottom right, there are additional controls: a green checkmark, a red X, 'go slower', 'go faster', 'more', 'clear all', 'Invite', 'Mute All', 'Unmute All', and a three-dot menu.

Zoom

Gallery View

Victoria Reyes

Henry Park

Marketing Huddle

Casey Cunningham

Mike Nolan

Participants (7)

Victoria Reyes (Host, You)

Henry Park

Marketing Huddle

Casey Cunningham

Mike Nolan

Hana Song

Maurice Lawson

Unmute

Start Video

Security

Participants 7

Chat

Share Screen

Record

Reactions

End

yes no go slower go faster more clear all

Invite Mute All Unmute All



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

The image shows a Zoom meeting interface. At the top, there is a gallery view of five participants: Victoria Reyes, Henry Park, Marketing Huddle, Casey Cunningham, and Mike Nolan. The main video feed shows Henry Park. The bottom toolbar contains several icons: Mute, Start Video (highlighted with a red box), Security, Participants (7), Chat, Share Screen, Record, and Reactions. On the right side, there is a list of participants (7) with their names and video status icons. At the bottom right, there are reaction buttons (yes, no, go slower, go faster, more, clear all) and a red 'End' button.

Participant Name	Video Status
Victoria Reyes (Host, You)	On
Henry Park	On
Marketing Huddle	Off
Casey Cunningham	On
Mike Nolan	Off
Hana Song	On
Maurice Lawson	On



Share screen when you are presenting

The image shows a Zoom meeting interface. At the top, there's a gallery view of five participants: Victoria Reyes, Henry Park, Marketing Huddle, Casey Cunningham, and Mike Nolan. Henry Park's video is the largest and is highlighted with a green border. Below the gallery is a large video feed of Henry Park. At the bottom, there's a toolbar with buttons for Mute, Stop Video, Security, Participants, Chat, Share Screen (highlighted with a red box), Record, and Reactions. On the right side, there's a 'Participants (7)' list with icons for each participant and their status (muted, video off). At the bottom right, there are reaction buttons (yes, no, go slower, go faster, more, clear all) and a red 'End' button.

Zoom

Gallery View

Victoria Reyes

Henry Park

Marketing Huddle

Casey Cunningham

Mike Nolan

Participants (7)

Victoria Reyes (Host, You)

Henry Park

Marketing Huddle

Casey Cunningham

Mike Nolan

Hana Song

Maurice Lawson

Mute

Stop Video

Security

Participants

Chat

Share Screen

Record

Reactions

End

yes no go slower go faster more clear all

Invite Mute All Unmute All



Share computer sound if you would have audio inside the presentation

The image shows the Zoom screen sharing selection interface. At the top, it says "Select a window or an application that you want to share". Below this are two tabs: "Basic" and "Advanced". The "Basic" tab is active, showing several options:

- Screen (highlighted with a blue border)
- Whiteboard
- iPhone/iPad
- Zoom records check list - Protec... (Word document)
- File Explorer
- Presentation1 - PowerPoint
- attendees - Google Search - Goo... (Google search results)
- Snipping Tool
- IPVC full LIVE sessions guideline ... (PowerPoint)
- IPVC 2020 - Live Plenary session r... (Excel spreadsheet)
- Show all windows...

At the bottom of the selection menu, there are two checkboxes:

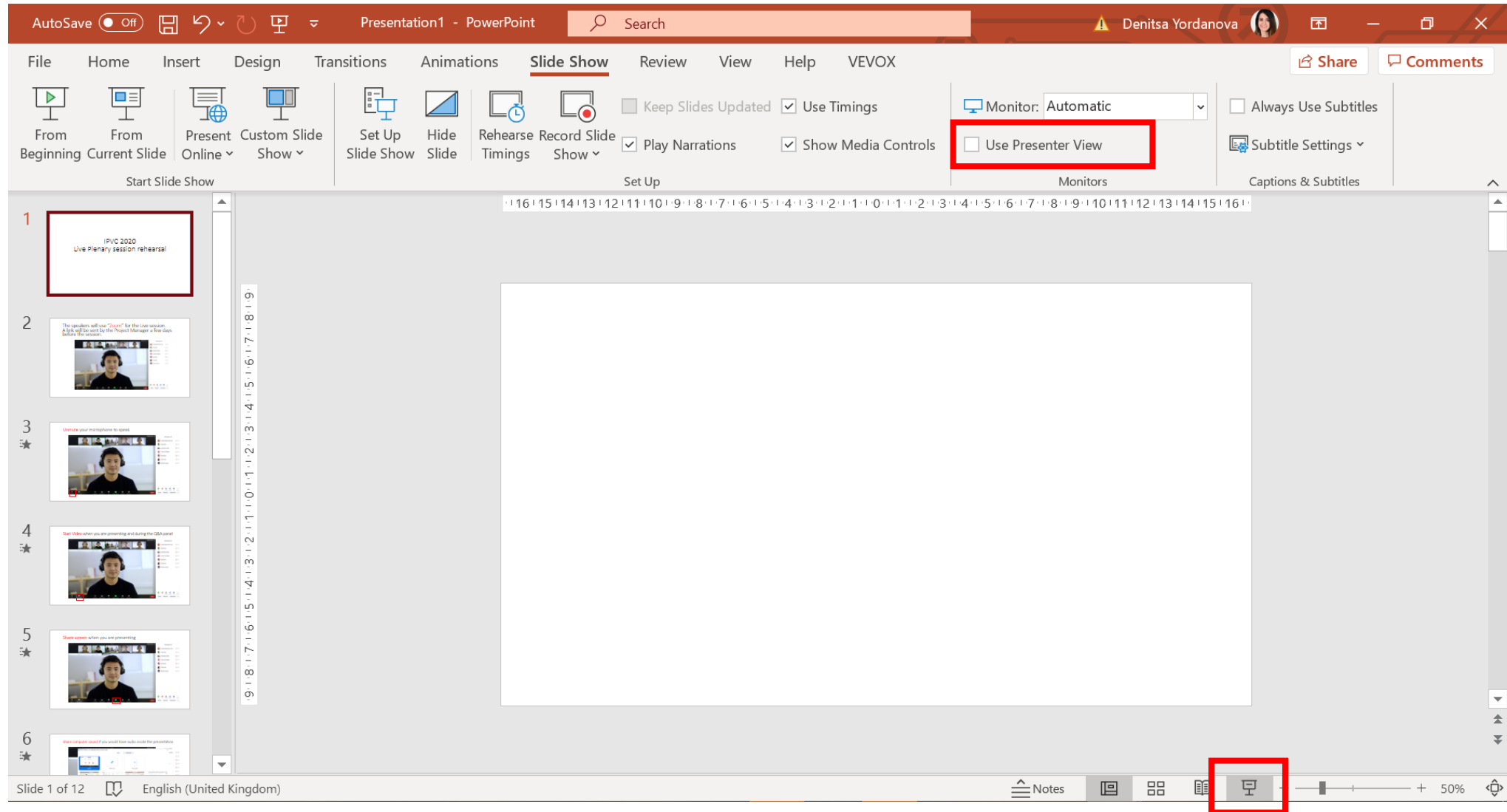
- Share computer sound
- Optimize Screen Sharing for Video Clip

A blue "Share" button is located at the bottom right of the selection menu. The "Share computer sound" checkbox and the "Share" button are both highlighted with red boxes.

On the right side of the Zoom window, there is a list of participants with icons for video and audio. The bottom of the Zoom window shows a control bar with "Mute", "Start Video", "Security", "Participants", "Chat", "Share Screen", "Record", "Reactions", "Unmute All", and other controls.



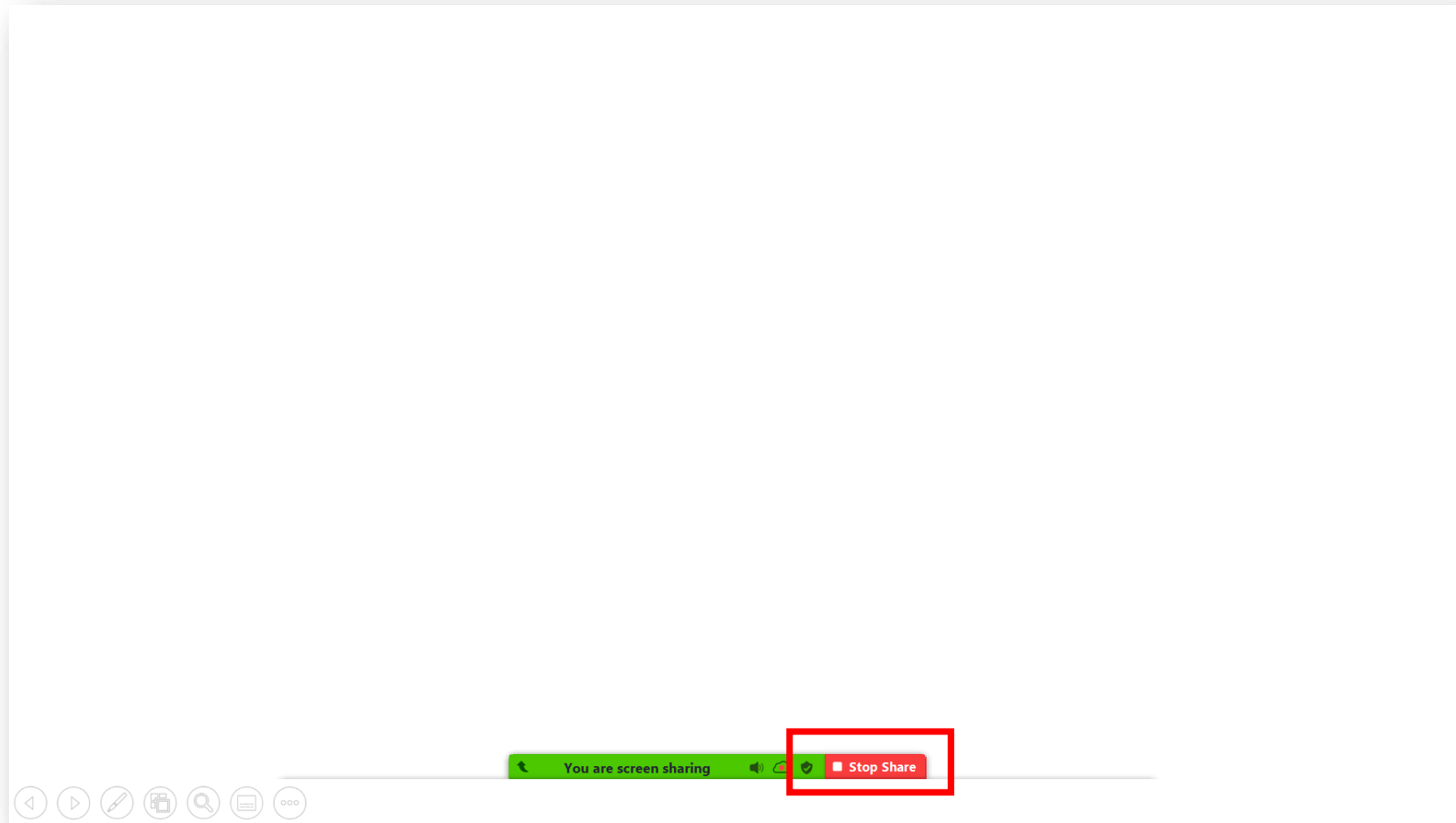
Put the presentation on a **Slide Show mode** [make sure the Presenter view is unchecked]



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:



RR

Power Generation – The big picture

Delivering the right solutions for customers' needs.

CUSTOMER SEGMENTS

- IPP
- Utilities
- Grid Service Providers
- Commercial
- Agriculture
- Data Centers
- Industrial Manufacturing
- Water Treatment & Landfills
- Hospitals

Michael Wagner

Continuous – Prime – Grid Stability Power | Standby – Mission Critical Power

MTU PRODUCTS

- GenDrive Engines
- Diesel Gensets
- Control / Automation
- Dynamic UPS
- Gas Gensets
- Battery Systems

MTU SERVICES

- Project Development & Engineering
- ValueCare Agreements
- Repair & Overhaul Capabilities
- Upgrades & Modernizations

PARTNER / INTEGRATION

- Balance of Plant
- Photovoltaic
- Financing Support
- Grid Interface & Trading
- Wind Power

MTU SOLUTIONS

- Power System Solutions
- Microgrid & Hybrid Solutions

MTU Power Generation

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Example 2:



PICU Research Consortium Session



1 December 2020 – 13.30 CST

Moderators

Lauren Sorce (USA)

Ira Cheifetz (USA)

Sebastián González-Dambrauskas (Uruguay)



1-4 December, 2020

**VIRTUAL
WORLD CONGRESS**



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.

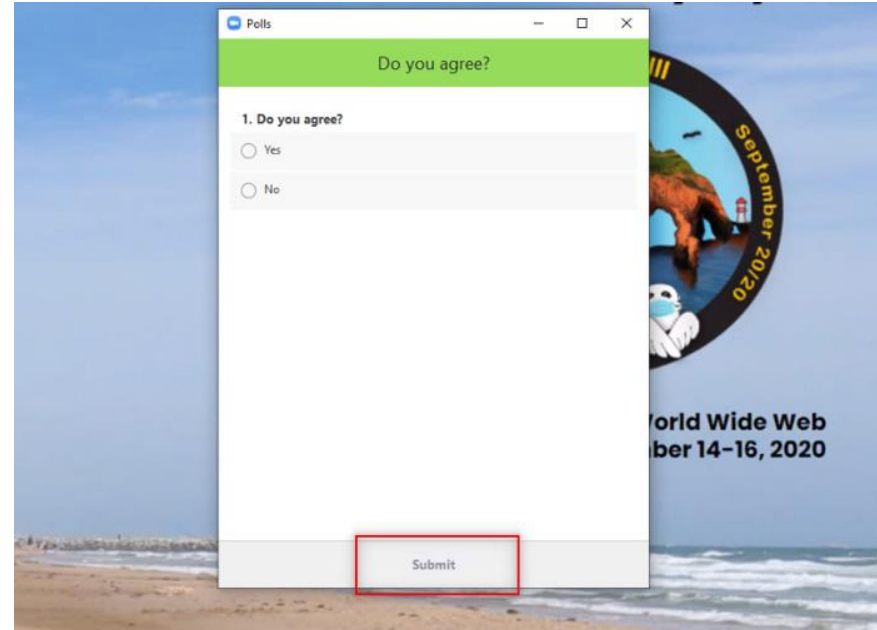




Virtual Technical Briefing

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”

