



**Pre- Recorded with LIVE Q&A
Sessions**

Zoom Webinar

Session Structure

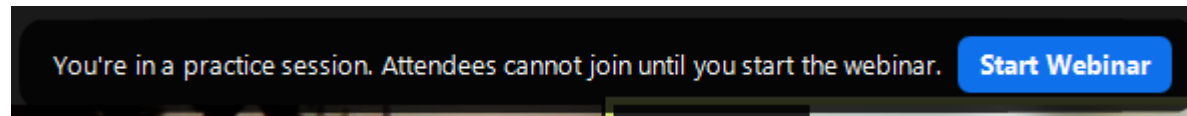
- The pre-recorded video of the lectures will be presented to the virtual conference attendees
- After we finish displaying the videos, the speakers will be cued to start the Q&A discussion
- The moderator will welcome the Q&A panel and will inform the audience to submit questions through the Zoom chat or to 'raise their hand' if they prefer to ask the question live, via a microphone
- The session moderator will address written questions to the speakers
- The speaker will respond to the questions live using their microphone, not is witting



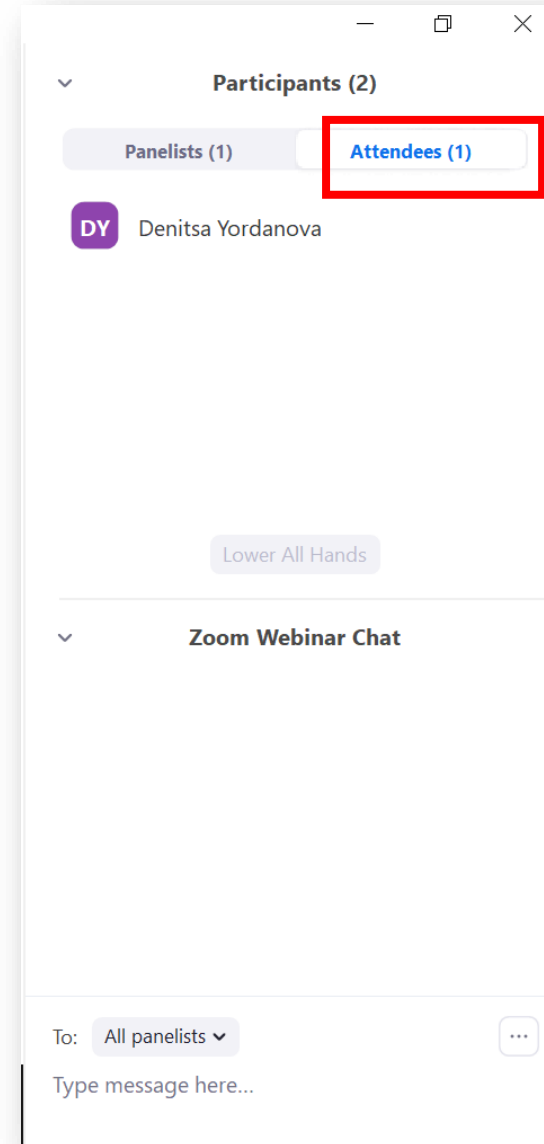
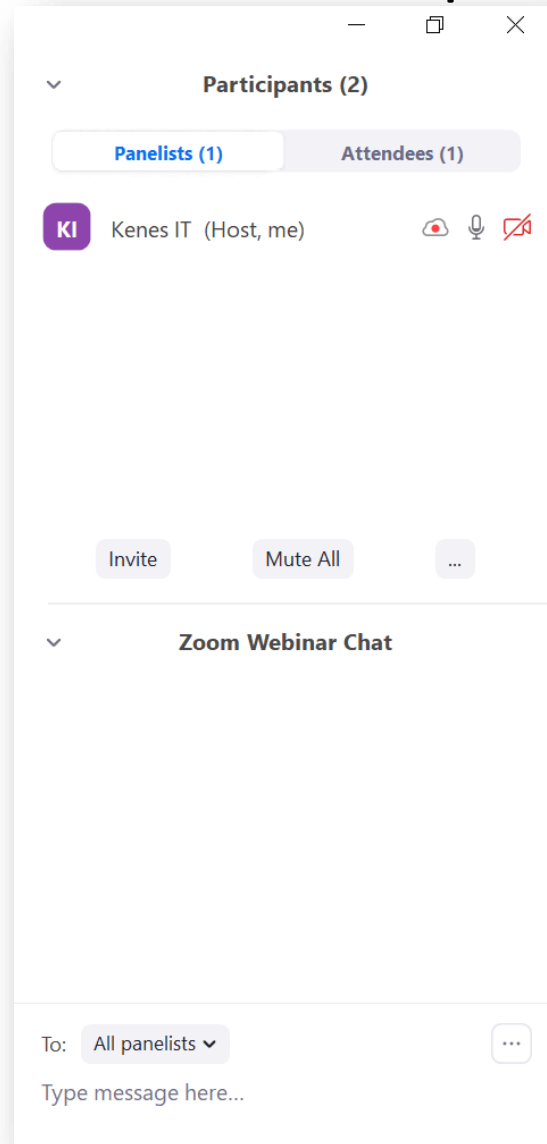
The speaker will use “**Zoom Webinar**” for the live session. A link will be e-mailed to you a few days prior to the Virtual Congress. The speaker should connect 30 minutes before the start of the session, for a technical test and preparation before the live session will begin.



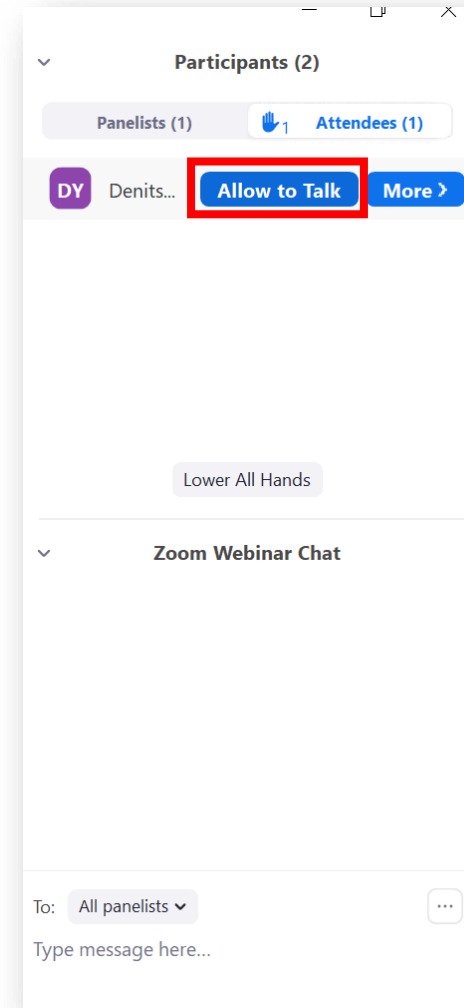
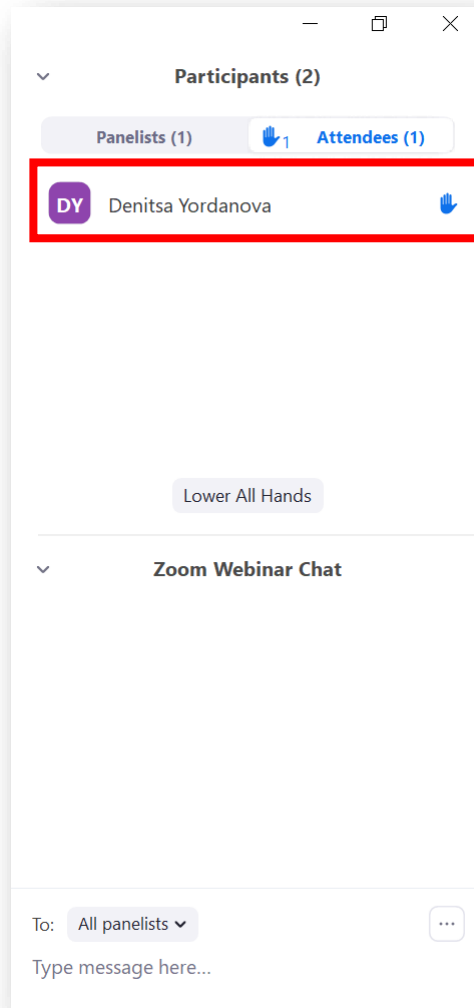
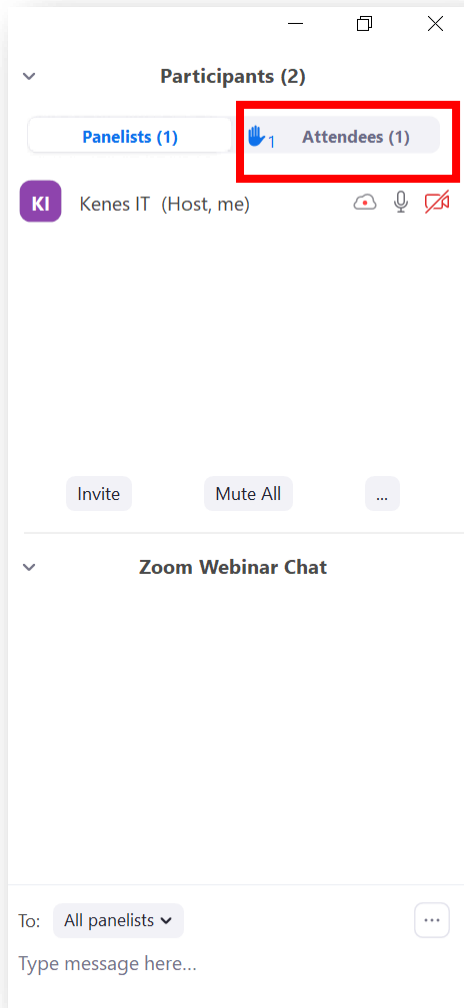
When you first join zoom, you will enter a practice session. The technician will launch the webinar once the session starts.



Please note there are two panels within zoom webinar, one for panelists and one for attendees.



Allow the attendees to connect with the microphone and speak up their questions



Disable the attendees' microphone

The screenshot displays a Zoom meeting interface. The main window shows a large 'ATTENDEE' label. At the bottom, there is a toolbar with icons for Mute, Stop Video, Participants (2), Q&A, Polls, Chat, Share Screen, Interpretation, and More. A red 'End' button is also visible. On the right side, the 'Participants (2)' panel is open, showing a list of participants. The first participant, 'Denitsa Yo', is selected, and a context menu is displayed over their name. The 'Disable talking' option in this menu is highlighted with a red rectangular box. Other options in the menu include 'Lower hand', 'Chat', 'Promote to panelist', 'Rename', and 'Remove'. Below the participant list, there is a 'Lower All Hands' button and a 'Zoom Webinar Chat' section with a 'To: All panelists' dropdown and a 'Type message here...' input field.

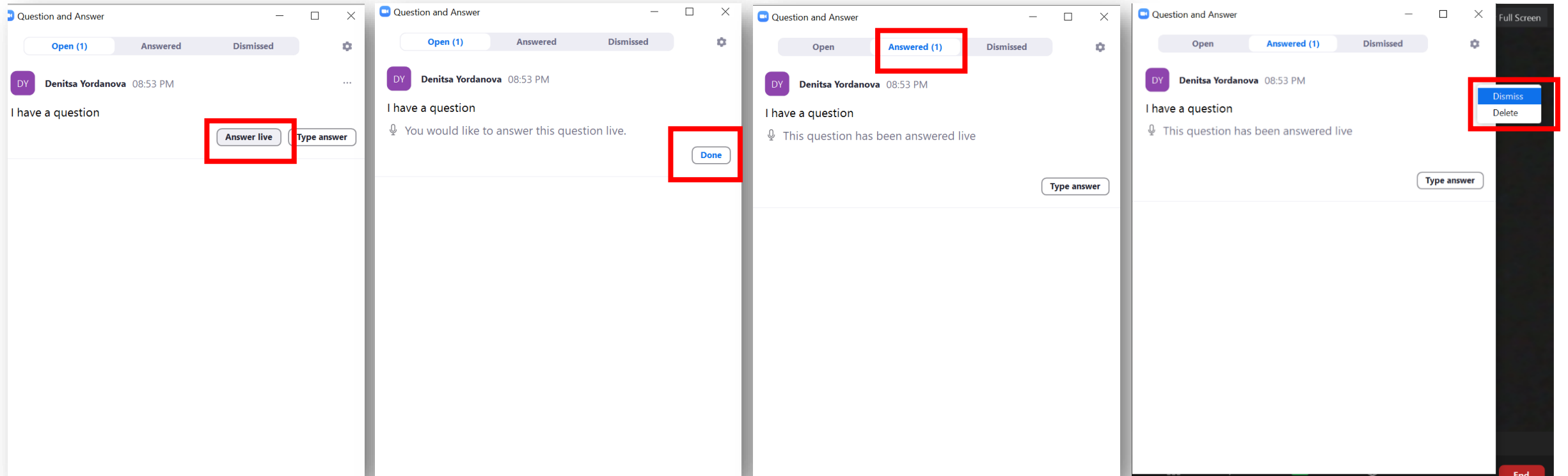


Receive written questions via the **Q&A panel**

The screenshot displays a Zoom Webinar interface. At the top left, it says "Zoom Webinar". Below this, there are icons for recording status and a "Recording..." label. On the right side of the top bar, there is an "Enter Full Screen" button. The main content area is currently blank. On the right side, there is a sidebar with a "Participants (2)" section, which includes a sub-section for "Attendees (1)" listing a participant named "Denitsa Yordanova" with the initials "DY". Below the participants is a "Lower All Hands" button. Underneath that is a "Zoom Webinar Chat" section, which is currently empty. At the bottom of the screen, there is a toolbar with several icons: "Mute", "Stop Video", "Participants" (with a '2' icon), "Q&A" (highlighted with a red box and a '1' notification bubble), "Polls", "Chat", "Share Screen", "Interpretation", "More", and "End". The "Q&A" icon is a speech bubble with a question mark and a red notification bubble containing the number '1'. The bottom right corner of the chat area shows a "To:" dropdown menu set to "All panelists" and a text input field labeled "Type message here..." with a send button icon.



Respond to questions from the audience



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 Virtual Congress 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

