# **Technical Briefing**

Semi-Live Session

LUPUS CORA 2021

## **Session Overview**

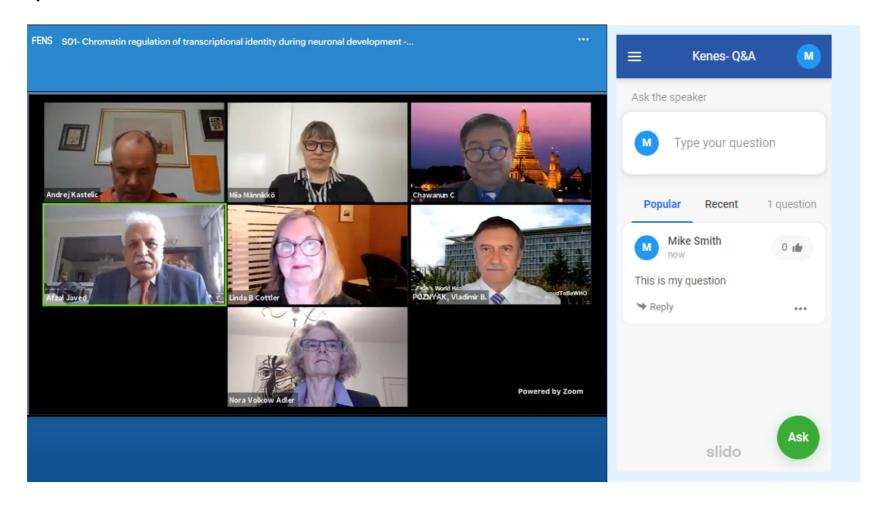
- The first pre-recorded presentation will be played. After that, we will move to the live Q&A part which will be introduced and managed by the Chairperson/s.
- The Chairperson will filter through incoming questions and address them to the speaker.
- The speaker will answer the questions via their microphone.
- The second pre-recorded presentation will be played and then we will move again to the live Q&A part, and so forth until the end of the session.



The speaker will use "Zoom" for the Live Q&A session/section of the session. A link will be sent to you 2-3 days before the scheduled session. Please log in 30 minutes prior to the session (the calendar you will receive will be set for the 30 minutes prep time.

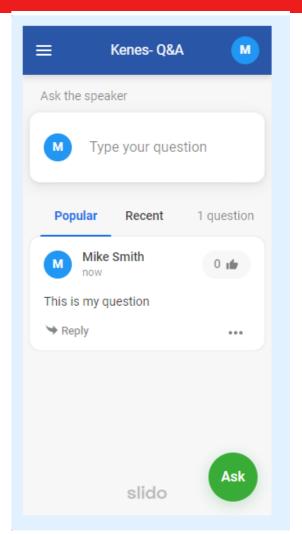


The Zoom session is live-streamed to the virtual meeting platform, where the participants can view all the sessions.

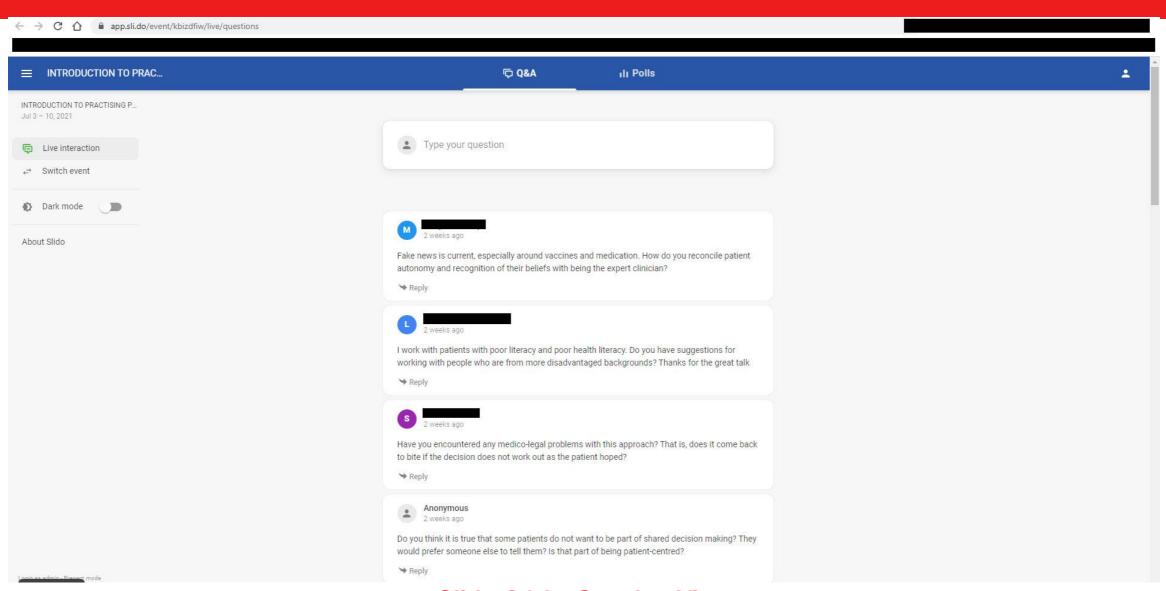


### **Live Q&A instructions**

- Speakers/moderators will receive links to access Slido/the Q&A chat before the start of the session.
- The link may be opened in a browser (easier if you have 2 screens) or on your phone/tablet
- The questions will be addressed live, NOT in written form
- The moderator will filter through the questions and address them to the chosen speaker, the speaker will unmute their microphone and respond
- Please note that the attendees can upvote the questions asked by others and comment







#### Slido Q&A - Speaker View

## 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 2-3 days prior to the Virtual Conference (accounting for the 30 minutes).
- Stable internet connection with a minimum **upload speed** of 5 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: <a href="https://www.speedtest.net/">https://www.speedtest.net/</a>
- 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 <u>actual name</u> 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 with attendees, only the speakers, moderators, chairs (faculty) may use the link provided. \*\*\*



## Virtual Technical Briefing

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### **Voting via SLIDO**

#### Please follow the instructions:

- Please make sure that the questions and answers you've shared with the Kenes team are 250 characters max per question/answer
- Please ensure that the order of the questions within your PowerPoint correspond with the questions you've submitted to the Kenes team.
- Each question with answer options should be on a different slide.

#### **Example:**

#### Question 1

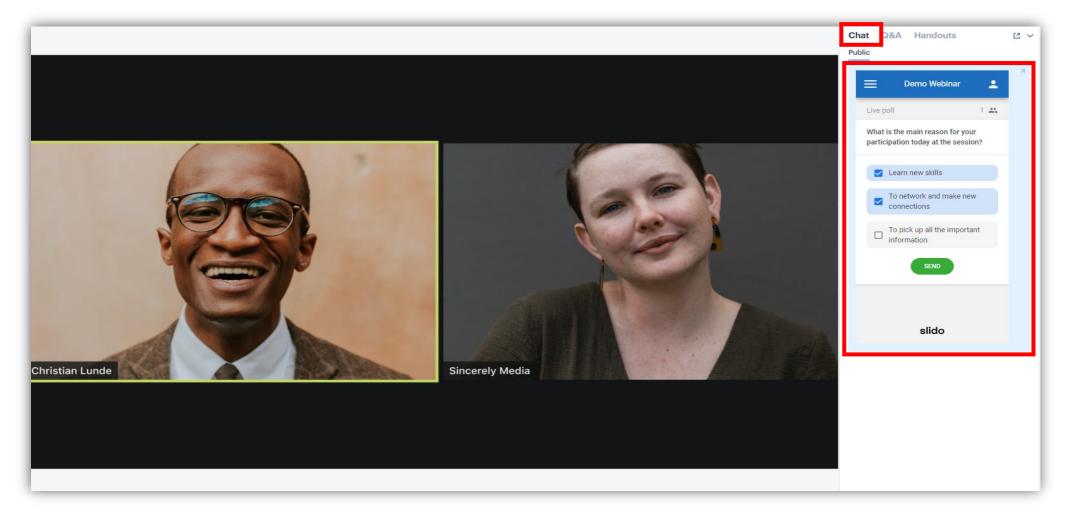
- Answer 1
- Answer 2
- Answer 3
- Answer 4



### **Voting via SLIDO**

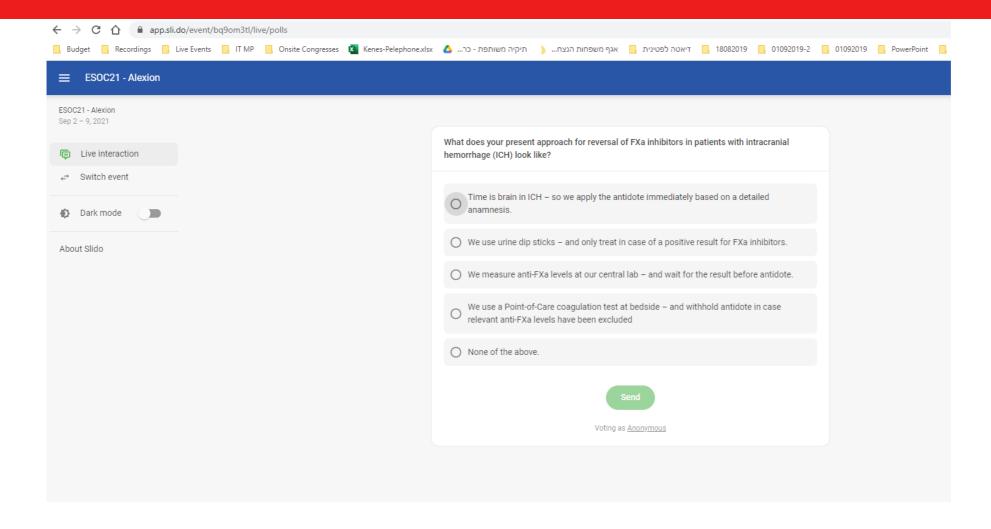
#### When it's time to vote:

Read out loud the questions and possible answers and when you finish reading them, please say: "Please vote now via the right-hand side panel under the Chat area and don't forget to submit your answer by pressing Send"





Speakers will also receive a link to view the voting process and results (this link will be provided by the Kenes Technician during the 30-minute prep time:





#### Participants' Results View:

# Speakers Results View: (For Speakers to see results, Speakers must vote too)

