



## Guidelines ESB 2021 – for Session Chairs NANOSTEM

### Technical requirements

#### Internet connection

- A **stable internet** connection is required (at least 10 MBit/s for download, 2 Mbit/s for upload)
- Please use a wired internet connection (**LAN**)

#### Zoom

- All live presentations will be conducted via **Zoom**
- Please make sure, that the latest version is installed on your computer

#### Equipment

- **Webcam:** a separate optical recording device, or integrated into the end device
- **Microphone:** The use of a **headset** connected to your end device is recommended

#### Browser

- We recommend the use of an up-to-date browser such as **Firefox** or **Google Chrome**

### Your Live Session

- Please **log in** to the virtual conference platform ([https://eventclass.org/contxt\\_esb2021/welcome/index](https://eventclass.org/contxt_esb2021/welcome/index)) **at least 20 minutes before** your session is scheduled to start
- Then click on **“My live lectures / sessions”** in the menu bar on the left-hand side under **“Your account”** → All your **“Chaired Sessions”** and **“Oral Presentations”** are listed there
- As soon as you click on the green button **“Click here to enter Live-Platform”**, the session window opens via Zoom → Please allow the Zoom client to open and click on **“Join with Computer Audio”**
- You will enter the **Waiting Area** → **only Speakers + Session Chairs** can enter this area **30 min** before the session starts
- (Participants may only enter 5 minutes prior to the official session start via the Online Program)
- In the waiting area you can also ask questions to our technical and organizational support
- Please pay attention to the following:
  - Ensure a distraction-free environment during your live session (put your phone on silent and close applications you do not need)
  - Remind all speakers to mute their microphones shortly before your session starts
  - Remind attendees to **write their questions in the Q&A module during the presentations**
  - **Ensure that the presentation times are adhered to** so that there is enough time for the group discussion at the end of the session
  - Mute your microphone during the presentations

Your account

My live lectures / sessions

#### Presentations by Invited Speakers

- Invited Speakers Presentations can be recognized by the **“KL”** within the presentation ID (KL=Keynote Lecture)
- They are scheduled for the **beginning of session 01+02** and consist of **25 minutes presentation + 5 minutes of discussion directly after the presentation**
- Normally they present live.
- Please **introduce** the speaker and the presentation **briefly**.
- Then the technical support will release the screen of the speaker
- **At the end of the talk the Q&A will follow** → **Please read out the questions** from participants asked via the **Q&A module in Zoom**

#### Pre-recorded Presentations by Abstract Authors

- All other presentations are Pre-recorded Presentations by Abstract Authors
- They consist of **10 minutes pre-recorded presentation** and **5 minutes discussion directly after the presentation**
- Please **introduce** the speaker and the presentation **briefly**
- Then the technical support will start the pre-recorded video presentation
- **At the end of the talk the Q&A will follow** → **Please read out the questions** from participants asked via the **Q&A module in Zoom**

#### Conference Secretary ESB 2021

K.I.T. Group GmbH Dresden

#### Ms. Anja Binning

Phone: +49 351 65573-135

Email: [info@esb2021.org](mailto:info@esb2021.org)

#### Ms. Felizitas Rausch

Phone: +49 351 65573-139

#### Technical Support

EventClass GmbH

#### Mr. Jan Scheumann

Phone: +49 351 309000-36

Email: [js@eventclass.com](mailto:js@eventclass.com)

