



Guidelines ESB 2021 – for Session Chairs TRS

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) **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
 - Ask 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

Conference Secretary ESB 2021

K.I.T. Group GmbH Dresden

Ms. Anja Binning

Phone: +49 351 65573-135

Email: 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

