



Guidelines ESB 2021 – for Session Chairs

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)
- Please use this time for last arrangements (**we recommend to contact the other session chairs in advance via the attendee lounge within the virtual platform to prepare the following**):
 - Which session chair will introduce which speaker?
 - Which session chair will read out the questions after the Live Presentation(s)?
 - Which session chair will read out the questions for the group discussion at the end of the session?
- 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, indicating which speaker the question is directed to** (e.g.: "for *John Doe*: ...").
 - **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 Plenary and Award Speakers (PL / AW):

- Normally they present live, but we also have speakers with a pre-recorded presentation. The lecture consists of **40 min presentation time**.
- **Please ask the speakers if they are willing to answer questions at the end of the presentation.**
- Please **introduce** the speaker and the presentation **briefly**.
- Then the technical support will release the screen of the speaker or start the pre-recorded presentation.

Presentations by Invited Speakers (only in Symposia (S) and Keynote Sessions (K)):

- Invited Speakers Presentations can be recognized by the **“KL”** within the presentation ID (KL=Keynote Lecture)
- They are scheduled for the **beginning of each session** (slot 1 OR slot 1 and 2) and consist of **25 minutes presentation + 5 minutes of discussion directly after the presentation**
- Normally they present live, but we also have speakers with a pre-recorded presentation.
- Please **introduce** the speaker and the presentation **briefly**.
- Then the technical support will release the screen of the speaker or start the pre-recorded 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**





Pre-recorded Presentations by Abstract Authors

- All other presentations are Pre-recorded Presentations by Abstract Authors
- They consist of **8 minutes pre-recorded presentation** and **2 minutes discussion** that will take place as a **group discussion** with all abstract presenters **at the end of the session**
- Please **introduce** the speaker and the presentation **briefly**
- Then the technical support will start the pre-recorded video presentation
- When the video is over, please thank the speaker and start introducing the next presentation
- At the **end of the session a group discussion** with all abstract presenters is scheduled → **Please read out the questions** from participants asked via the **Q&A module in Zoom**

Conference Secretary ESB 2021

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