



Guidelines ESB 2021 – for Session Chairs & Evaluation for Best Student Oral Awards

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

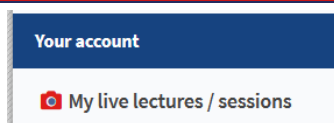
- **Webcam:** a separate optical recording device, or integrated into the end device
- **Microphone:** The use of a **headset** connected to your end device is recommended

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



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**





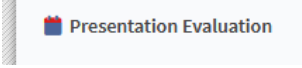
Pre-recorded Presentations by Abstract Authors

- 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**

Evaluation Best Student Oral Award

In your chaired session you have **one or more presentations** from authors who applied for the **Best Student Oral Award**. **We kindly ask you to evaluate these presentations at the end of the session**. You can do that quick and easy **within the virtual platform**.

Please note: If you are assigned to evaluate a presentation that will take place during the **last session block on Thursday (K09, K10, S14, S15, N14, N15, N16)**, we would like to ask you to **watch the pre-recorded video** and abstract **beforehand** and to **evaluate it on the basis of these before Wednesday, September 8, 2021, 21:00 CEST**. Otherwise, the applicants may not be included in the selection of the award winners.

- In the menu bar on the left-hand side under "Your account", you can find the menu item "**Presentation Evaluation**"
- 
- When you click on it, a table opens with all presentations we kindly ask you to evaluate.
 - By clicking on a presentation, you will be forwarded to the Rating mask.
 - Here you can also open the associated **pre-recorded video presentation** and - if uploaded - the **presentation slides**. On the right side you can also see the preview of the corresponding abstract, below you find the download button for the corresponding abstract pdf.
 - Please rate the presentation according to the given categories with a range from **0 (Inadequate) to 5 / 10 (Excellent)**.
 - Additionally, it would be very useful, if you **provide additional feedback / comments**.
 - Set your review by moving the sliders. You can enter a comment into the appropriate text field.
 - Save your review by clicking the blue "**save your main review**" button
 - If you are not able to evaluate the presentation (e.g., conflict of interest), please inform us by mail to info@esb2021.org.

Thanks a lot for your support!

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

