



## Guidelines ESB 2021 – for Evaluators for Best Student Poster Award Applicants

### 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**

### Poster Presentations

- All posters are divided into 2 poster sessions (Tuesday PS1 & Wednesday PS2) and each poster session has 15 sub-sessions.
- **All pre-recorded video presentations and ePosters are available during the whole conference within the online program by clicking on the poster session and navigating to the contribution.**
- Participants can interact with the poster author by clicking on "Contact Author individually" within a contribution → the author will receive a message within the virtual platform and as an e-mail
- Participants can also leave a comment or a question below the abstract via "Add question / comment";
- Comments are visible to all other participants and can also be commented by them. Authors will be informed accordingly and can reply below the abstract.
- **Please make sure that you have seen the ePoster and the short video presentation of the posters assigned to you before the poster sessions starts.**
- **The poster session itself will take place as a discussion in the Networking tool Gather.town.** You can directly talk to the poster presenters in a video chat → detailed instructions about Gather.town are attached.
- **Please note that the posters themselves can only be found on our virtual conference platform!**

### Poster Sessions

#### How to join the Sessions

- The poster sessions are realized via the networking tool gather.town (<https://gather.town/app/7xSr4WKWGhuT9E6V/ESB2021>)
- Gather is best supported in Chrome and Firefox, so please use one of those browsers
- When entering Gather all poster authors have to **type in their correct and full name as well as their poster number in brackets behind the name** so that the authors can be found by this number via the search function in the participant pane.
- Please go to gather.town, type in your name and choose any avatar and clothing you want (please use your correct and full name) and grant Gather access to enable your video and microphone.
- Each sub-session has its own room in gather.town and in every room there is one poster board for each poster author. Please walk with the avatar in the room of the sub-session with your assigned poster presentation and look for your assigned author.
- **Poster authors can freely choose 1 poster wall; these are not assigned!**
- **The posters themselves can only be found on our virtual conference platform!**
- Poster authors are asked to be present in the corresponding poster topic room during the period of your poster session, they are waiting in front of a poster board with an own private area.
- You can interact with the author, ask questions and start a discussion.



### Evaluation Best Student Poster Award

We kindly ask you to finish the evaluating process for your assigned poster presentations at the end of the day. **Deadline** for the evaluating process for posters of **Poster Session 1** is **Tuesday, September 7, 2021, 21:00 CEST**, for posters of **Poster Session 2** it is **Wednesday, September 8, 2021, 21:00 CEST**.

You can do your **evaluation** quick and easy **within the virtual platform:**





- In the menu bar on the left-hand side under “Your account”, you can find the menu item “**Poster 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 the **ePoster**. On the right side you can also see the preview of the corresponding abstract, below you can 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](mailto:info@esb2021.org).

## Poster Evaluation

**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](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)

