



Guidelines ESB 2021 – for Speakers

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”
- Then you will enter the **Waiting Area** → **only Speakers and Session Chairs** can enter this area 30 minutes before the session starts
- (Participants may only enter 5 minutes prior to the official session start via the Online Program)
- You can use this time for last arrangements or to ask questions to our technical and organizational support
- **For Invited Speakers only: Please inform the technical support if you wish to speak live or if your pre-recorded talk should be played**
- Please ensure a distraction-free environment during your live session (put your phone on silent and close applications you do not need)
- Please mute your microphone as soon as your session starts and only unmute yourself for your presentation/ discussion

Your account

My live lectures / sessions

Your Live Presentation – Invited Speakers

- Your presentation will be announced by one of your session chairs
- Then the technical support releases your screen and you can start your presentation, or the technician will start your uploaded pre-recorded presentation
- At the **end of your talk the Q&A will follow**
- Your session chairs will read out questions from participants asked via the Q&A module in Zoom
- We kindly ask that you to mute your microphone after the Q&A

Your Pre-recorded Presentation – Abstract Authors

- Your presentation will be announced by one of your session chairs
- Then the technical support will start your uploaded pre-recorded video presentation
- At the **end of your session a group discussion** with all abstract presenters is scheduled
- Your session chairs will read out questions from participants asked via the Q&A module in Zoom

Conference Secretary ESB 2021

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