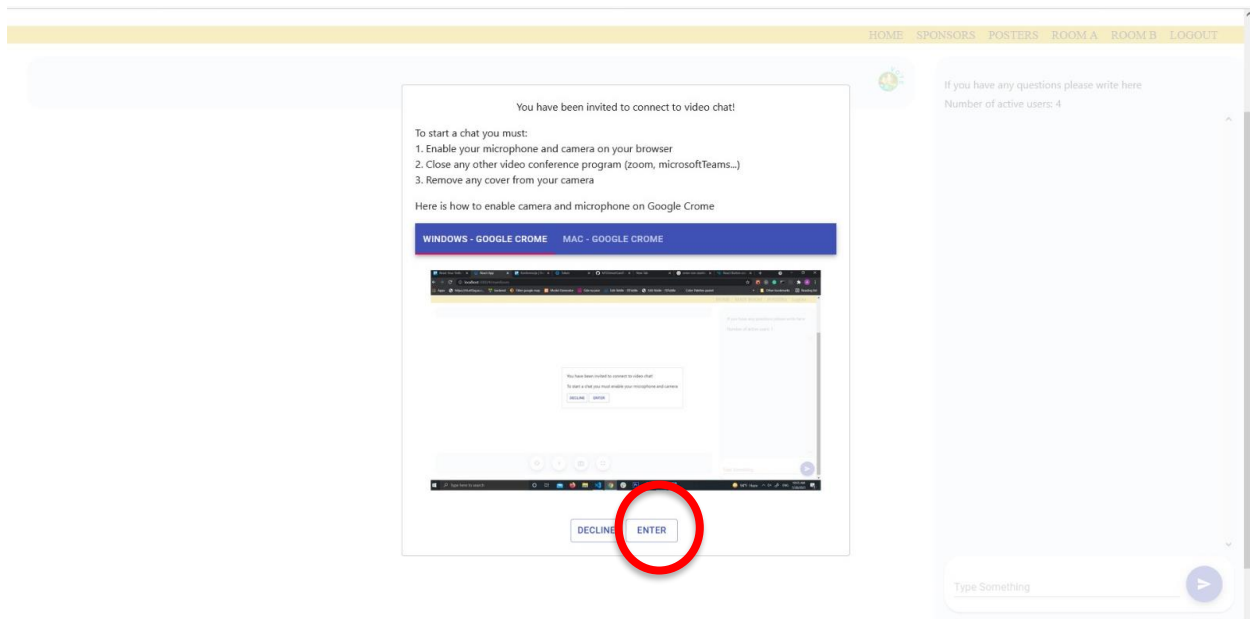


## INSTRUCTIONS FOR ORAL PRESENTERS

Please have a look at these instructions and familiarize with your role as an oral presenter.

**You will be switched on into live discussion.** As soon as your pre-recorded presentation finishes, there will be a few minutes of live discussion. For the discussion, both moderators and you, the presenter, will be turned on live. This will be done by an administrator who will send out a message inviting you to be a host. After the discussion is finished, the administrator will remove you from the live conversation and switch you back to continue watching the ensuing presentation.

**Accepting to be a host.** Detailed instructions will appear on your screen. Press the ENTER button to join the live discussion.

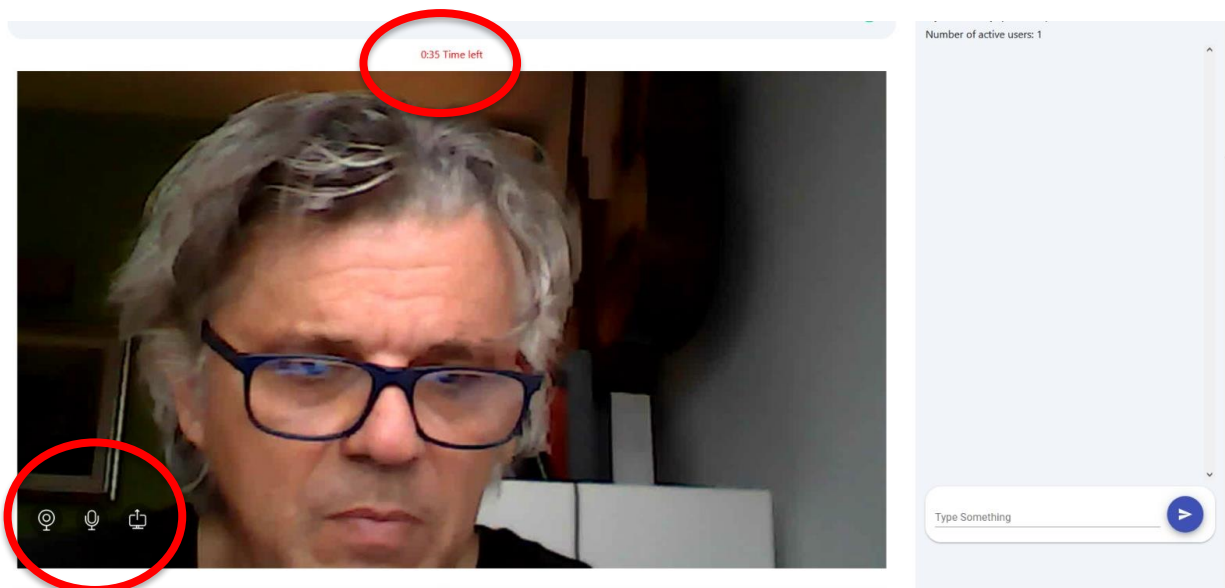


Please consult our final program (once it is published) and make note of the time your presentation is scheduled for. It is expected of you to be ready to go live at the specified time.

If you have multiple cameras connected to your computer (built-in or external), the browser will ask you in a pop-up form to select a camera and microphone you want to use. It is very important to choose a camera/microphone that is in order. We suggest you check your technical equipment beforehand.



After setting your camera and microphone, your image will appear in the video conference window.



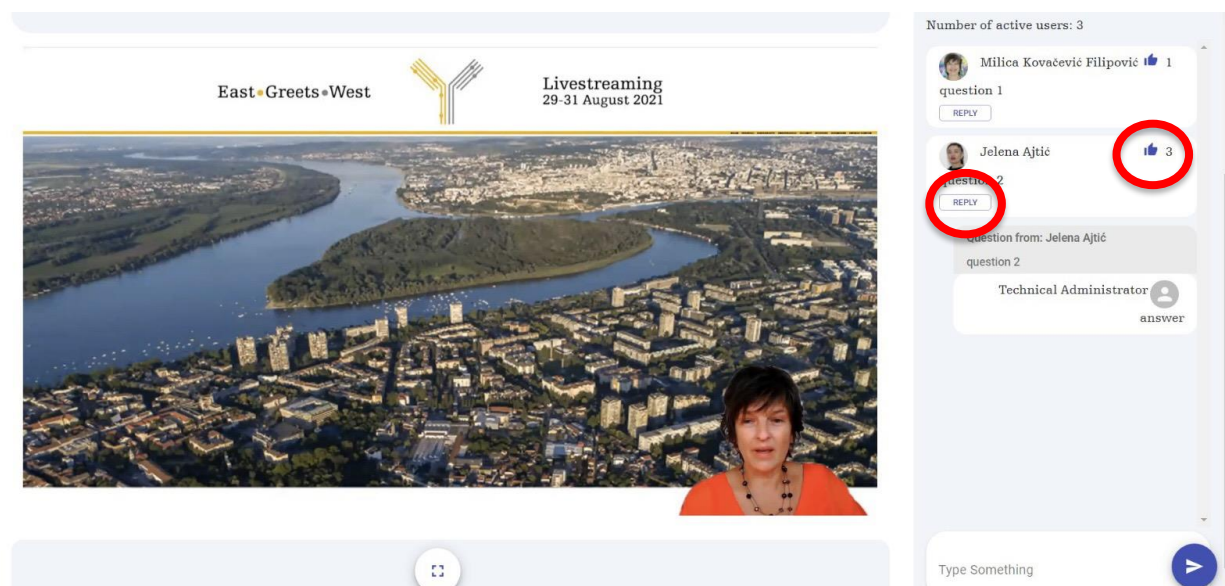
In the bottom left corner of your screen, you will see buttons for switching on/off your camera, muting on/off your microphone, and turning on/off screen sharing.

**During the live discussion.** If you use screen sharing option, **it is very important** that you do not close the tab in your browser nor change the page where the session runs, because that will disconnect you.

One minute before the end of the live discussion, a red timer will appear at the top of the screen, and it will count down the time left until the end of the session. The timer will be visible to the audience as well.

When the live session expires, the administrator will remove you from the live conversation and switch you back to continue watching the conference.

**Interaction with the participants.** As each session is streamed, there is an active chat window in which the participants can ask questions and like somebody else's questions. You, as a presenter, can answer the questions in the chat window by clicking on the REPLY button.



**Please note.** The 7<sup>th</sup> EVIW will run on a very strict time table and we kindly ask you to adhere to it. So please familiarize yourself with these instructions, and the time scheduled for your presentation. In case a moderator or speaker experiences technical difficulties when going live, there will be no time to resolve those issues, and the discussion will proceed without that participant.