



Technical Rehearsals Briefing



Fully Live Session

+



Pre-Recorded with Q&A Session



Session Structure – Fully Live Session

- The moderator/s will introduce the session.
- The moderator should explain to the audience that they can submit questions during the lectures and afterwards using the Q&A tab on the right hand side within the iframe.
- Moderators should introduce the speakers.
- Speakers using slides will share their screens and deliver their talks.
- Moderators will address any audience questions to the speakers.
- The speaker will answer the question via his/her microphone
- Questions will not be answered during the lectures in written form.



The speaker will use “Zoom” for the live session. A link will be e-mailed to you a few days prior to the Online Meeting. The speaker should connect 30 minutes before the start of the session, for a technical test and preparation before the live session will begin.

Please submit to us your cell phone number for the day of the session, in case of emergencies, to this form: <https://form.jotform.com/210941127673050>



Presenting Live



Unmute your microphone to speak

The image shows a Zoom meeting interface. At the top, there is a gallery view of five participants: Victoria Reyes, Henry Park, Marketing Huddle, Casey Cunningham, and Mike Nolan. Henry Park's video is highlighted with a green border. Below the gallery is a large video feed of Henry Park. At the bottom, there is a control bar with several icons: Unmute (highlighted with a red box), Start Video, Security, Participants (7), Chat, Share Screen, Record, Reactions, and End. On the right side, there is a 'Participants (7)' list with icons for each participant and their microphone status. At the bottom right, there are reaction buttons: yes, no, go slower, go faster, more, clear all, and a menu with Invite, Mute All, Unmute All, and a three-dot menu.

Zoom

Gallery View

Victoria Reyes

Henry Park

Marketing Huddle

Casey Cunningham

Mike Nolan

Participants (7)

Victoria Reyes (Host, You)

Henry Park

Marketing Huddle

Casey Cunningham

Mike Nolan

Hana Song

Maurice Lawson

Unmute

Start Video

Security

Participants 7

Chat

Share Screen

Record

Reactions

End

yes no go slower go faster more clear all

Invite Mute All Unmute All



Start Video when you are presenting and during the Q&A panel

The image shows a Zoom meeting interface. At the top, there is a gallery view of five participants: Victoria Reyes, Henry Park, Marketing Huddle, Casey Cunningham, and Mike Nolan. The main video feed shows Henry Park. The bottom toolbar contains several icons: Mute, Start Video (highlighted with a red box), Security, Participants (7), Chat, Share Screen, Record, and Reactions. On the right side, there is a list of participants (7) with their names and video status icons. At the bottom right, there are reaction buttons (yes, no, go slower, go faster, more, clear all) and control buttons (Invite, Mute All, Unmute All, ...).



Share screen when you are presenting

The image shows a Zoom meeting interface. At the top, there's a gallery view of five participants: Victoria Reyes, Henry Park (highlighted with a green border), Marketing Huddle, Casey Cunningham, and Mike Nolan. Below the gallery is a large video feed of Henry Park. At the bottom, there's a toolbar with various controls: Mute, Stop Video, Security, Participants (7), Chat, Share Screen (highlighted with a red box), Record, Reactions, and End. On the right side, there's a 'Participants (7)' list with icons for each participant and their status (muted, video off). At the bottom right, there are reaction buttons: yes, no, go slower, go faster, more, clear all, and a menu with Invite, Mute All, Unmute All, and a more options button.



Share computer sound if you would have audio inside the presentation

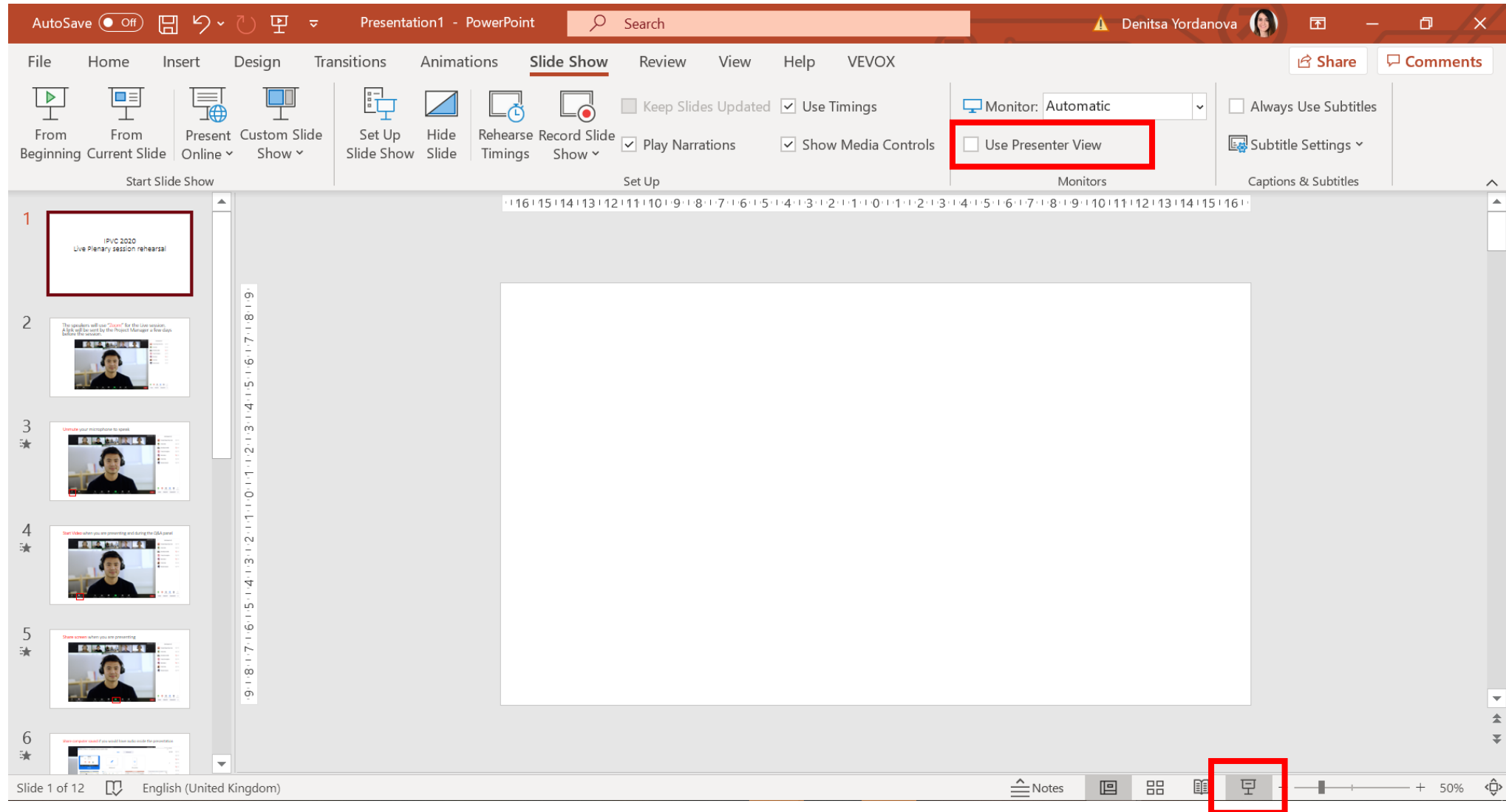
The image shows the Zoom screen sharing selection interface. At the top, it says "Select a window or an application that you want to share". Below this are two tabs: "Basic" and "Advanced". The "Basic" tab is selected. The interface displays a grid of sharing options:

- Screen**: A blue-bordered box showing a Windows desktop preview.
- Whiteboard**: A box with a blue pencil icon.
- iPhone/iPad**: A box with a white smartphone icon.
- Zoom records check list - Protec...**: A box showing a document preview.
- File Explorer**: A box showing a Windows File Explorer window.
- Presentation1 - PowerPoint**: A box showing a PowerPoint presentation.
- attendees - Google Search - Goo...**: A box showing a Google search results page.
- Snipping Tool**: A box showing the Snipping Tool application.
- IPVC full LIVE sessions guidelinee ...**: A box showing a document with a video thumbnail.
- IPVC 2020 - Live Plenary session r...**: A box showing a document with a video thumbnail.
- Show all windows...**: A box with a downward arrow icon.

At the bottom of the screen, there are two checkboxes: **Share computer sound** and **Optimize Screen Sharing for Video Clip**. A red box highlights the "Share computer sound" checkbox. To the right, a blue **Share** button is also highlighted with a red box. The Zoom control bar at the very bottom includes "Mute", "Start Video", "Security", "Participants", "Chat", "Share Screen", "Record", "Reactions", "Unmute All", and "Clear All".



Put the presentation on a **Slide Show mode** [make sure the Presenter view is unchecked]

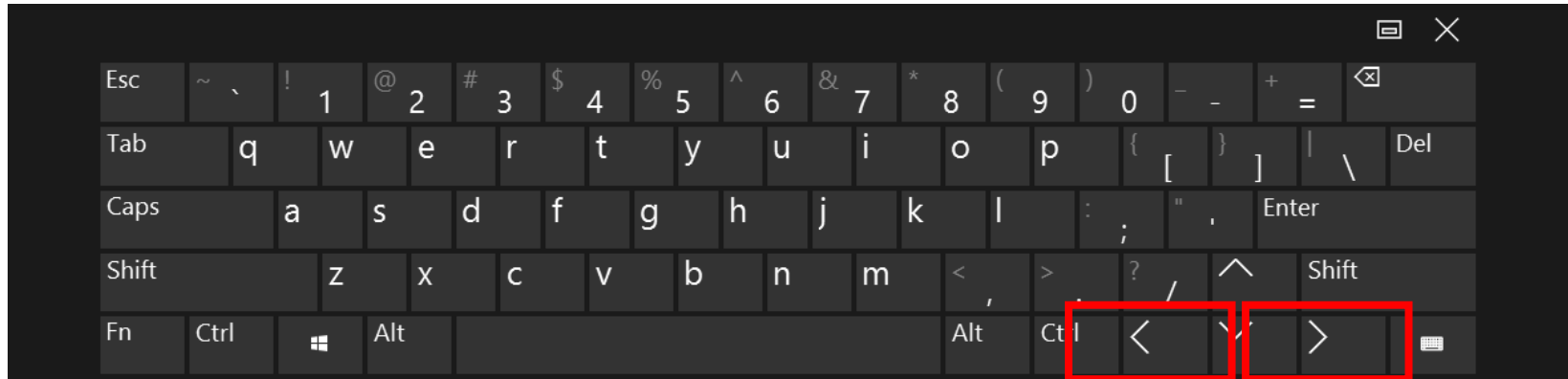


Switch the mouse pointer to a **Laser Pointer**



Navigate through the slides by pressing the **left and right arrows** on the keyboard

On Windows

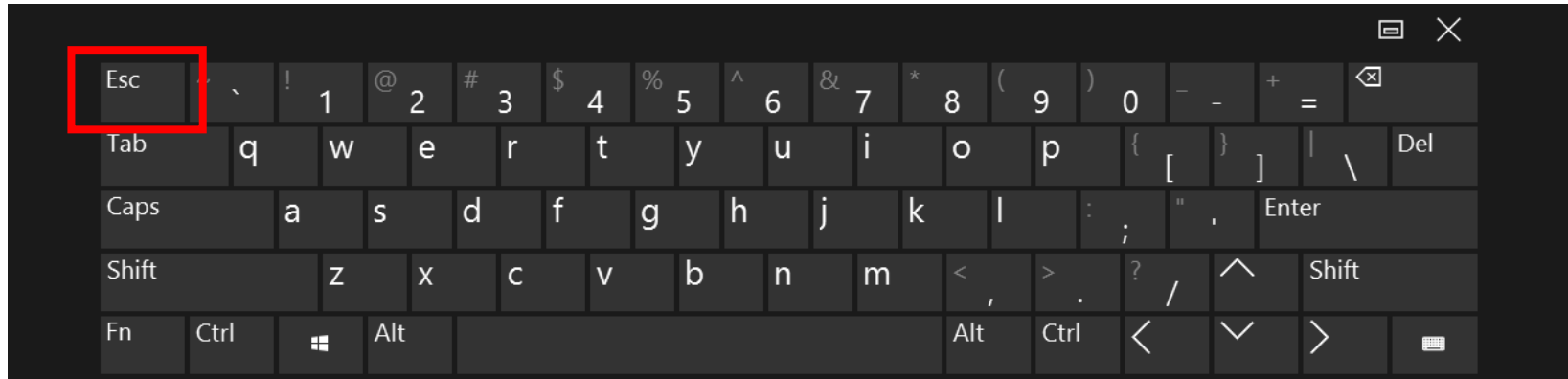


On Mac



End the slide show by pressing **Esc** on the keyboard

On Windows



On Mac



Stop the Screen Share after you are finished with the presentation



Mute your microphone when you are not speaking

The image shows a Zoom meeting interface. At the top, there is a gallery view of five participants: Victoria Reyes, Henry Park, Marketing Huddle, Casey Cunningham, and Mike Nolan. The main video feed shows Henry Park. On the right, a list of participants (7) is shown with icons for mute and video. At the bottom, a control bar contains several buttons: Mute (highlighted with a red box), Stop Video, Security, Participants, Chat, Share Screen, Record, Reactions, and End. The 'Mute' button is currently active, indicated by a microphone icon with a slash through it.

Participants (7)

- Victoria Reyes (Host, You)
- Henry Park
- Marketing Huddle
- Casey Cunningham
- Mike Nolan
- Hana Song
- Maurice Lawson

yes no go slower go faster more clear all

Invite Mute All Unmute All ...



Stop Video during the other speakers' presentations

The image shows a Zoom meeting interface. At the top, a gallery view displays five participants: Victoria Reyes, Henry Park, Marketing Huddle, Casey Cunningham, and Mike Nolan. The main video feed shows Henry Park. The bottom control bar includes buttons for Unmute, Stop Video (highlighted with a red box), Security, Participants, Chat, Share Screen, Record, Reactions, and End. On the right, a Participants list shows seven participants with their video status (muted or unmuted).

Zoom

Gallery View

Victoria Reyes

Henry Park

Marketing Huddle

Casey Cunningham

Mike Nolan

Participants (7)

Victoria Reyes (Host, You)

Henry Park

Marketing Huddle

Casey Cunningham

Mike Nolan

Hana Song

Maurice Lawson

Unmute

Stop Video

Security

Participants

Chat

Share Screen

Record

Reactions

End

yes

no

go slower

go faster

more

clear all

Invite

Mute All

Unmute All



Please be advised that the speaker video will be placed at the top right corner of the player; therefore please keep the **top right corner** of the presentation **empty**.

Example 1:



The screenshot shows a video player interface. On the left, there is a logo for 'RR' and the text 'Power Generation - The big picture' and 'Delivering the right solutions for customers' needs.' The main content area is a presentation slide with a blue and green color scheme. At the top, there is a navigation bar with 'CUSTOMER SEGMENTS' and buttons for 'IPP', 'Utilities', 'Grid Service Providers', 'Commercial', 'Agriculture', 'Data Centers', 'Industrial Manufacturing', 'Water Treatment & Landfills', and 'Hospitals'. Below this, there are two main sections: 'MTU PRODUCTS' and 'MTU SERVICES'. 'MTU PRODUCTS' includes 'GenDrive Engines', 'Diesel Gensets', 'Control / Automation', 'Dynamic UPS', 'Gas Gensets', and 'Battery Systems'. 'MTU SERVICES' includes 'Project Development & Engineering', 'ValueCare Agreements', 'Repair & Overhaul Capabilities', and 'Upgrades & Modernizations'. At the bottom, there is a 'PARTNER / INTEGRATION' section with 'Balance of Plant', 'Photovoltaic', 'Financing Support', 'Grid Interface & Trading', and 'Wind Power'. A large green arrow points to 'MTU SOLUTIONS' which lists 'Power System Solutions' and 'Microgrid & Hybrid Solutions'. In the top right corner of the video player, there is a small video feed of a man in a suit, identified as 'Michael Wagner'. The video player controls are visible at the bottom.



Example 2:



PICU Research Consortium Session



1 December 2020 – 13.30 CST

Moderators

Lauren Sorce (USA)

Ira Cheifetz (USA)

Sebastián González-Dambrauskas (Uruguay)



1-4 December, 2020

**VIRTUAL
WORLD CONGRESS**



Session Structure – Pre-Recorded with Live Q&A

- The pre-recorded video of the lectures will be presented to the virtual conference attendees
- After we finish displaying the videos, the speakers will be cued to start the Q&A discussion
- The moderator will welcome the Q&A panel and will inform the audience to submit questions through the Q&A tab on the right top corner
- The session moderator will address questions to the speakers
- The speaker that the question was addressed to, will answer the question with his/her microphone
- Questions will not be answered during the lectures in written form, only during the dedicated live Q&A time



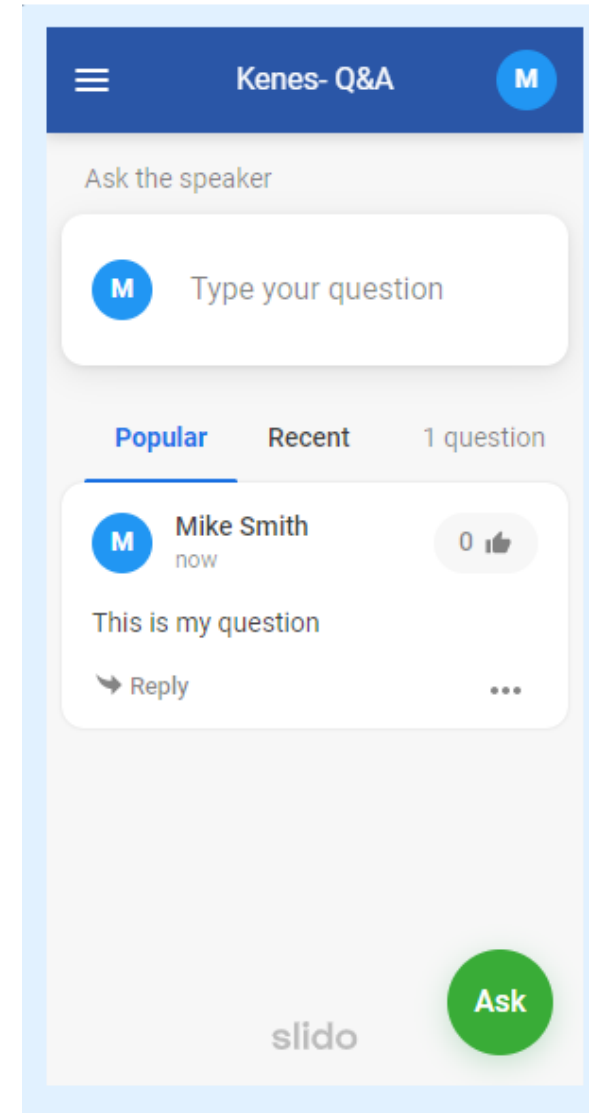
The Zoom session is live streamed to the virtual platform, where the participants can view all the sessions.

The image shows a Zoom meeting interface. The top blue bar displays the meeting title: "FENS S01- Chromatin regulation of transcriptional identity during neuronal development -...". The main area is a grid of seven video thumbnails for participants: Andrej Kastelic, Miia Männikkö, Chawanun C, Afzal Javed, Linda B. Cottler, POZNYAK, Vladimir B., and Nora Volkow Adler. A "Powered by Zoom" logo is in the bottom right of the grid. On the right, a "Kenes- Q&A" sidebar is open, featuring a search bar "Ask the speaker", a text input "Type your question", and a list of questions. The first question is from "Mike Smith" (posted "now") with the text "This is my question" and a "Reply" button. A green "Ask" button is at the bottom right of the sidebar. The "slido" logo is visible at the bottom left of the sidebar area.



Live Q&A instructions

- Speakers/moderators will receive links to access Slido/the Q&A chat before the start of the session.
- The link may be opened in a browser (easier if you have 2 screens) or on your phone/tablet
- **The questions will be addressed live, NOT in written form**
- The moderator will filter through the questions and address them to the chosen speaker, the speaker will unmute their microphone and respond
- Please note that the attendees can upvote the questions asked by others and comment



General instructions for the speakers

- Please Join the zoom meeting at least 30 minutes before the actual start time.
- The link to Zoom will be e-mailed to you a few days prior to the Online Meeting and should come in the form of a calendar invite that you can save to your calendar.
- Stable internet connection with a minimum **upload speed** of 5-10 Mbps. We recommend using a wired LAN internet connection if possible. 4g should not be used. You may check your internet speed using the following link: <https://www.speedtest.net/>
- Please make sure that you have a good microphone.
We recommend using a headset like this if possible:



General instructions for the speakers

- Please make sure to connect with a webcam
- Please make sure that you are in quiet place
- When you are not speaking please mute your microphone, don't forget to unmute when you want to talk
- It's possible to communicate with the other speakers over the zoom chat during the session, the audience will not see any chat messages
- Please make sure to connect to the zoom with your actual name - the audience will be able to see the faculty names in the live streaming
- If no one asked a question, the moderator should use their own questions to facilitate Q&A. These should be prepared in advanced
- *** Please do not share the zoom link to attendees, only the speakers, moderators (faculty) may use the link provided.



Connect via phone to the meeting and helpdesk support

- You will also receive a telephone number for the helpdesk team who are available to help you in real time to connect if you are having any issues.

