## **Session Overview**

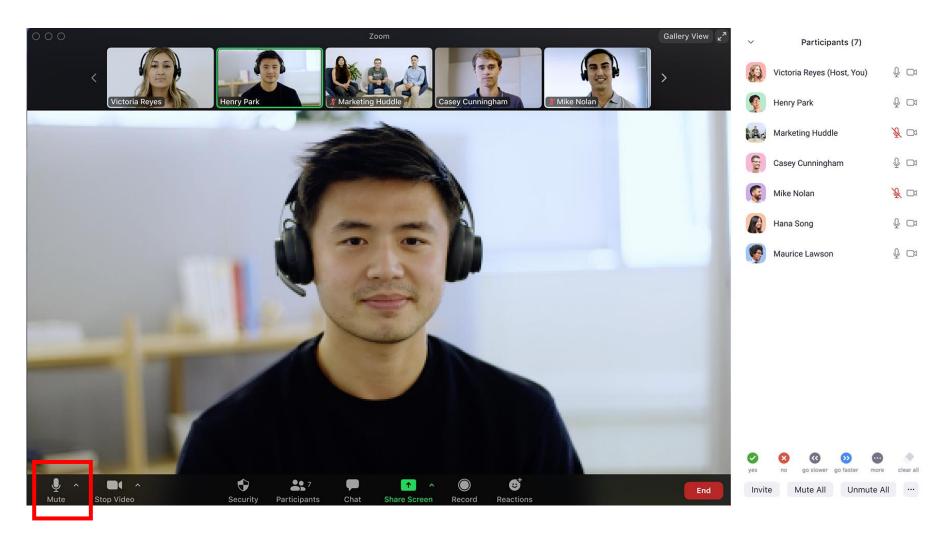
- The moderator will introduce the session and the speakers (the moderator's introduction may be pre-recorded or live)
- The pre-recorded videos of the presentations will be streamed.
- Speakers presenting live, will present their presentations
- At the end of the presentations, the speakers will be cued to start the Q&A discussion
- The moderator will address questions to the speakers
- The speaker that the question was addressed to, will answer the question with his/her microphone



# Speakers Presenting Live



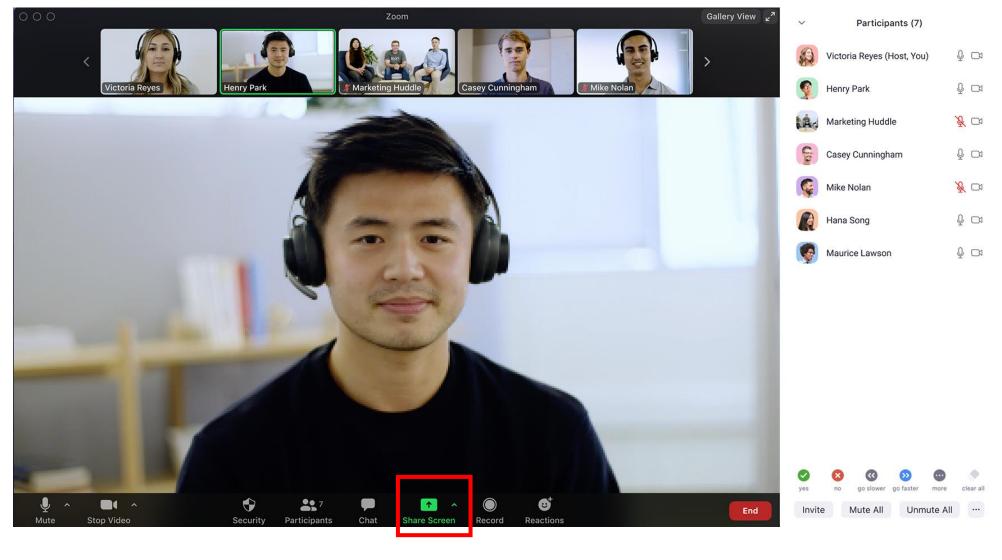
## Unmute your microphone to speak



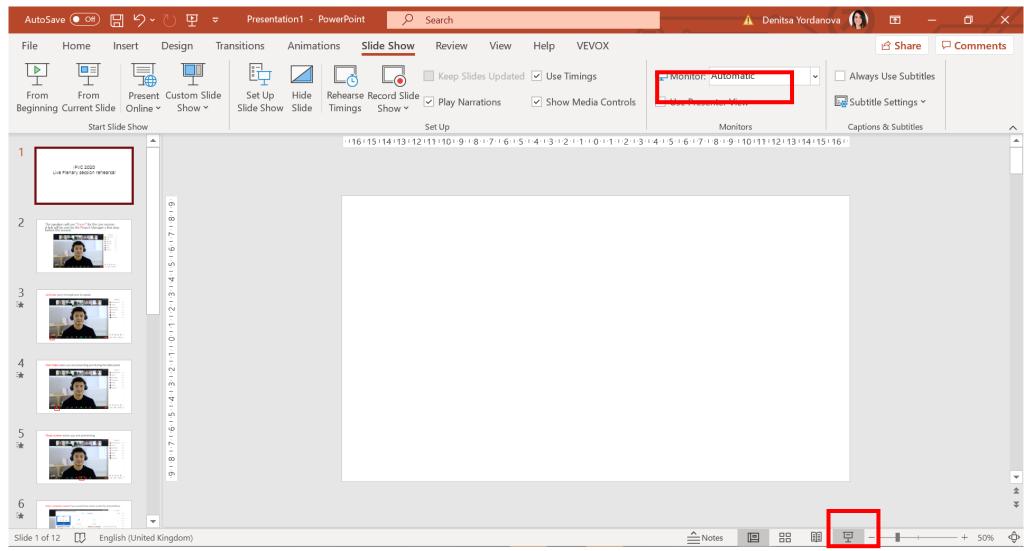
### Start Video when you are presenting and during the Q&A panel



## Share screen when you are presenting

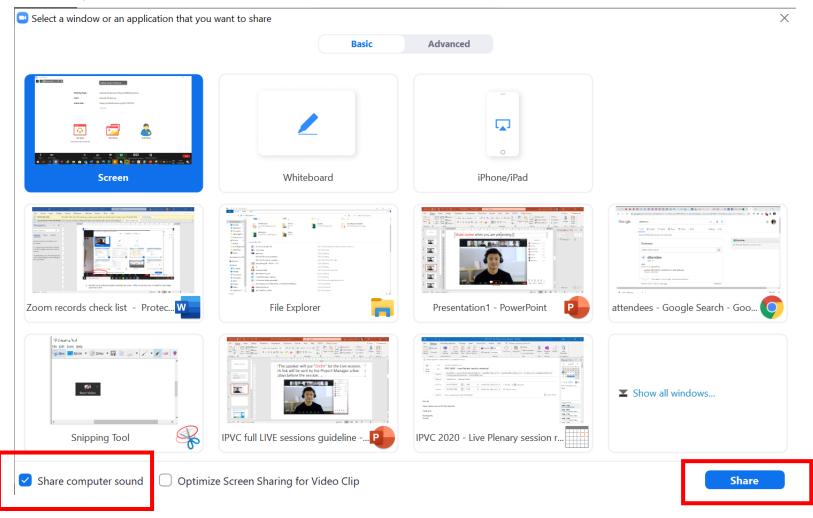


#### Put the presentation on a Slide Show mode [make sure the Presenter view is unchecked]



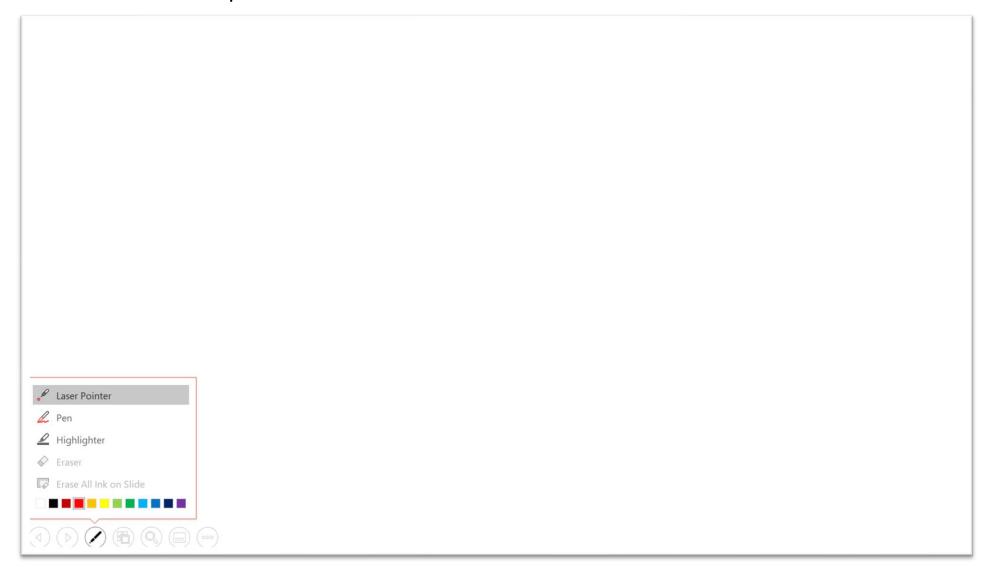


#### Share computer sound if you would have audio inside the presentation





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



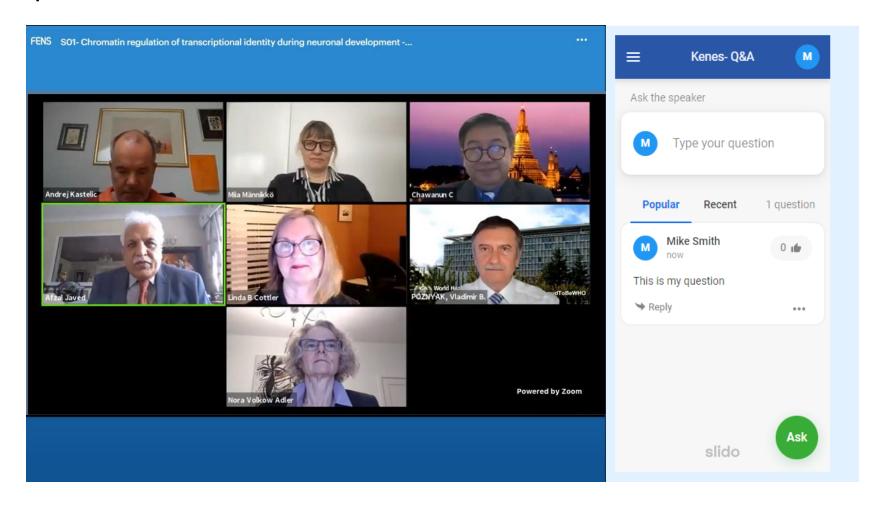


### Stop the Screen Share after you are finished with the presentation



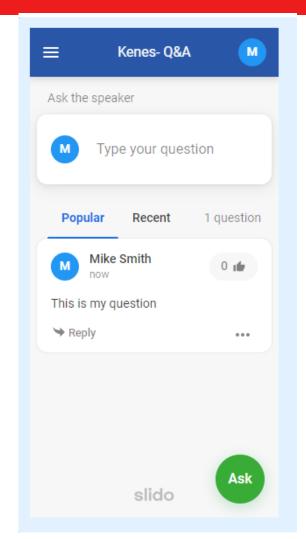


The Zoom session is live-streamed to the virtual meeting platform, where the participants can view all the sessions.

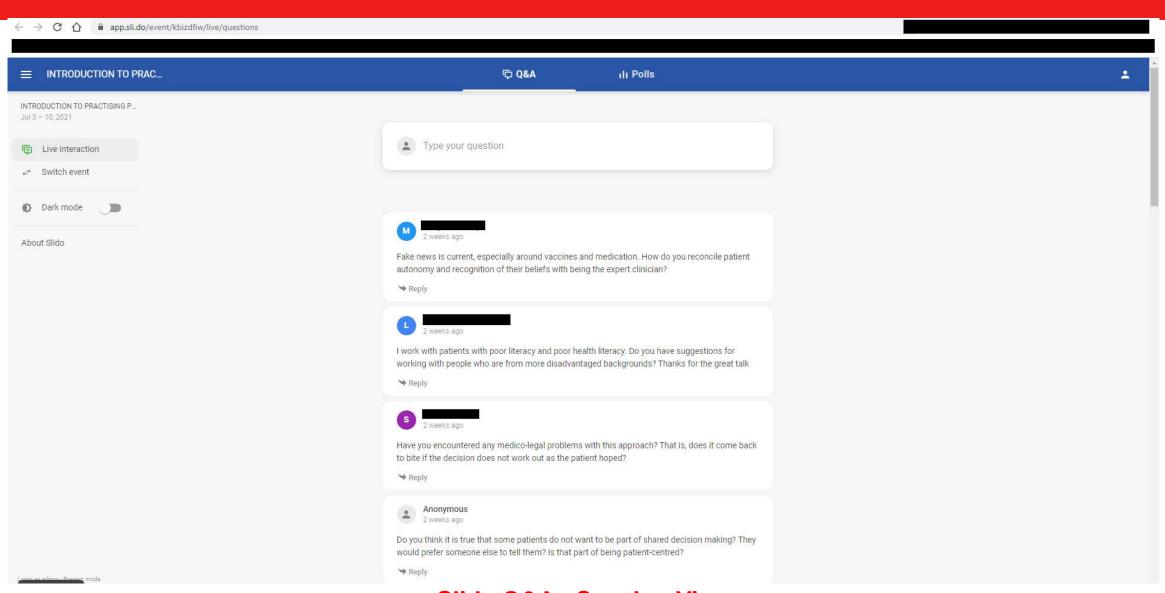


#### **Live Q&A instructions**

- 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







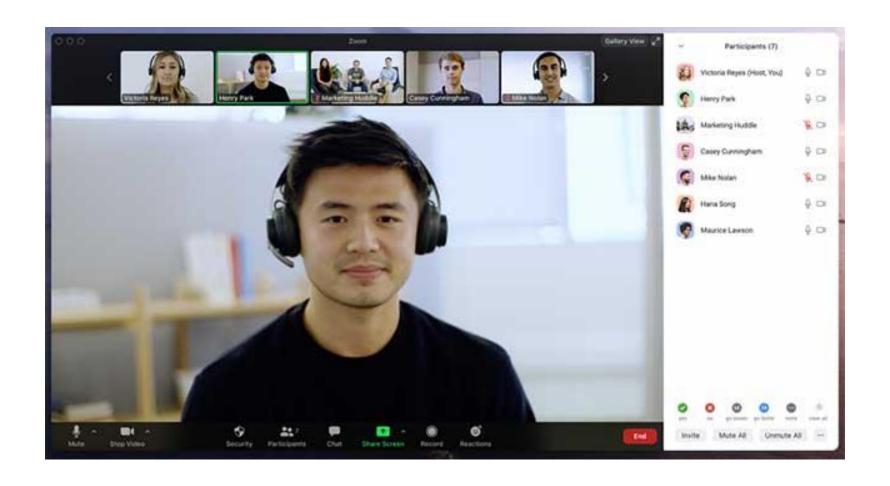
#### Slido Q&A - Speaker View

## Q&A

- Moderators please try ensure that each speaker is given the opportunity to answer a question
- If no questions are appearing in the chat, the **moderator of the session** should use their own questions to facilitate Q&A or engage the speakers in a discussion. Please try prepare 1 or 2 questions in advance if possible.
- Moderators —please keep strictly to Live Q&A time. The technician will also advice you when its 5mins/2mins etc. to session ending. If you wish to end the Q&A earlier due to lack of questions, you can announce that you are ending the session, and the technician will close the session.



The speaker will use "Zoom" to join the live session.



# General instructions for the speakers

- You will be requested to join the zoom meeting 30 minutes before the actual start of the session.
- Please note that sessions take place in **Central European Time** please make sure you have diarized the time in the correct time zone for you.
- The link to Zoom will be e-mailed to you 2-3 days prior to the congress (accounting for the 30 minutes). Please save the link in your outlook Calendar.
- Stable internet connection with a minimum upload speed of 5 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: <a href="https://www.speedtest.net/">https://www.speedtest.net/</a>
- 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 <u>actual name -</u> 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 with attendees, only the speakers, moderators, chairs (faculty) may use the link provided. \*\*\*



# Connect via phone to the meeting & helpdesk support

- A zoom telephone number for most of Europe, USA and Canada will be sent to you with the zoom link. You will be able to dial in to the meeting if you have problems with the internet or your computer. You will be able to participate via your phone.
- If you have any questions before or during the session you can e-mail Karen Resnick at <u>kresnick@kenes.com</u>
- A copy of this presentation will be posted on the WSAVA website under the Instructions for Speakers and Moderators page

