

## Congress On-line Participation

### Basic Equipment:

- 1 PC/Laptop/Tablet
- Internet connection of at least 50Mbps.

To determine the speed of your internet connection please visit (<https://www.speedtest.net/>). Sufficient indications for the needs of your participation are 15-20 Mbps Download and 2-3 Mbps Upload.

For a more stable connection it is advisable that you use an ethernet cable to connect your device to the router. In case you use WiFi for your connection we suggest that you select a place near the router and that you make sure that it is not shared with other devices.

- **Camera** (so that we can see you)
- **Microphone** (so that we can hear you) • **Speakers** (so that you can hear us)

**It is preferable to use an external headset with microphone or speakers with microphone** to exclude the background noise.

### Notes:

- *Laptops usually have the basic equipment preinstalled.*
- *In case of a connection failure on the day of the live streaming, you can convert your smartphone into a “mobile hotspot” and use your mobile data for your computer’s connection to the internet. Should the need be our technician will assist you.*

### How to connect to the Zoom Platform:

**Follow the Meeting Link that we will sent you by email.** Sometimes you may be requested to fill in the Meeting details, that we always send with the Meeting Link.

As soon as the window opens you will be asked whether you would like to connect with your device’s audio, please select **«join with computer audio»**.

**First time users of the Zoom platform**, by clicking at the Meeting Link, you will be automatically requested to download and install the Zoom Platform.

Alternatively, you can download and install the Zoom software, in advance, by following the link <https://zoom.us/download> (Be Careful! download the Zoom Client for Meetings). On the day of the Congress, follow the link we have sent you by email, select to open it via “Zoom Meeting”, select “Yes” and continue.

**If you are a Mac user**, please contact the Congress Secretariat for connection guidelines.

**As soon as you connect to the platform you do not directly enter the virtual Congress area.** The platform lets you wait at a virtual Waiting Room until the technician responsible for the flow of the program accepts you in the virtual Congress area. The time that you are at the virtual “Waiting Room” you do not need to disconnect from the Zoom platform.

**The use of the Zoom platform is addressed to the Congress’ Presidents and Speakers **only during their participation time**.** Those who want to watch the rest of the congress they must use the Congress Platform and not ZOOM. Speakers that will join at Zoom and not participate at the ongoing session will be dismissed.

We ask you not to watch simultaneously through the live streaming area as the broadcast delay and the sound return will impair your participation.

**Timely connection to the platform.** For the smooth progress of the Congress' flow please connect to the platform at least **10-20 minutes prior** to the opening of the Congress or to your participation. In case there is a delay in the progress of the Congress you will remain at the virtual "Waiting room" until the technician allows your entrance to the Congress area.

**Remain on mute and with a closed camera.** During your connection to the Zoom platform, you should remain on mute and with the camera closed **except** for the time of your participation and the time that you receive and answer questions.

**Speakers:** To avoid any awkward time lapse we suggest that you open your presentation in advance and have it ready and waiting. At the moment of your participation, you will press "**Share Screen**" from inside the Zoom platform, you will enlarge your presentation and you will turn it into "full screen" (F5). When you complete your presentation, you will press the "**Stop Share**" button, but you will not leave the meeting as the audience may have questions that will be verbally addressed to you by the Presidents.

**Note: It is crucial to keep the prescheduled duration of each presentation so that a fair time allocation is kept between each participant.**

- **Presidents:** As in all Congresses, Presidents are responsible for the introduction of the Speakers, for time keeping and for the smooth flow of the program. In virtual Congresses you are also assigned the task of verbally conveying the questions of the audience to the Speakers. You will receive the questions by the Secretariat, in real time, via the **chat** which you will be required to have active at all times during your participation.

- **Technical Tests:** It is essential to use the same internet connection and equipment during the technical tests as with the day of the event.