

## Instructions for Presenters

Dear Presenters,

We hope you are as excited as we are about the upcoming start of the live events of WCSMO-14. In this email, we will provide a step-by-step guide for presenters. Please, read it carefully.

### **Prior to June 14:**

1. Make sure you can login to the conference virtual platform at <https://wcsmo14.e-attend.com>
2. Add your presentation to your personalized agenda; see video on how to build a personalized agenda at <https://www.wcsmo14.org/instruction-and-training-videos>
3. Make sure that you can access a Zoom meeting from your computer. To test this, you can try to enter the "Coffee Break" room in the Lounge or the "Talk to us" room at the Information Booth; see video how to access these rooms at the website provided above.
4. Check the chat box of your video to see whether attendees have already asked questions such that you can address these questions during the live session. Also, feel free to directly respond to these chat messages using the chat option at any time before or after your live session.

### **At the day of the live session featuring your abstract:**

Please, recall that the live session will start with short 2-minute introductions of all abstracts. The session chair has your slides that you provided to us. After the introduction of all abstracts, each abstract will be discussed in a separate Zoom breakout room, one for each presenter.

1. Have the slides that you want to show during the discussion in the breakout room up on your computer. This could include your summary slide, your presentation slides, or any other slides that might be useful to facilitate a discussion of your abstract.
2. About 5 minutes before the session starts, click on the Zoom link for your session. You will first see a screen with the start time of the session and then be placed into a waiting room. The Zoom link for your session can be accessed through the "More info" button when displaying sessions using the "Event schedule" menu option at the top of the WCSMO-14 virtual conference platform. Alternatively, you can use your personalized agenda under the "My Agenda" menu item. Here the Zoom link is shown below the session or abstract name.
3. As you enter the Zoom room, the session chair will start the session first introducing all speakers. The 2-minute introductory presentations will follow. When it is your turn, unmute yourself. Again, you will not need to show your slides; the session chair has them. After you have introduced your work, please, mute yourself again. Please, stay within the 2-minute limit for introducing your work.
4. Once all abstracts have been introduced by the speakers, the session chair will show a slide with the breakout room assignments and the breakout rooms will be opened. Click on the breakout room button on your Zoom screen and enter the breakout room assigned to your abstract.

5. Once you are in the breakout room, unmute yourself and, if you want to, share the screen with the slides you have prepared. We recommend also turning on your webcam video so that people can see you.

6. As participants enter your breakout room, try to manage the questions such that everybody has a chance to ask a question. If a question requires more time than available, please, feel free to schedule a meeting in either the "Coffee Break" or the "Meet and Greet" room, accessible through the lounge. These rooms are available to participants at any time during the week, except for the "Coffee Break" room during the socializing events.

7. The breakout rooms and the parent (or main) room will close automatically at the time when your session is scheduled to end.

In case you need any technical assistance during your live session, technical staff from Image AV (the company that operates the conference site) will be available in the main room of your session. In addition, there will be a student helper in each session who will be able to assist you.

We hope you will have stimulating discussions and enjoy WCSMO-14.