INSTRUCTIONS FOR MODERATORS

Access to the virtual meeting platform and Zoom Webinar

How to access the virtual meeting platform as a delegate – general landing page:

To log in to the **virtual platform** within the conference website, the personalized password will be sent out within the final information shortly before the meeting. Please use the following link: **virtual platform**

In the virtual meeting platform (https://www.eatcbcongress.org/virtualcongress/) you will find the access to participate as a delegate. In addition, you will find the E-Posters, virtual exhibition booth, as well as the final programme and abstract book of the EATCB 2021 Congress.

We recommend using **Mozilla Firefox** or **Google Chrome** as your web browser to access the virtual platform.

ZOOM Webinar access for speakers and moderators:
You may login to the Zoom Webinar via the link sent directly to you by email.
The webinar will be available on October 22 from 08:00-08:30 CEST, to allow all moderators and speakers to test their devices (microphone / camera). As soon as the meeting starts, only the moderators and speakers of the current session will be assigned to be panelists (These will give you the right to use your audio and camera. At this point all participants will see and hear you.). All others will be changed to "delegates", to avoid having too many cameras and audios disrupting the live session. All moderators and speakers will be assigned to be panelists within their respective sessions. Therefore, we kindly ask you to **join the webinar 15 minutes before the start of your session**.

Ways to access the Zoom meeting:
- As moderator / speaker: with the specialized link, sent to you by email.
- As delegate: through the virtual meeting platform with the email address used for the online registration.

Before the conference

You can find in the email sent to you the **link** you will need to access **your live session.** Please note that some institutions may not allow you to access web conference tool on your office device. In this case, please make sure that you have another device ready to use at the given time.

To have an overview of all the presenters and moderators in your session, please see the **final programme** on the conference website.

To log into the virtual platform within the conference website, the password will be sent to you shortly before the meeting.

Before the conference, please familiarize yourself with the abstracts and presentations scheduled in all your sessions to introduce the speakers and to be able to ask questions in case none come from the audience through the Q&A chat. In addition, you will need to coordinate with your co-moderator who will be **taking the lead for the opening, closing and Q&A time of your session**.

The final programme and the abstract book will be available in due time prior to the meeting.

On the session day

- Please note that the meeting is live during the whole day, although pre-recorded presentations are shown. You will have the role of panelist only during your assigned session and from 08:00-8:30 hrs CEST on October 22, 2021. At any other time that you access the congress zoom webinar, you will have the role of delegate. Therefore, you will not be able to enable you microphone and camera.
- Please call in **15 minutes before** the actual start of your session.
- To **re-check the functions of all your device** (microphone and camera), please log in the Zoom Webinar at **08:00-8:30 hrs on October 22, 2021.** At this time the meeting will only be open for moderators and speakers.
- **IMPORTANT:** Please make sure you unmute your microphone and enable your camera as soon as you session is about to start.
- The tasks of the **hosts (conference organizers/technicians)** will include the following: performing technical checks, start the pre-recorded presentations, and direct you during your session.
- In the Zoom webinar you will see the live congress – this is NOT an additional virtual meeting room for moderators and speakers only. All participants will be able to see and hear the same things you do.
- As soon as your session is about to start, the hosts (conference organizers/technicians) will give a cue to the moderator making the session introduction.

During the session

**All sessions must adhere to the following protocol:**

1. On cue by the hosts within the chat, the moderators will welcome the audience and give a short general introduction.
2. Followed by a short introduction by the moderators of the first speaker.
3. The hosts/technician starts the first pre-recorded presentation. In parallel moderators screen the questions from participants in the Q&A tool within the Zoom webinar (please refer to the technical information instructions below in the chapter "Session view in detail").
4. On cue within the chat function by the technician the moderator starts Q&A of the first talk, directing questions made by participants in the Q&A to the first speaker.
5. If there are no more questions or the allocated time for this talk has expired the moderator introduces the second speaker.
6. The technician starts the second pre-recorded talk.
7. Steps 2, 3, 4 and 5 repeats for all remaining talks of the session.
8. After the Q&A of the last talk, the moderators close the session extending greetings to the audience.
9. Please turn of your camera and microphone off. The hosts/technician will also change your role from "panelist" to a "delegate" within the Zoom webinar to allow you to follow the rest of the congress as delegate without camera.

Technical Information

Step-by-step instructions on how to join your live sessions

To join the Zoom Webinar, please make sure that you have the **latest version of Zoom** installed in your computer. You can visit this page for instruction on how to install the latest Zoom version: https://support.zoom.us/hc/en-us/articles/201362233-Upgrade-update-to-the-latest-version. After clicking on your access link, **sent to you via email**, you will be directed to a new page in your browser and to the Zoom Webinar directly. The browser will ask you to run or download the application automatically.

When the Zoom Webinar opens, you will be joining as a **normal delegate**. As soon as your sessions starts, the host/technician will give you the **right to become a panelist**. When this right is given to you, a **pop-up window will appear on your screen**. On this window you will have to click on the button labelled "**Join as Panelist**", to join the session as a speaker.
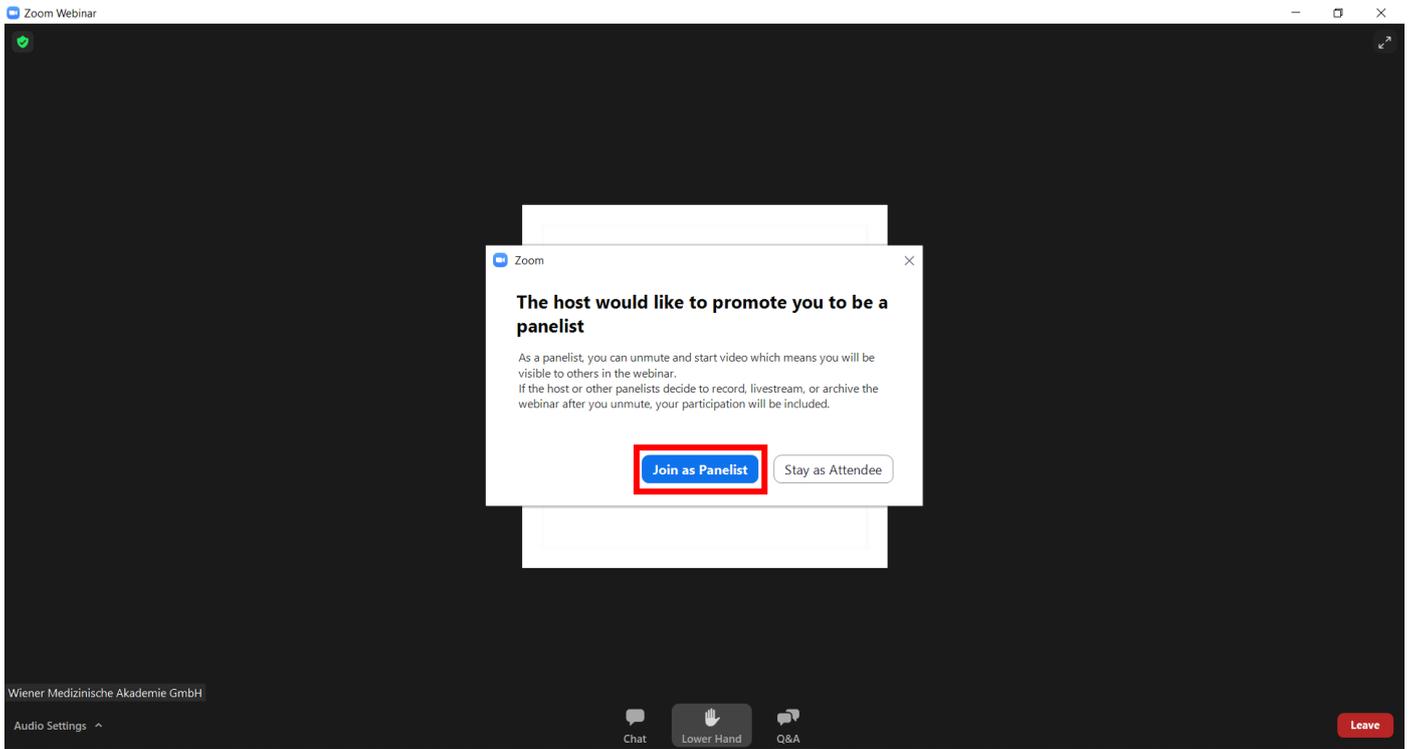
Once you have accepted to join as a panelist, you will be able to see the **option to enable your camera and microphone** at the bottom left corner of your screen:
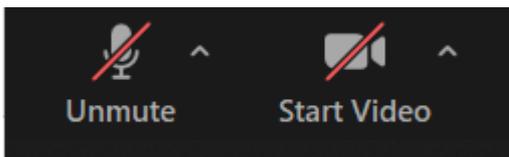
Important: **Kindly, only enable your camera once your pre-recorded presentation has started. In addition, your audio should only be enabled during your live Q&A time.**

Session view in detail

Once you are in the sessions as a panelist, you will have different options to communicate with session faculty and with the audience. Find below the explanation of the different functions:
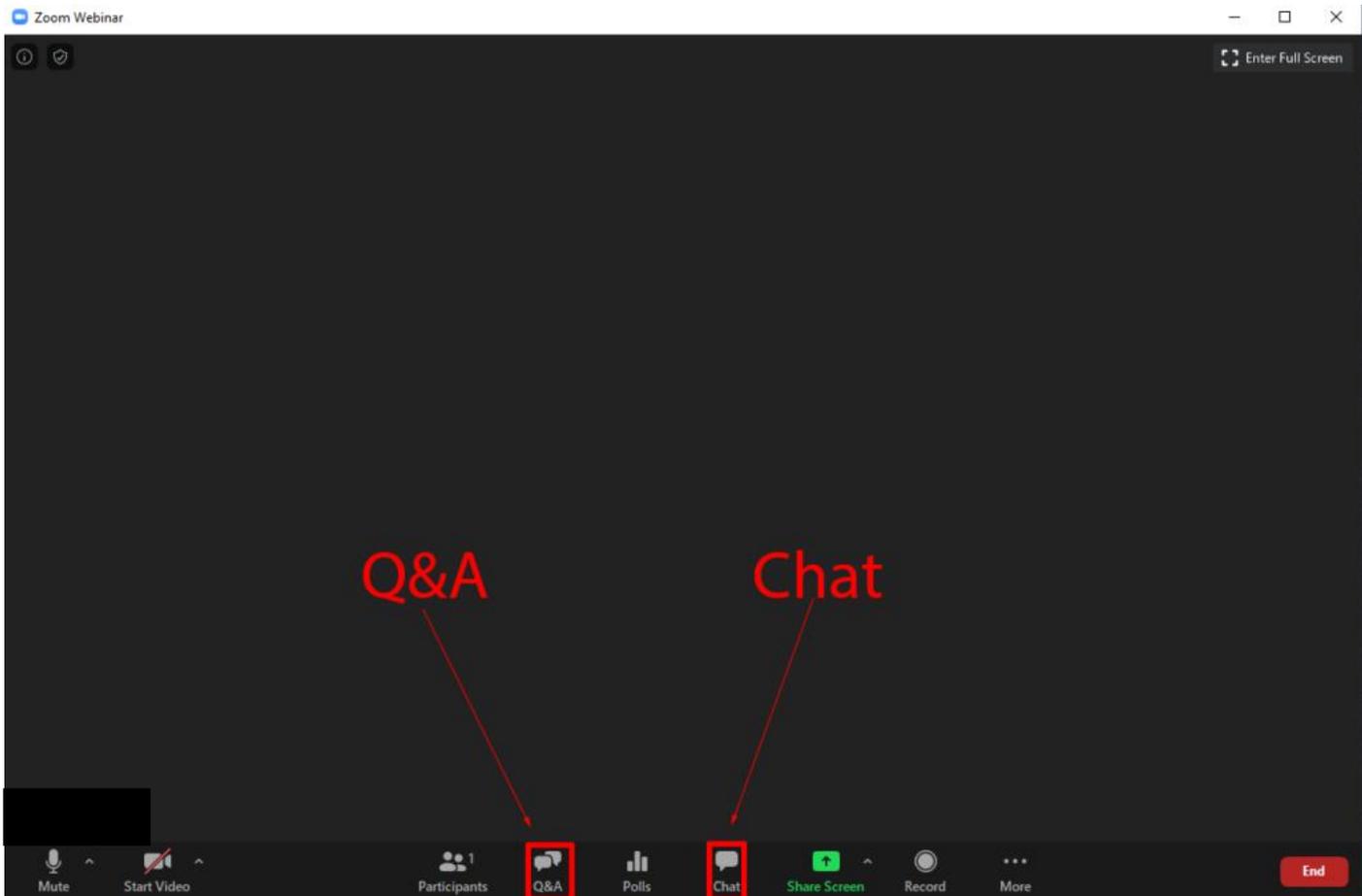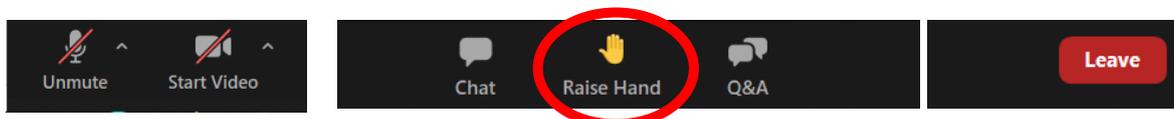
1. Your control panel:

The control panel is normally shown either at the top or the bottom of the Zoom Webinar "Window". The panel includes the following functions:

- **Audio and video settings**: You will be able to adapt your camera and audio settings.
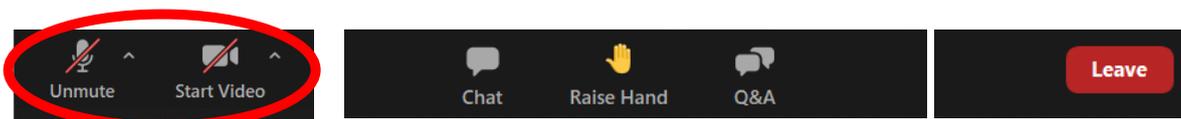

- **Raise hand:** This can be used to make the moderators aware that you would like to add something to the conversation.


- **Chat**: Within the chat the hosts/technicians will inform you of the beginning of each Q&A and other important information. Here more information on how to use the chat function: https://support.zoom.us/hc/en-us/articles/205761999-Using-webinar-chat
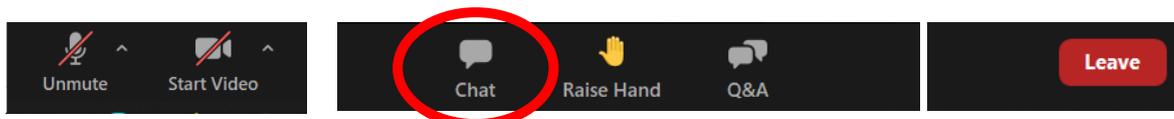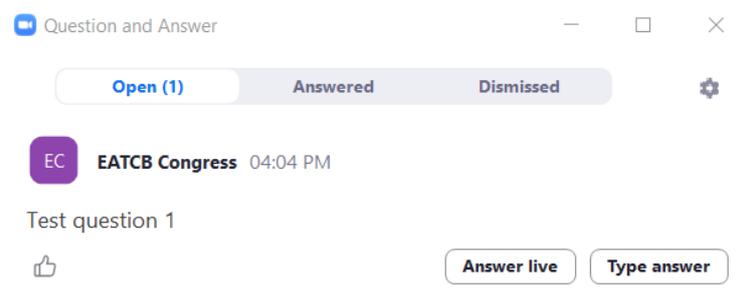

- **Q&A**: All delegates will ask their questions within the Q&A tool. Moderators will screen the questions and will address them to the speakers after their pre-recorded presentation is shown.
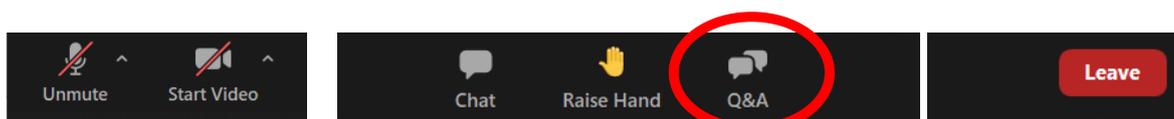
The **participants** will have the following **view of the Q&A tool**:
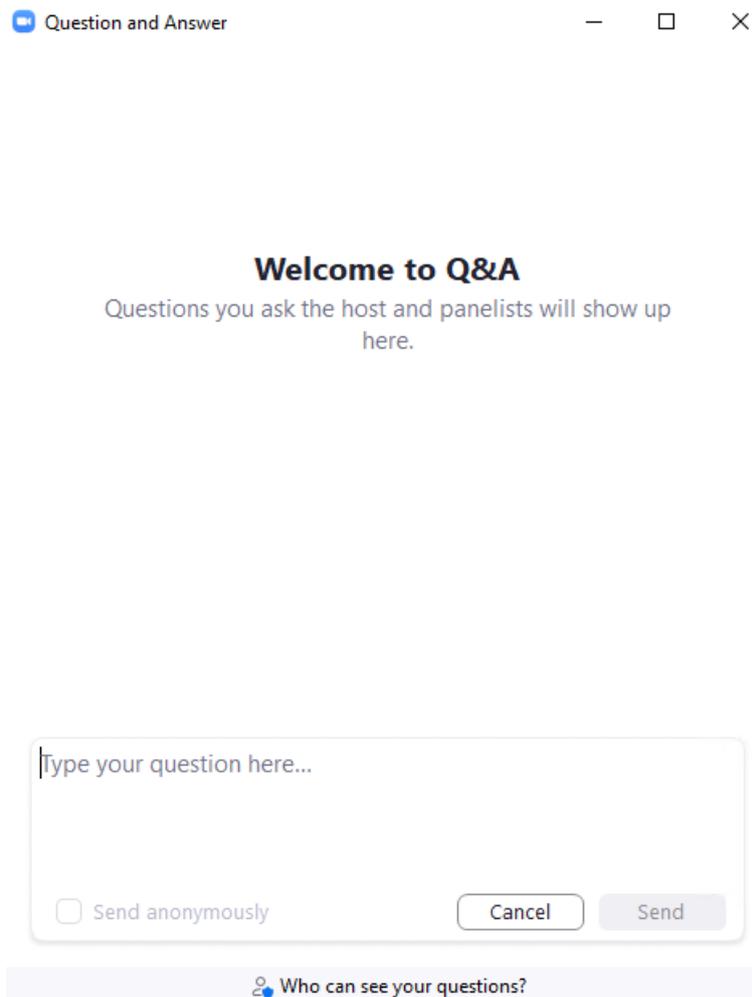
The **moderators and speakers** will have the following **view of the Q&A tool**:

How to use the Q&A tool:

- *Questions answered live:* If the question has been answered live by the speaker the moderator will need to click on the button "Answer live" to set this question as answered.
- *Questions answered in written form:* If a question cannot be answered during the live Q&A, the speaker can answer the question in written form by clicking on the button "Type answer".

Here more information on how to use the Q&A function: https://support.zoom.us/hc/en-us/articles/203686015-Using-Q-and-A-as-the-webinar-host

2. Your presentation:
Your pre-recorded presentation will be started by the hosts/technician automatically. Through the "Chat", the hosts / technicians will inform you of the last minute of the presentation and the start of the live Q&A before handing over to the moderators.

3. Interaction:
- Within the "**Q&A**" function of the zoom you will find the incoming questions from the participants. The moderators will select the questions from here to ask them to the respective presenters. Kindly, only answer the questions in written form, after your presentation and live Q&A.
- Using "**Chat**" you can exchange information with the session technician and the session faculty by addressing it directly to the **hosts and panelists** within a "private" chat, without being seen by the audience. If the chat notification is sent to "**all**", all delegates will be able to read the information.

Technical requirements

- **Laptop or computer** with a webcam and ideally a headset or microphone.

- An **internet connection** with **5Mbit** up- and downstream bandwidth.

- In case you are using **anti-virus software**, please make sure that it is not blocking you from opening the session view page. You can check that by clicking on the "Session access link" in your invitation email.

- Please **do not use any mobile devices** for live sessions as only laptops and computers ensure best usability.

Session Broadcast

Please note that **everything is live at any time of the meeting**, also during the timeslot of pre-recorded presentations. For that reason, you will only be able to **communicate** with the session **technician, speakers, and moderators via the private chat function**. The technician will make sure to mute everyone, if necessary.

Kindly, only enable your **camera** once your **pre-recorded presentation** has started. In addition, your **audio** should only be enabled during your **live Q&A time**.

Note that the hosts / technician will change your function role within the Zoom webinar to a "delegate" after your session. When changing to a delegate role, the Zoom meeting will close for a second and reopen automatically showing your "new" and changed role.