FREQUENTLY ASKED QUESTIONS FOR PRESENTERS AND CHAIRS
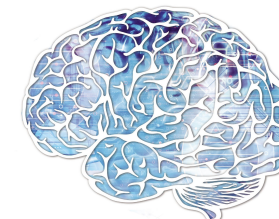
Indicated per platform (vMix or Zoom Webinar)

ECNP2021

Type of Platform	vMix platform	Zoom Webinar	Zoom Webinar
What type of sessions are there?	**-Plenary Lectures** **-Symposium 1-9, 11-3** **-Workshop 6, 7, 8, 9** **-Free Communications**	**-Workshop 1, 2, 3, 4, 5** **-Symposium 10**	**-Quick Pitch Sessions (short oral poster presentations)**
How do I enter my session?	**Chairs and presenters: 30 minutes before session start*:** Use the calendar invite that you received to connect to vMix, ready to present. The session will be live at the scheduled start time.	Chairs and presenters are asked to enter the Zoom link **30 minutes in advance**. The zoom link will become accessible to the audience when the session has opened – not before. This will be done 2-3 minutes before the official start time. Once the webinar has been opened, Zoom will automatically bring the audience into the session. Before then, the audience should wait to be let in.	
Can I share screen?	No. You have to send your presentation to the First Sight Media Team beforehand (28 May at the latest).	Yes. If you choose to **share screen**, you will need to select Share Screen from the bottom of the Zoom meeting when it is your time to present. Firstly make sure your presentation is ready on your device. Then you will need to select 'share screen' and choose your presentation from the options on screen. If your presentation has sound, you will need to select '**share sound**', which can be located in the bottom left of the share screen window. You should only select share sound if your presentation has any audio. *Please do not select this if it doesn't.* A technician will be there to offer support throughout the	Yes. If you would like to present various items on your ePoster board or from your local PC/network, screensharing is the way to go. However, if you would like to present an mp4 (with sound) from your ePoster, please inform your session's Tech Chair during the 30 minutes 'practice' session right before the session's official start time. Then the Tech Chair can play all the session's mp4's from his/her computer, with computer sound enabled. If you choose to **share screen**, you will need to select Share Screen from the bottom of the Zoom meeting when it is your time to

		session and will assist in the 30 minutes before it begins.	present. Firstly make sure your presentation is ready on your device. Then you will need to select 'share screen' and choose your presentation from the options on screen. For the Technical Chairs: as the mp4 presentations have sound,you will need to select 'share sound', which can be located in the bottom left of the share screen window. A technician will be there to offer support throughout the session and will assist in the 30 minutes before it begins. **If you are sharing screen: please do <u>not</u> use other screens on your computer until the screen -sharing is over.** General: If an image or PDF poster does not display for 100% on your screen,click on the 'full screen' icon.
Can we see the audience?	No you cannot see the audience	Only the chairs and presenters can see each other. They are listed on screen as 'panelists'. The audience will not be visible in the zoom webinar and will not be able to see other audience members. However the audience can ask questions throughout by clicking the Q&A button at the bottom of the Zoom webinar. From there it will open the Q&A box up and the audience can post their question either as anonymous or as their name.	
Can I use a laser pointer?	No. If your presentation has a particular section such as a graph or diagram that needs referencing, we suggest adding a shape or an arrow to highlight the relevant area when making your slides – perhaps by using an animation or slide build. Please do get in touch with ecnp@firstsight.media if you need assistance.	You can share screen and use your mouse as a pointer.	If you are set-up to share screen you can use your mouse as a pointer. Not applicable if your mp4 is played by the Technical Chair.
Will I be able to advance my own slides?	Yes. We use software called internet clicker. The technician in the lead up to the session on the day will instruct you	As you can share screen: yes	If you present by screensharing: yes

			Not applicable to mp4 presentations played by the Technical Chair.
	to go to internetclicker.com on your smartphone. From there, it will ask you for an 8-digit code which will be provided on the day. Once you have entered the code, it will show you a red left arrow and a right green arrow, which will allow you to move your slides backwards and forwards. The technician will guide you through this prior to your presentation and you will be able to test this so you are comfortable.		
What happens if the internet clicker stops working?	In the very unlikely event that the clicker stops working, simply say 'next slide' and the technician will advance your slides for you. Please try not to highlight that the clicker is not working.	Not applicable	Not applicable
When will I get my link to present on the day?	**You will receive an emailed calendar invite up to 72 hours before the start of the conference.** This email will come from ecnp@firstsight.media which will contain the list of presenters for your session, followed by the links to join on the day. It will also contain a quick summary of the information you received during your tech check.		
How much time before the session should I join?	Please join 30 minutes before your session. In that time, the technician will make sure you are framed up nicely, test your sound and you will have the opportunity to meet your fellow presenters and scan through your slides.		Please join via the Zoomlink 30 minutes before your session.
Will I get to review my slides before the session begins?	Yes, during the time allocated in advance of the session (30 minutes)	As this is via Zoom, you can review anything until the start time.	As this is via Zoom, you can review anything until the start time.
I'm a chair for a Session, how will I see the questions come in?	Within the email calendar invite (where you will find your link to connect to the session) there will be a Q&A link. If you are chair, you need to open this link in another window on your computer, so you have vMix on one window, and the link for questions on another. As the audience asks a question, they will instantly appear on that link. Please encourage the audience to post questions throughout.	Within the Zoom meeting, the Q&A/chat tab will be enabled at the bottom of the meeting. We suggest the chairs select this open so the Q&A/chat tab opens to the right side of the meeting and the session content is on the rest of the screen.	

Why are some workshop sessions on Zoom and some on vMix?	Due to the nature of the content (e.g. virtual microscopy workshops), there are some sessions that are better suited to Zoom. This is mainly to do with interactivity. In most sessions, the interactivity is one-way for which vMix is ideal. In some sessions it is two-way, which is better suited to Zoom. In particular workshops 1-5, symposium 10 and the poster exhibits are best suited for Zoom. For the rest of the sessions, vMix is the best solution.		
Will there be a technician operating in my session?	Yes, in every session a technician is working with you.		
What do I do if my connection goes?/if the presenters connection goes?	If your connection goes, firstly take a deep breath, these things happen. Try to refresh the page and reconnect the call. If your internet connection goes entirely, i.e. your location has no internet rather than a temporary blip, please try connecting using your mobile network. If you are a chair of a session and another presenter's connection has gone, the technician will speak to you over the microphone and will give you instructions as to what to do next. For the Quick Pitch Sessions, there may not be sufficient time to reconnect a presenter as the presentation time is only 3 minutes.		
Who should I contact if I have problems?	Please contact ecnp@firstsight.media and someone will assist.		
What is the deadline to submit my slides?	The deadline for your presentation to be submitted by is Friday 28th May 2021	Not applicable	Not applicable
Where should I submit my slides?	Please submit your slides to ecnp@firstsight.media	Not applicable	Not applicable
I have videos and animations in my slides, will these work?	Yes. We would suggest you embed your videos and animations into your presentation. When you send your slides, a technician will check over the presentation to make sure everything is working. They will reply to you to either confirm everything is working or email you to ask you to send it again.	As long as it works on your own computer	For screen-sharers: as long as it works on your own computer

Mp4-presenters: please check if everything is working. The mp4 should be under 3 minutes! |
| **Is there a certain format that my presentation should be?** | Please make sure your presentation is in widescreen format (16:9). Within Powerpoint, this can be found under the design tab and from there, a button is located to the right side of the toolbar. You can also submit a PDF or a keynote file if you prefer. | Please make sure your presentation is in widescreen format (16:9). Within Powerpoint, this can be found under the design tab and from there, a button is located to the right side of the toolbar. | Please make sure your presentation is in widescreen format (16:9). Within Powerpoint, this can be found under the design tab and from there, a button is located to the right side of the toolbar. |

			You can choose to present your quick pitch as a 3 minute video. If you want to do that then see [these tips about how to make an MP4 video presentation](#) to add to your ePoster.
My presentation is too large to send via email, what shall I do?	Please use a file transfer service such as WeTransfer/Google Drive/Dropbox and then send your file to ecnp@firstsight.media	Not applicable	Not applicable. (Note that very large files may open slowly from your ePoster when viewers click it for the first time)
I would like to have polls in my presentation, how do I go about having these?	Please send your poll questions and answers to mattwalker@firstsightmedia.co.uk and they will be created for you. On the day, the technician will launch the polls for you. All you would need to do during your presentation is mention when you would like the poll to be launched. The deadline for informing us of your polls (should you want any) is Thursday 27th May 2021.	Not applicable	