



ISTD 2021

SPEAKER INSTRUCTIONS

WE ARE USING THE ZOOM PLATFORM

NECESSARY EQUIPMENT:

- Please, make sure that your network or machine does not have restrictions / firewall to this platform
- Please, make sure that you use Chrome, Mozilla Firefox or Safari. Microsoft Explorer is NOT supported
- Make sure you have a fast and stable internet connection. Use cable internet (not wifi connection) if possible
- Choose a simple physical background behind you so there's nothing to distract the audience
- Headphones - USB headset. No Bluetooth headsets/headphones are allowed

BEFORE THE EVENT:

- You will receive a unique link for your call
- Please make sure to log on to the zoom meeting **15 minutes** before the time of your speaking slot and when you log on please mute your microphone, enter your full name and turn on your camera

HOW TO PLAY YOUR PRESENTATION DURING THE EVENT:

- Open your presentation before joining the meeting
Function "Share screen" is located at the bottom of the window, in the middle. When you have finished sharing, press the red button "Stop sharing."
- File requirements:
The presentation files can be either ppt(x) or Keynote.
Aspect ratio: 16x9
Embedded videos: Please send us the videos as separate files

Important! If you have a presentation (slides) please inform us no later than **3 days** before the date of the event. After this dateline no presentation sharing option will be provided.

We are really glad that you will be part of our event!