VMUGBE : VIRTUAL CONFERENCE Speaker Instructions

First and foremost

- **Thank you for being a speaker on our VMUGBE event. Without you, our event would not be the same !**
- ***Be prepared!*** *Before the start of the meeting, ensure that you have read this document and have done the preparations indicated below.*

Before your session

- Test your webcam and microphone.

  - Open a web browser and go to: https://zoom.us/test   This opens Zoom on your computer.
  - You will be invited to try your microphone and can listen to your audio played back.
  - Check your camera image
  - Preferably do not use a headset but use your computer microphone and speakers. If a headset is needed, try using an in-ear set. (You will look better)

- Ensure you are connected to a high-quality network

  - Stable high-bandwidth network. Below are the Zoom-recommended metrics. Ask your network administrator to confirm your network meets these.

    - 2.0 Mbps up and down for single screen.
    - 2.0 Mbps up 4.0 Mbps down for dual screen.
    - 2.0 Mbps up 6.0 Mbps down for triple screen.
    - For screen sharing only: 150-300kbps.
    - For audio VoIP: 60-80kbps.

  - If possible, use a wired network connection rather than Wi-Fi.

  - Connect with a desktop or laptop computer. Not a phone or tablet.

During your session

Virtual Faculty Studio

- Speakers and Chairs will connect to the Virtual Faculty Studio by Zoom Webinar (similar to the pre-recording sessions). You will receive a Zoom invitation for your specific session. Please log in to the Webinar 15 minutes before the session starts.

- When entering the Webinar, turn on your webcam and un-mute your microphone. The production manager will briefly verify the audio connection.

- Similar to a live congress, the virtual congress room has back to back sessions with short breaks in between. If the webinar for your session has not yet started, this means that the technician is still finishing up the previous session. You can log in and an indication that the webinar has not yet started will be displayed. Please remain logged in until the technician starts the webinar.

- During the session, mute your microphone. Only un-mute your microphone during the Q&A sections.

- Make sure you are in a quiet area/room and avoid disturbing background noises and interruptions. If needed, post a "do not disturb" sign at your door.

- Pay attention to your background image and make sure it is tidy. Do not use virtual backgrounds. Unless used with a green-key screen, these do not work well.

Virtual Meeting Room

- Participants are not in the webinar.

  - They connect to a live stream in the Virtual Meeting Room on the Congress' web site.

  - They can type questions via a Sli.do Q&A panel

    - To see these questions, you will need a second screen (or second window).

      - Go to https://www.sli.do/ and type in the session code. You can also install the Sli.do app on a mobile device and type in VMUGBE, followed by your session code to monitor questions there

  - Session chairs will monitor the questions (i.e. select the most important/interesting questions and address these to the relevant speaker)

  - Participants can "like" questions submitted by others. Popular questions will float to the top, so they are easily identifiable.

Wardrobe recommendation

- If possible, wear the same outfit as when your presentation was recorded. That way your live camera view will match that of the recorded presentation. (This is not a requirement, but this helps the consistency of the session)

- Avoid chequered pattern fabrics as they tend to cause disturbing effects on camera