

INSTRUCTIONS FOR SPEAKERS

TECHNICAL PRE-REQUISITES

For correct function of the online Conference platform please follow the minimum system requirements:

- Microsoft Windows or Mac OS based device
- Latest Chrome and Microsoft Edge internet browsers (*other browsers are not fully supported*)
- Noise cancelling headphones with microphone to reduce background noise
- Stable Internet connection (minimum 10/10Mbps)

HIGHLIGHTS

- Pre-record your presentation in advance.
 - All final files must be in MP4 Format
 - There is a file size limitation 200MB.
 - Full instructions how to pre-record your presentation are available at [conference webiste](#).
- Login to the virtual platform and complete your personal profile at your personal page.
- Upload your presentation (MP4 file) to the virtual platform at your personal page
 - Please upload your presentation before **August 16th**.
- Test your connectivity in the Speakers Ready Room.

LOGIN

To attend the EDTNA/ERCA Virtual Conference, please visit the live conference website (<https://edtnaerca21.gcon.me/page/home>) and click the **User Login** link in the top right corner of the page.



The screenshot shows the website interface for the 49th EDTNA/ERCA International Conference. At the top left, there is a clock icon and the time '9:20:14 CEST'. At the top right, there is a 'User login' button with a person icon. The main header area features the conference title '49th EDTNA/ERCA International Conference' and the dates 'September 4–7, 2021'. To the right of this, there is a red banner with the text 'VIRTUAL CONFERENCE'. Below the header, there is a large image of a city street with a prominent church. On the left side of this image, there is a text box with the 'Conference Theme: Knowledge, Skills & Commitment – Core Elements to Manage Care'. At the bottom of the page, there is a navigation bar with links for 'Home', 'Programme', 'Exhibition', 'Helpdesk', and the website URL 'edtnaerca.org'.

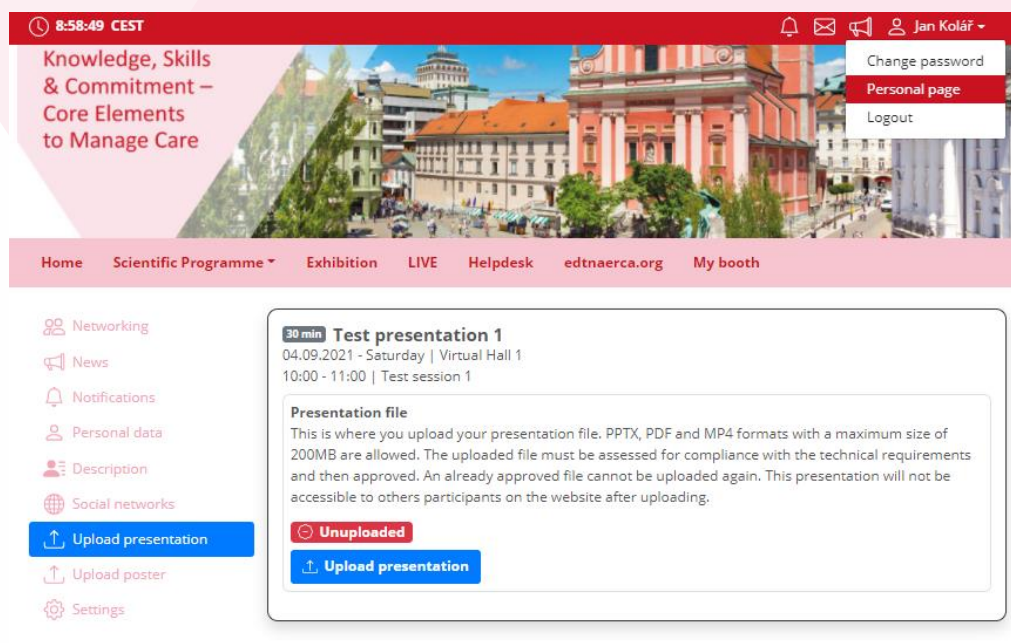
The site will request your login credentials (*email address and password*)

- On your first login attempt the site will ask you to provide your email address (*the e-mail address you were registering with*), your password will be automatically sent to this address (*it is coming from the e-mail address info@qcon.cz*).

The access to the virtual platform will be available from August 3rd.

HOW AND WHERE TO SUBMIT YOUR PRESENTATION

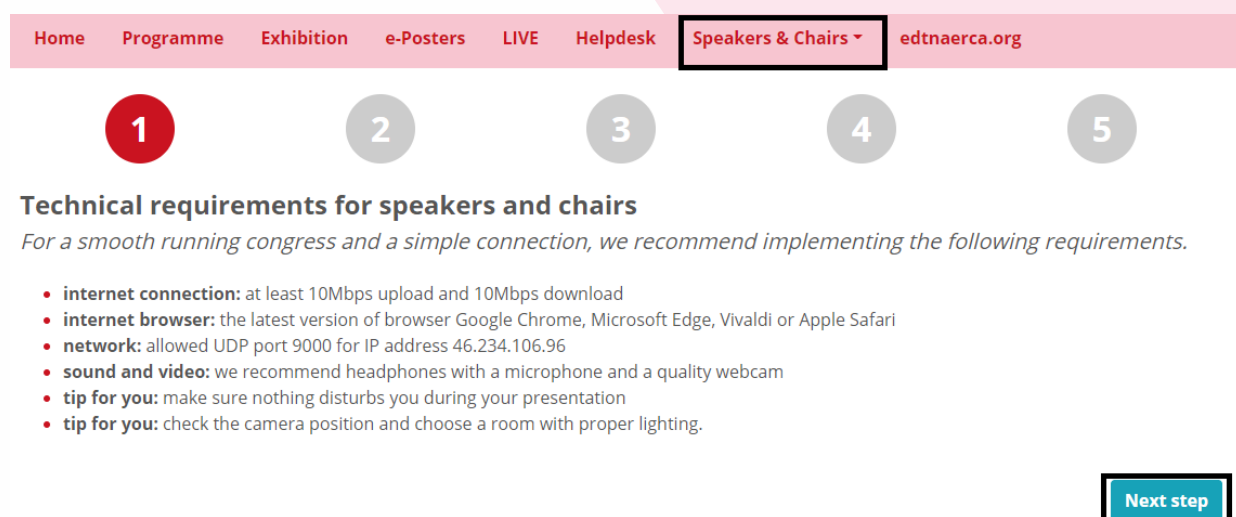
- After log-in please go to your personal page
- Use the **button Upload presentation** and then upload your presentation in MP4 file.
- Technical support will check the presentation and once the presentation is approved the button *Unuploaded* change to green with title approved.
- In case there is a problem with your presentation, the technical support will contact you.



The screenshot shows a user interface for a virtual conference. At the top, there is a navigation bar with the time '8:58:49 CEST' and the user's name 'Jan Kolář'. Below this is a header with the conference theme: 'Knowledge, Skills & Commitment – Core Elements to Manage Care'. A navigation menu includes 'Home', 'Scientific Programme', 'Exhibition', 'LIVE', 'Helpdesk', 'edtnaerca.org', and 'My booth'. On the left, there is a sidebar with various options: 'Networking', 'News', 'Notifications', 'Personal data', 'Description', 'Social networks', 'Upload presentation' (highlighted in blue), 'Upload poster', and 'Settings'. The main content area shows a notification for a '30 min Test presentation 1' scheduled for '04.09.2021 - Saturday | Virtual Hall 1' from '10:00 - 11:00 | Test session 1'. Below the notification, there is a section for 'Presentation file' with instructions on file formats and size, and a button labeled 'Unuploaded' with an 'Upload presentation' button below it.

SPEAKERS READY ROOM AND SELF TESTING

Your equipment and the internet connectivity can influence the performance and quality of the EDTNA/ERCA Virtual Conference stream. It is mandatory to first test these in the **SPEAKERS READY ROOM**.



The screenshot shows a navigation bar with the following items: 'Home', 'Programme', 'Exhibition', 'e-Posters', 'LIVE', 'Helpdesk', 'Speakers & Chairs' (highlighted with a red box), and 'edtnaerca.org'. Below the navigation bar, there is a numbered list of five items, with the first item '1' highlighted in a red circle. The first item is 'Technical requirements for speakers and chairs', followed by the text 'For a smooth running congress and a simple connection, we recommend implementing the following requirements.' Below this, there is a list of technical requirements:

- **internet connection:** at least 10Mbps upload and 10Mbps download
- **internet browser:** the latest version of browser Google Chrome, Microsoft Edge, Vivaldi or Apple Safari
- **network:** allowed UDP port 9000 for IP address 46.234.106.96
- **sound and video:** we recommend headphones with a microphone and a quality webcam
- **tip for you:** make sure nothing disturbs you during your presentation
- **tip for you:** check the camera position and choose a room with proper lighting.

At the bottom right, there is a blue button labeled 'Next step'.

Browser and connection test

Please test your browser and internet connection.

Start test

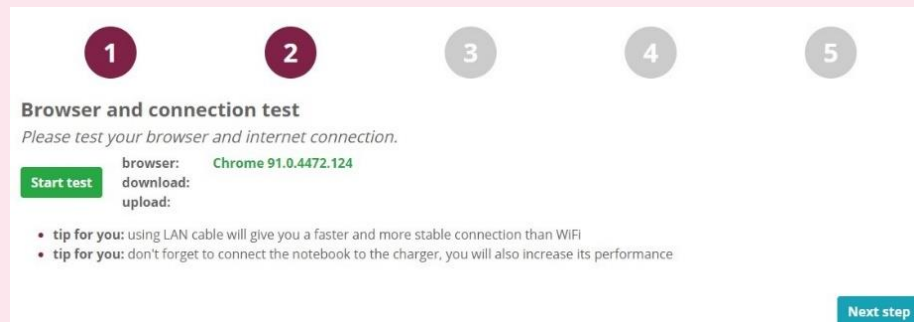
browser: **Chrome 92.0.4515.107**
download: **55.13 Mbps**
upload: **571.31 Mbps**

- **tip for you:** using LAN cable will give you a faster and more stable connection than WiFi
- **tip for you:** don't forget to connect the notebook to the charger, you will also increase its performance

Next step

- Please make sure to visit the Speakers Ready Room no later than 30 minutes before your session starts, to cede us adequate amount of time to provide you support in case you are facing technical issues.
- To test the stream quality (only available for Chairs and Speakers):

- Visit the Speakers Ready Room.
- The testing wizard will guide you through the process, to proceed through the test, press the Next step button.
- First test will check your internet connection speeds and browser version.
- Be aware that the internet speed test is done against our virtual Congress platform directly and may not reflect the local internet speed guaranteed by your provider.
- Enabling your peripherals.



1 **2** **3** **4** **5**

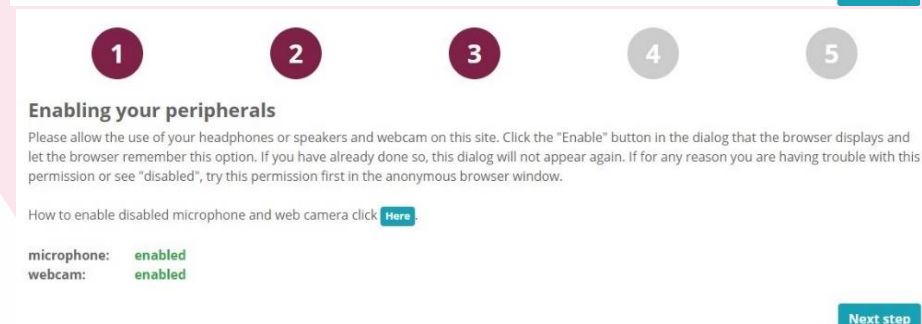
Browser and connection test

Please test your browser and internet connection.

Start test browser: **Chrome 91.0.4472.124**
download:
upload:

- **tip for you:** using LAN cable will give you a faster and more stable connection than WiFi
- **tip for you:** don't forget to connect the notebook to the charger, you will also increase its performance

Next step



1 **2** **3** **4** **5**

Enabling your peripherals

Please allow the use of your headphones or speakers and webcam on this site. Click the "Enable" button in the dialog that the browser displays and let the browser remember this option. If you have already done so, this dialog will not appear again. If for any reason you are having trouble with this permission or see "disabled", try this permission first in the anonymous browser window.

How to enable disabled microphone and web camera click [Here](#)

microphone: **enabled**
webcam: **enabled**

Next step




1 **2** **3** **4** **5**

Test your connection to the server

Perform the test on the same network as you will be at the time of the conference. If you change your network or location, it is necessary to perform the test again.

You should see green animated text with four-digit code in front of you. Copy the code into the test field next to the animation. If you do not see the animation with the code, your connection is blocked. You can resolve blocked connections [Here](#).



Please, rewrite the code

5791

Copy the code from the animation here:

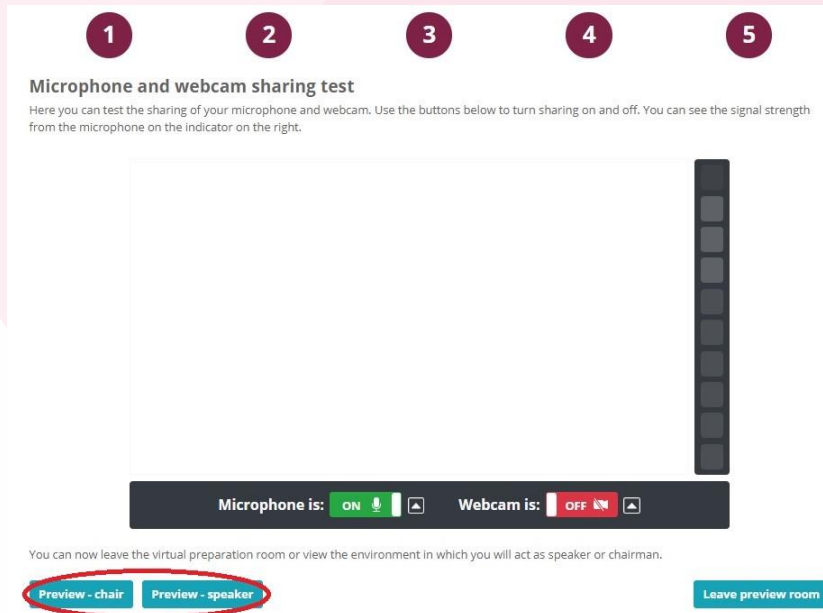
5791

If any of the technical problems persists, you can contact the technical support by clicking the button „Technical Support“ and by sending the description of your problem. The technical support will come back to you within 36 hours at the latest.

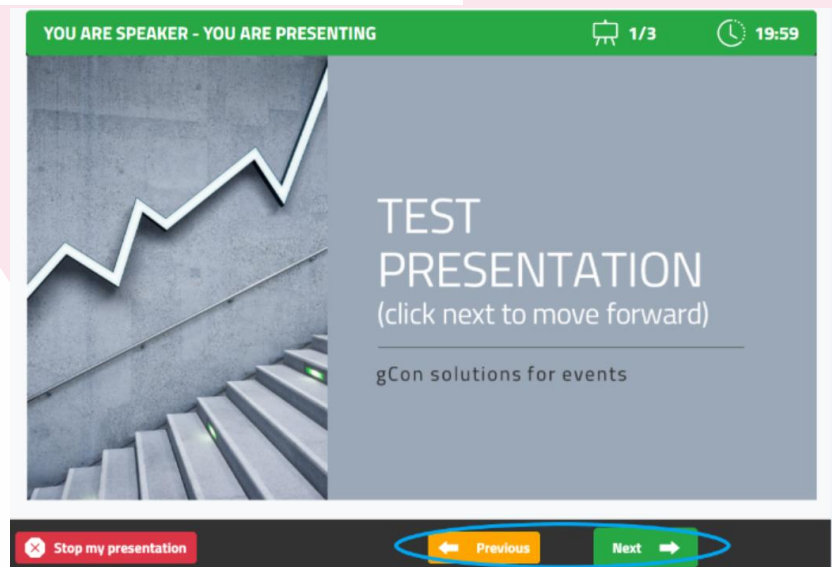
Technical support

Next step

- After testing your microphone and camera please visit the **preview room – speaker/chair** for the final test. **The test virtual session** will appear.



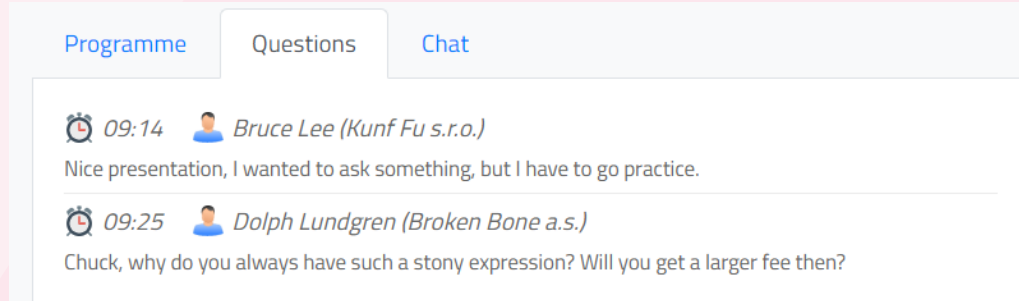
- After entering the session **Presentation** – you can navigate and stop the presentation by using the buttons next/previous.
- **If your presentation is pre-recorded as MP4 video file. The presentation will be played automatically by technical chair. It is not necessary to press next button then.**




- The microphone can be switched off and on by using the button on/off
- Webcam can be switched off and on by using the button on/off




- While attending the live stream, the congress participants have the option to raise the questions to the Q&A box. You can see those question in the box **Questions**.

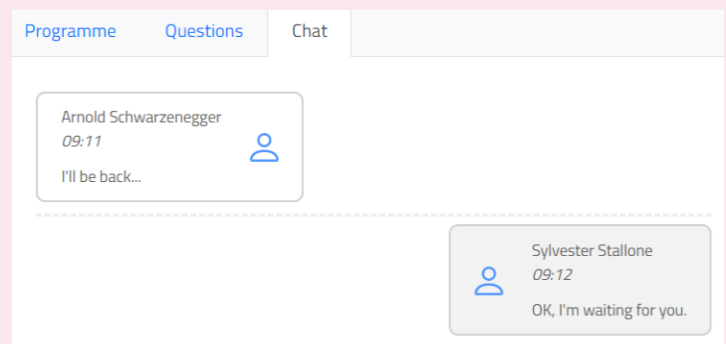


Programme Questions Chat

09:14  Bruce Lee (Kunf Fu s.r.o.)
Nice presentation, I wanted to ask something, but I have to go practice.


09:25  Dolph Lundgren (Broken Bone a.s.)
Chuck, why do you always have such a stony expression? Will you get a larger fee then?


- Chat** – serves as a communication channel between speakers, program chairs and technical chairs for the currently running session. You can communicate with the chairs and other speakers through the platform. This chat is not visible to the regular participants. In case of having a problem, please contact the technical chair through this chat.



Programme Questions Chat

Arnold Schwarzenegger
09:11
I'll be back...

 Sylvester Stallone
09:12
OK, I'm waiting for you.



SESSION IN THE VIRTUAL HALL Leave the session ↶

- Leave the session** – after successfully testing all presentation controls/functions in the preview room, please click on: Leave the session button.
- To finish the speakers ready room testing please click on: Leave preview room button.



Preview - chair Preview - speaker Leave preview room

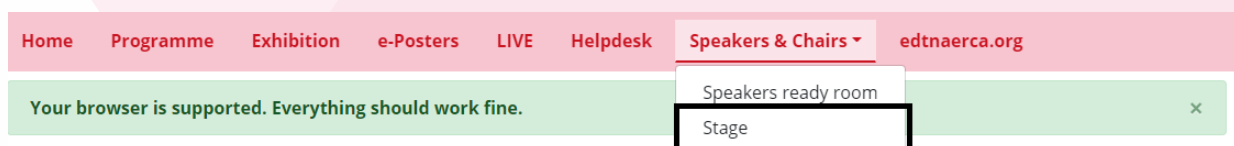
- If any of these tests fail, please contact the technical support directly

ACTIVE PARTICIPATION - SPEAKERS

To participate in your session as a **speaker**, please navigate to **Speakers & Chairs / Stage**. This will enable you to actively contribute to the session, speak, present etc. after the technical chair enables these features to you.

After entering **STAGE** section, you will see your assigned sessions only

- To join the session, click on: **Enter the Session** button
 - Button is active approximately 10 minutes before the start time of the session
 - We recommend to connect before the session starts.

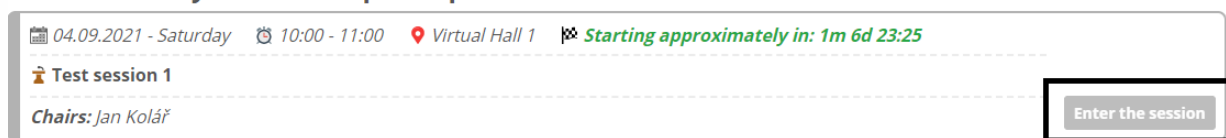


The following table lists all the session you participate in remotely. You are either the chair of the session or the speaker at the presentation. The "Enter session" button will not be active (green) until the session starts. After entering the session, you will find:

- **Chair:** Your microphone will automatically turn on and you will see a picture from the hall and hear what is happening in the hall. Remember that your microphone is turned on as soon as you enter the session.
- **Speaker:** You will see a picture from the hall and hear what is happening in the hall. Your microphone will be muted when you enter the session. You will watch the program in the hall and wait for your presentation to take place. Your presentation will be started by a technician when prompted by the chair. The first slide of this slide show appears automatically, and your microphone turns on. Below the presentation window will be the controls for moving the slides. When you finish your presentation, you'll still be in the session and your microphone will be muted automatically.

You can turn your microphone and webcam on and off while you're in the session. You can leave the session yourself by pressing the "Leave session" button, or you will leave the session automatically when it is finished.

Sessions with your remote participation



A. **SPEAKERS**

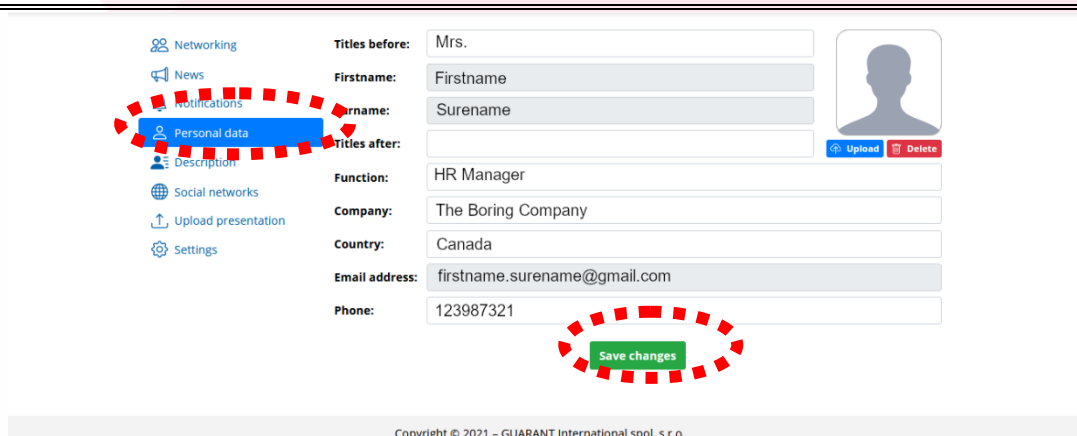
After entering the session, you can hear the chairs and the current speaker and see a preview of currently running presentations.

- Your microphone and presentation sharing remain inactive until enabled by the chair.
 - The technical support will automatically launch your pre-recorded presentation.
 - Once your pre-recorded presentation is over and when enabled/prompted by the chair, a screen-sharing window will automatically appear on the screen and your microphone will be activated for discussion.
- Please make sure you have provided your pre-recorded presentation in advance.
 - Before entering the session, **please make sure that you have passed the Speakers Ready Room test.**

MANAGING YOUR ACCOUNT

To increase your virtual experience, you can fill-in your personal account info, picture or description:

- You can **find and change** your personal data, description and social sites in the **right upper corner “name” menu**
- Then click on **Personal page**
- Here you can manage your **Personal data** (e.g. profile picture, phone number, e-mail)
 - Don't forget to save your changes by green **Save changes** button
- On the other tabs you can change **Description** and **Social media profiles** that will be shown on your profile
 - **Also don't forget to Save changes**
 - The **Social media profiles** could be in both formats: **URL (link) or Username**



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HELPDESK

In case you face technical difficulties and need support from our technical team, please contact us through the **Helpdesk** menu. Here you can find links to download system manuals or use the **Chat** option to communicate directly with our support personnel.

Type your message to the chat box and click **send**, this will add your chat in to our support queue and one of our agents will reply to you as soon as possible.

- You can leave the chat and return to it at any time, it will stay saved for you.
- You can have the chat open in separate browser window while still watching the live stream or visiting other part of the online event.
- The Helpdesk operating hours will be posted within the platform.

