



EUGA 2020

INTERACTIVE MEETING

22-23 OCTOBER 2020 | 18.00 – 20.00 CET
12-13 NOVEMBER 2020 | 18.00-20.00 CET
10-11 DECEMBER 2020 | 18.00 – 20.00 CET

TECHNICAL INSTRUCTIONS FOR CHAIRS & SPEAKERS

Dear Doctor/Professor

We are contacting you since you're involved in a scientific session taking place during the EUGA 2020 Interactive Meeting.

We wish to send you some technical instructions to better interact before and during the meeting.

Lectures/presentations have been pre-recorded and will be streamed at the time scheduled on the scientific programme attached. Discussions will instead be live.

All involved speakers and chairs are therefore requested to virtually attend the sessions in order to ensure an active interaction with faculty members and delegates.

SPEAKERS & CHAIRS – You'll be asked to connect through a dedicated link (<https://zoom.us/j/91696809933>) at least 30 minutes before your involvement.

You'll then be greeted by one of the technicians who will lead you to the assigned session at the agreed time.

Please note: the provided link will only be valid for 12-13 November. If you are involved in December sessions, you will be provided with a different link closer to the event.

If you're not involved in a session or you took part in October sessions as speaker/chair, you can enter the EUGA 2020 Virtual Platform by using the credentials you already received.

Faculty members will therefore be able to access the meeting in *2 different ways*:

- Zoom link with direct connection to technicians and to a dedicated virtual room if you need to attend a session as a Speaker/Chair
- Personal credentials to enter the virtual platform and attend as a delegate.

Please make sure to click on the Zoom link at least 30 minutes before the session you are involved in.

BEFORE CONNECTING

Please make sure to have a PC (Windows, Mac OS) and the following items correctly set up:

- Headphones with microphone or microphone included in the PC
- Webcam, also included in the PC
- Good and stable Internet connection

Q&A Live Sessions

Chairs will receive questions from delegates through a dedicated chat. The Chair of the session will then be able to select the questions and share them with the speakers who will be present to interact live during the discussion.



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TIPS FOR SPEAKERS

If you are involved as a speaker, you should have already recorded your Lecture/Presentation.

The chairs will introduce your lecture at the beginning of the session and the pre-recorded presentation will be live streamed.

At the end of each session a live discussion will follow with Chairs, other faculty members and delegates.

TIPS FOR CHAIRS

If you are involved as a Chair you will be asked to briefly introduce the session and the involved speakers as well as to moderate the final discussion at the end of the session. In case of Abstract Sessions, please note 2,5 min discussion will follow each abstract presentation.

Questions from the audience will be managed through a dedicated chat and the technical staff will provide any necessary support.

PROGRAMME

We are attaching the scientific programme and we kindly ask you all to be on time for your involvement, in order to avoid any overlapping or technical issue.

Please feel free to contact us should you have any further doubt.

Kind Regards

The Organising Secretariat