



Guidelines & Instructions

Note: Since the health and safety of our attendees and staff are of paramount importance to us all participants attending this year's conference are required to observe the on-site safety rules and guidelines regarding the current COVID-19 pandemic. Please also remember to bring face masks.

Tool/Technology Set-Up:

- Presenter laptop with Microsoft Office and Microsoft Teams
- Presenter wireless microphone
- Presenter loudspeakers
- Webcam to stream presenters during their presentations or online presenters from the audience
- Audience wireless microphone (in rooms E.21, E.22 and Audimax)
- Logitech Group Conference System with 6 microphones (in room E.23)
- Web cameras in the rooms E.25, E.26
- Optional mobile 86" touch (smart) screen
- Microsoft Teams for all participants with a channel specifically created to share materials during the workshop
- Moodle environment to upload presentations and associated documents

Roles and Responsibilities:

Online Presenter: presentation materials in MS PowerPoint or PDF must be uploaded using the EuroSPI paper upload function and submitted as attachments to the email address eurospi@iscn.com by 27 August 2021. We strongly recommend that online presenters record their presentations in advance to have a fallback option in the event of technical issues on site. We also encourage online presenters to use a webcam during the workshop. Please make sure that you have a stable internet connection with a fallback solution to be able to join by phone.

On-site Presenter: uses the presenter laptop to share his presentation in MS Teams and uses the presenter wireless microphone. Presentation materials in MS PowerPoint or PDF must be uploaded using the EuroSPI paper upload function and submitted as attachments to the email address eurospi@iscn.com by 27 August 2021.

Workshop Moderator: moderates a session using the presenter laptop to document joint discussions. The whiteboard feature of MS Teams is available for documentation but other systems can be also used. During the Q&A sessions or discussions in the workshop, it is important that only one online participant speaks at a time.



Technology Moderator: responsible for instructing and supporting participants in the event of technical problems during the workshop. Ensures that all microphones are muted during presentations. Supports the workshop moderator if technical issues arise. Switches between the presenter and audience microphone so that no interferences occur. Chats with the audience to answer questions and attend to problems etc.

Online Participant: mutes his/her microphone during their presentations. When asking questions or contributing to a discussion, it is favourable to use a webcam. Also, when asking questions, participants should introduce themselves giving their name and company.

During the Workshops:

Online Presenter: introduces himself shortly using a webcam and during his/her presentation shares the screen with the audience.

On-site Presenter: introduces himself, the webcam in the room points to the presenter at all times during the presentation. The presenter laptop shares the screen with MS Teams.

Questions should be asked during the Q&A session at the end of the presentations.

- During the Q&A session, the webcam points at the audience.
- If questions are asked by the online audience, the online participant should unmute himself/herself to ask the question and then mute themselves again.

Online Participants: are recommended to join the MS Teams channel at least 15 minutes before the presentations start so that potential issues can be addressed in advance.

Dry Runs:

Friday 27 August 2021 from 08:00 – 09:00 CEST: A dry run will be carried out to check the connection to MS Teams and test tools.

Link: https://teams.microsoft.com/join/19%3ameeting_MmU4ZmFhYTAAtMTI5Yi00YmMxLTg4YmQtMzg2MDIxYTc1MmQw%40thread.v2/0?context=%7b%22Tid%22%3a%22243151b3-fb11-4858-b740-138157357385%22%2c%22Oid%22%3a%2208975539-671b-4679-8438-2266b1bbe269%22%7d

Tuesday 31 August 2021 from 16:00 – 17:00 CEST: A dry run will be carried out to check the connection to MS Teams and test tools.

Link: https://teams.microsoft.com/join/19%3ameeting_MDZiMjUyYTgtYjl3Ni00MTFhLWEyNTgtOTVmNjI2YmY1Yjc4%40thread.v2/0?context=%7b%22Tid%22%3a%22243151b3-fb11-4858-b740-138157357385%22%2c%22Oid%22%3a%2208975539-671b-4679-8438-2266b1bbe269%22%7d