Updated Instructions for Presenters of Talks at ECVP2021
(15/08/21)

Please pay particular attention to the updated Instructions highlighted in RED

1. Please check the particular **Talk Session** in which you will be presenting your talk. If you don't know that already, check the Programme on the website https://ecvp2021.org/programme Then, click on the particular Session, and click within the Session to see the presenters and their Abstracts. This will also tell you the order of the talks in your Session. If you are not sure which Session you are in, you can use the **"Search"** tab to locate your Abstract by name, title or email.

2. If you discover that you have a time conflict, please notify the Chair of your session immediately. A minor conflict may be resolved by changing the order of the presentations within your allotted session schedule. A major conflict (i.e. being away from Internet on the day of your session) can only be resolved by contacting your Chair and working out a solution that will involve a speaker replacement.

3. Please note the names and email addresses of the Chair and Co-chair of your Session, as they will be introducing you and moderating the questions at the end of your talk.

4. As you will be aware, your Talk should be given **live** from your location. If you have any problems with doing an on-line talk, please let us know as soon as possible.

5. Make sure that you have a good internet connection. If you have ever experienced problems with your internet connection in the past, please find an alternative location where the internet is more reliable.

6. Prior to the meeting, you will receive email from ZOOM providing you with a **personal link** to your talk session. The easiest way for you to join your session will be to click on this link directly from the email or copy the link to your browser. Following the link will take you directly to your Zoom Channel with the correct **"Panelist"** settings.

7. Please note **the time shown in the ZOOM invitation** will always be the time at which your Zoom room **OPENS** on a given day. This will typically be **11:00 CEST.**

8. **This is NOT the time you are asked to join the channel.** Please refer to the specific time your session is due to start. This will either be **13:00**, **15:00** or **17:00 CEST**. Check the online programme to confirm.

9. During the meeting itself (as well as at the Practice Session) we would like you to arrive at least 15 minutes before the scheduled start time.

10. Alternatively, you can join sessions via the online ECVP programme. Next to each session in the programme there will be a large ZOOM button. When you click this link, you will be prompted for the daily ECVP password which will be sent to all ECVP 2021 attendees via Eventbrite. Please note, if you use this method you must connect to ZOOM using your pre-registered credentials. Otherwise, when you join the session, you will not have the necessary privileges.

11. Whichever method you use to join your session, p**lease enter that Zoom Channel with your microphone and video turned OFF.**

12. We will be using **three different Zoom channels** for the regular Talk Sessions. (Think of these as "Lecture Theatres"). If you click on your Zoom Channel *earlier* in the day, you might find that a Keynote Lecture or a different Talk Session will be on-going in your Zoom channel - in other words, it will be using the same Lecture Theatre. If you wish to stay with that Session, **please turn off your microphone and video.** Don't worry, when your Session is about to start, your Chair and Co-chair and all six Speakers will take over.

13. During your Talk Session, you will be given Webinar Zoom privileges as **"Panelists".** This will enable you to **"Share Screen",** and have your **Microphone** and **Video ON** while you are giving your

Talk. Please **mute** your microphone apart from when you are actually giving your Talk. (All other attendees at your Session will enter with their audio and video turned OFF.)

14. After you have been introduced by the Session Chair, you should click on **screen share** to show your PowerPoint or Keynote presentation. Please join the online session at least **15 minutes** prior to the start of your session. We expect all speakers to remain in the Zoom room during the entire session and to turn **off** their microphones except when they are giving their Talks.

15. **Practice Sessions:** In order to ensure that your Session proceeds smoothly at the meeting and that there are no technical issues, there will be a **Practice Session** on the *same day* and at the *same time* **as** your Talk Session at the meeting, but **a week beforehand.** **You have already been sent this information.**

16. On or before August 16th you will receive email from ZOOM providing you with a personal link to your practice Zoom Channel. The easiest way for you to join the Practice Session will be to click on this link directly from the email or copy the link to your browser. Following the link will take you directly to your Zoom channel with the correct "Panelist" settings in exactly the same way as outlined above for your actual Talk (points 6-8).

17. If you are UNABLE to be present at the time of the **Practice Session** please contact your Chair/Co-chair immediately. It is very likely that they will be able to arrange an alternative time for you to have a Zoom meeting to make sure that your presentation works and to answer any other questions.

18. The timing of your talk is very important. You will have **12 mins** to present your findings and then there will be **3 mins** of questions from the on-line audience. The Chair will give you a warning after 10 mins to tell you that your have 2 minutes left. At **11 mins**, the Chair will ask you to go straight to your **conclusion slide** to ensure that your presentation does not overrun. Please practice your presentation before the meeting to make sure that it will not overrun the allocated 12 mins.

19. Please make sure that the text size and other features in your presentation are optimised for viewing on people's home computer screens rather than on a projection screen in a lecture theatre.

20. If you have movies (with/without audio) in your presentation, please make sure that these can be shown without undue delay. You should try these out in your Practice Session.

21. Please note we intend to record all talk sessions and make them available for downloading afterwards. If you are not happy about this, please raise it with your chairs ahead of time.

If you have any questions, please do not hesitate to ask us using the email address: talks@ecvp2021.org or by getting in touch with your **Chair** or **Co-chair**.

Mark Greenlee and Brian Rogers

Sent on behalf of the ECVP2021 Organising Committee:

Tiziano Agostini, Marco Bertamini, Claus-Christian Carbon, Cristina de la Malla, Dražen Domijan, Mark Greenlee, Michael Herzog, Brian Rogers, Katherine Storrs, Ian Thornton & Sunčica Zdravković

15h00 (CEST) = 09h00 (EDT, New York, Toronto); 14h00 (BST, London); 16h00 (RTZ, Moscow and IST Israel); 22h00 (JST, Tokyo); 23h00 (AEST, Sydney).

17h00 (CEST) = 11h00 (EDT, New York, Toronto); 16h00 (BST, London); 18h00 (RTZ, Moscow and IST Israel); 24h00 (JST, Tokyo); 01h00 (AEST, Sydney).