ICDM 2021
PRESENTER & SESSION CHAIR GUIDE
FOR VIRTUAL CONFERENCE PLATFORM

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RECOMMENDED EQUIPMENT AND SOFTWARE

The equipment we recommend for your set up as a speaker includes:

- Laptop or Desktop Computer
- Ideally two monitors/ screens (mainly required for session chairs to monitor Q&A)
- Stable Internet connection (minimum 5Mbps for both upload and download). You can check your internet speed at www.speedtest.net
- Your device requires either an integrated or external camera/webcam and a microphone
- We recommend using Google Chrome, Microsoft Edge or Opera to access the Virtual Conference Platform. Firefox and Safari are also compatible

SET UP

- Equipment: Two screens, wired internet connection. No mobile device can be used to chair a session successfully
- Quiet space: Find a location free from distractions. Make sure everyone in your home knows you are presenting to ensure there are no interruptions
- Background: Find a spot with a plain background, free from clutter
- Lighting: Make sure your face has some good lighting on it
- Camera: Position your camera to be as level with your face as possible. Avoid any weird angles and be sure to sit far enough away to keep your entire head in the camera window
- Audio: A wired headset is recommended, if possible and try to limit background noises. Wireless headphones work but often let in more background noise and uses more resources of your computer to connect. If you're using your computer's built-in mic, you'll need to sit as close as possible to avoid any echo and muffled audio.
- Exit out of all unnecessary app's and disable all notifications: Quit all software not related to giving your presentation. Software running in the background may interrupt your recording with pop-up or sound notifications. Close unneeded tabs and documents, turn phones and notifications to silent.

THE VIRTUAL PLATFORM

You'll receive your virtual conference log in information via email 72 and 24 hours prior to the conference commencing. The virtual conference platform is best used on **Google Chrome, Microsoft Edge or Opera browser.**

When you log in to the platform you will asked to update your settings and ensure your microphone and video settings are working correctly.

Once inside the platform you will see the below timeline:
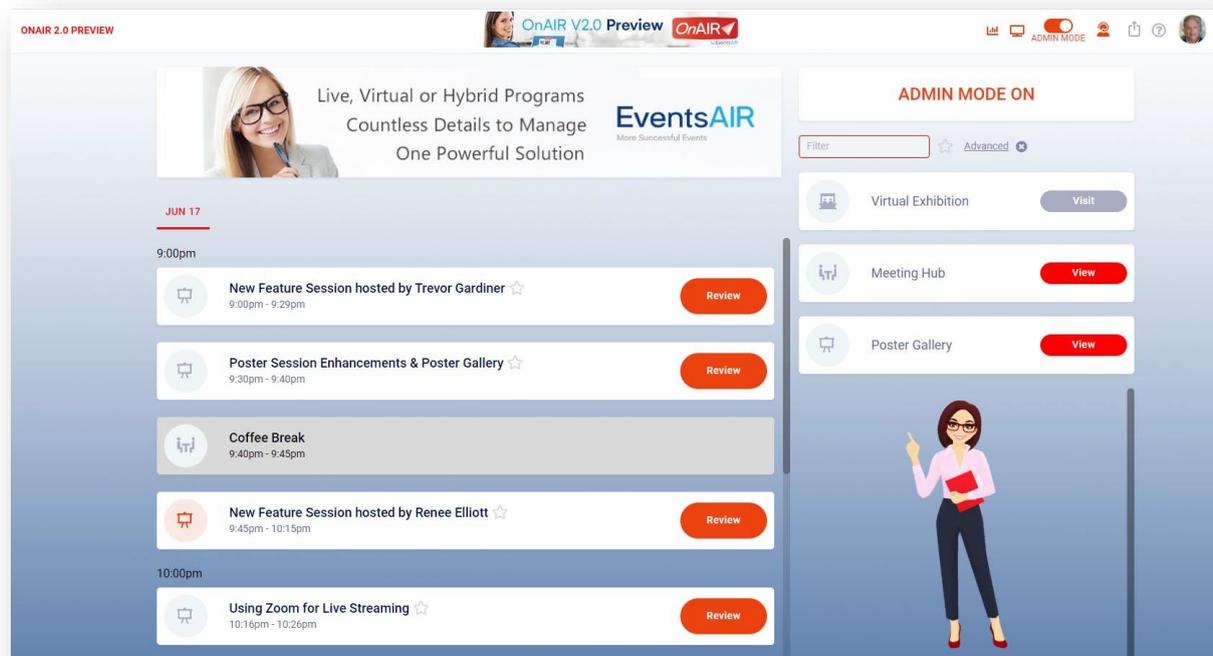
As an attendee you will be able to visit the meeting hub (on the right-hand side if enabled) and preview the conference sessions on the timeline.

As a speaker you will be able to enter your presentation session in advance (as soon as you receive virtual platform access) where you can familiarize yourself with the settings available.

JOINING YOUR SESSION AS A SPEAKER

When you join your session, you will be brought into AIRCast Studio, a presentation environment where speakers broadcast their presentations and answer Live Q&A questions.

Every session will have a "Producer" who will be managing the flow of the presentation and will bring you and the session chairs, along with your shared screens or media, onto the Main Stage. Whatever is on the Main Stage is what attendees will be viewing.

STEP 1. Please arrive for your session 15 minutes prior to your presentation time.

PRIOR: If your producer hasn't arrived yet, you will see the following screen. Just wait until they arrive.
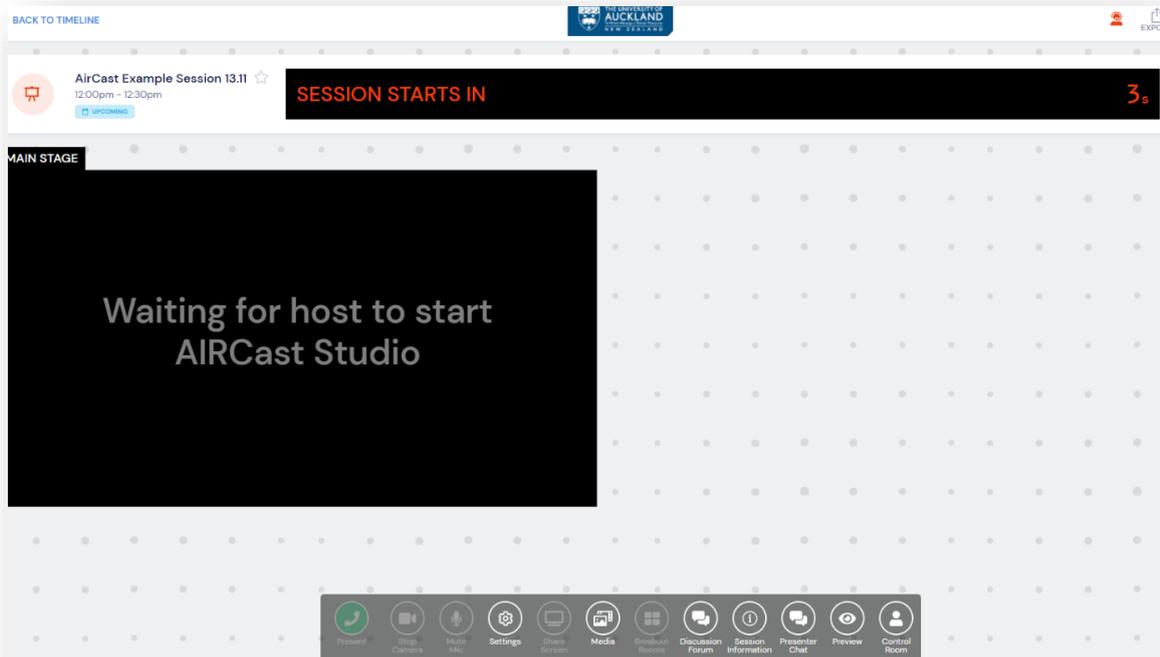
STEP 2. CLICK the **PRESENT** button as shown below.

You will NOT be seen by the producer until you click this. Clicking present DOES NOT MEAN you will be seen on stage.
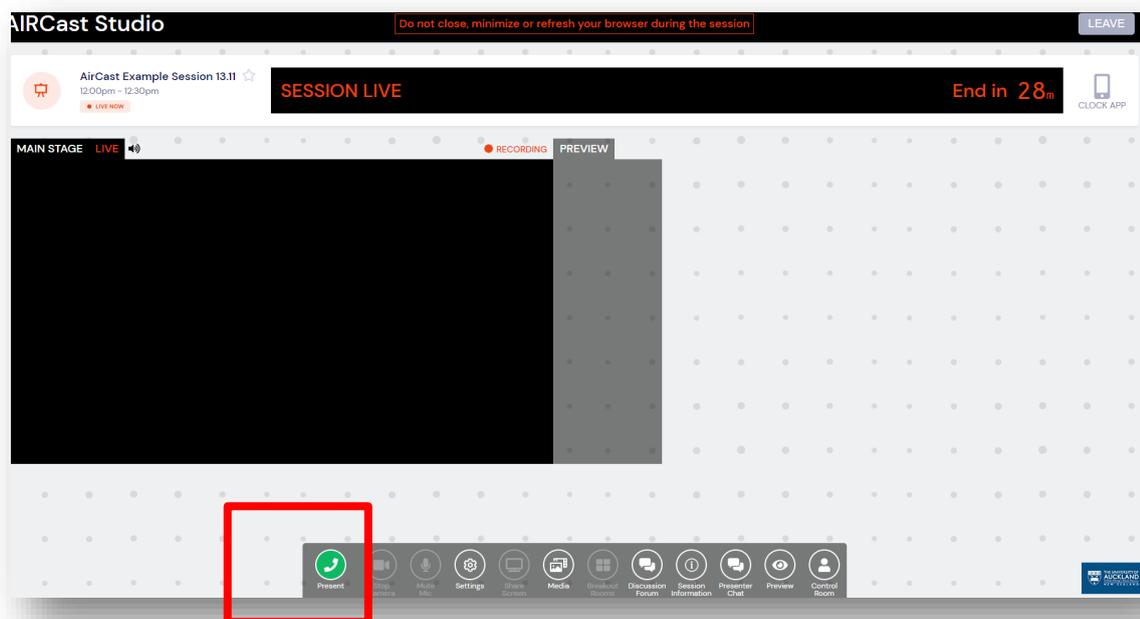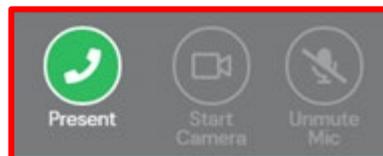
STEP 3. Confirm your mic and camera on the right (this will pop up when you click present)
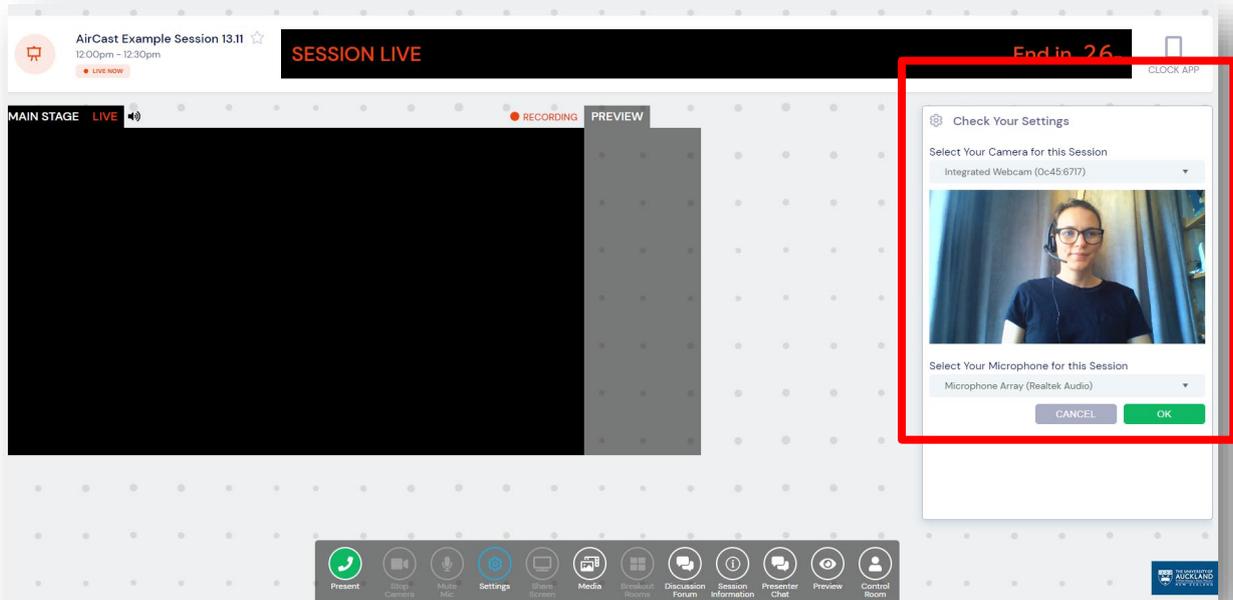
STEP 4. You are now in the green room

The Green Room is the Presenter/Speaker waiting area, where presenters are placed when they first start their presentations You can speak with the producer (who will not be seen) and they will make sure you are ready. The green room is not visible to any delegates, it is like the backstage.

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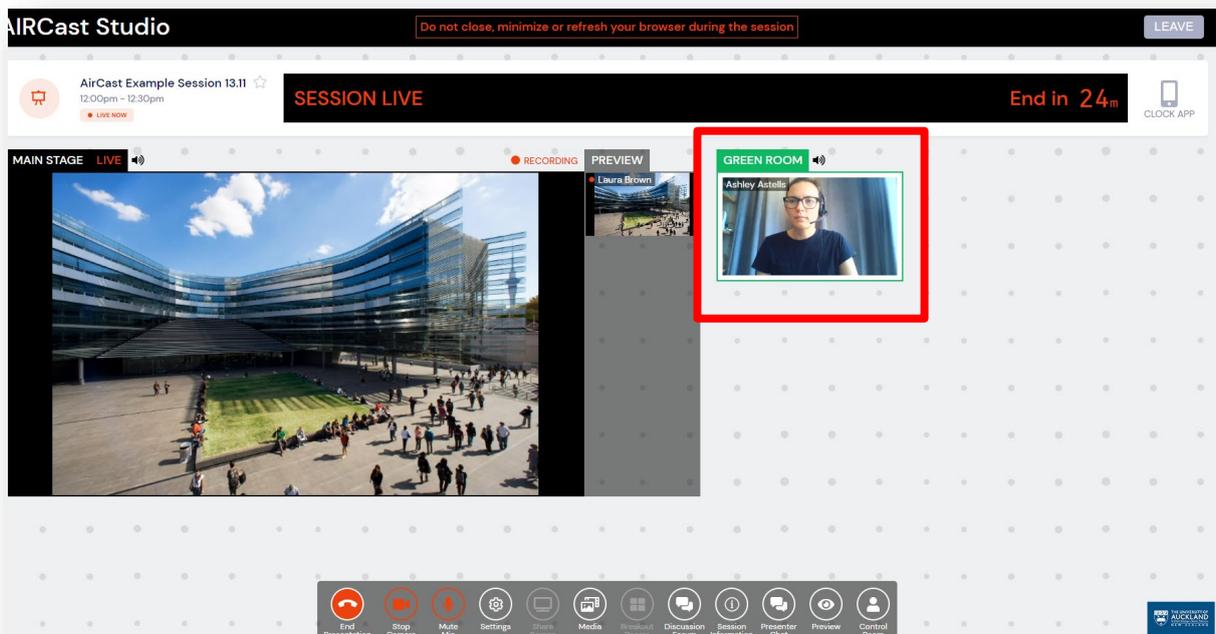
STEP 5. To view the Q&A, click the Live Q&A button at the bottom and it will show the Q&A on the right.

STEP 6. The producer will play your pre-recorded video. Please wait quietly in the green room while this is happening.
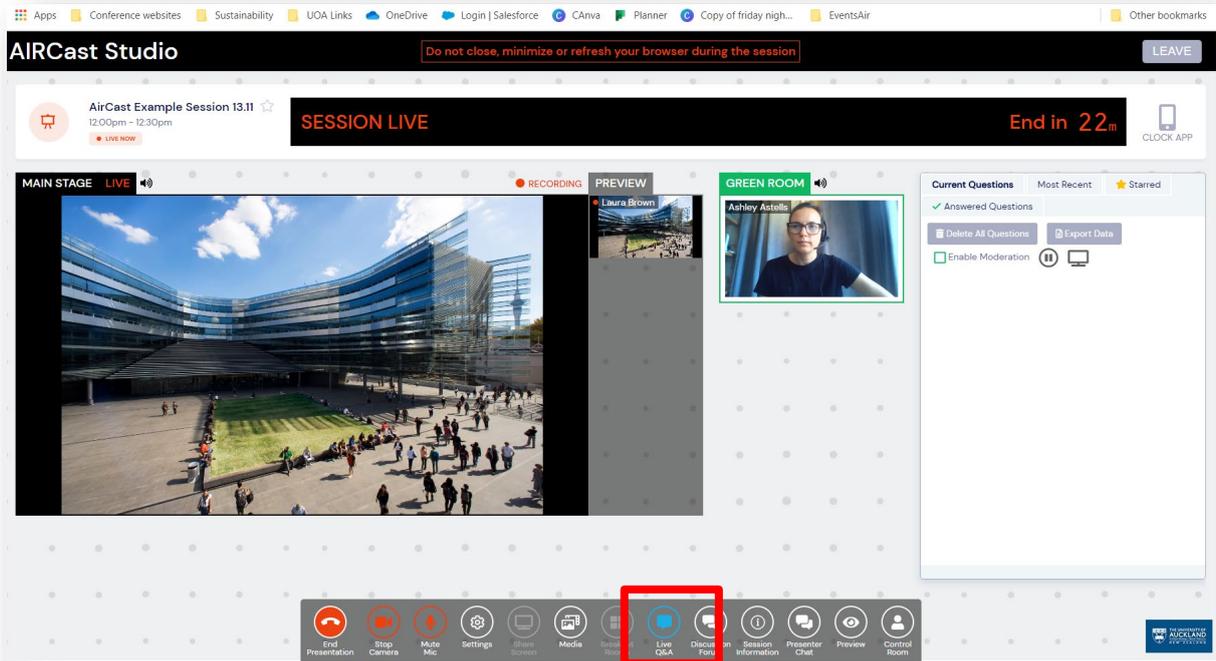
STEP 7. When the video is almost over, the producer will place you and the session chair in the preview panel. You must remain quiet in the preview panel as you can be heard on the main stage.

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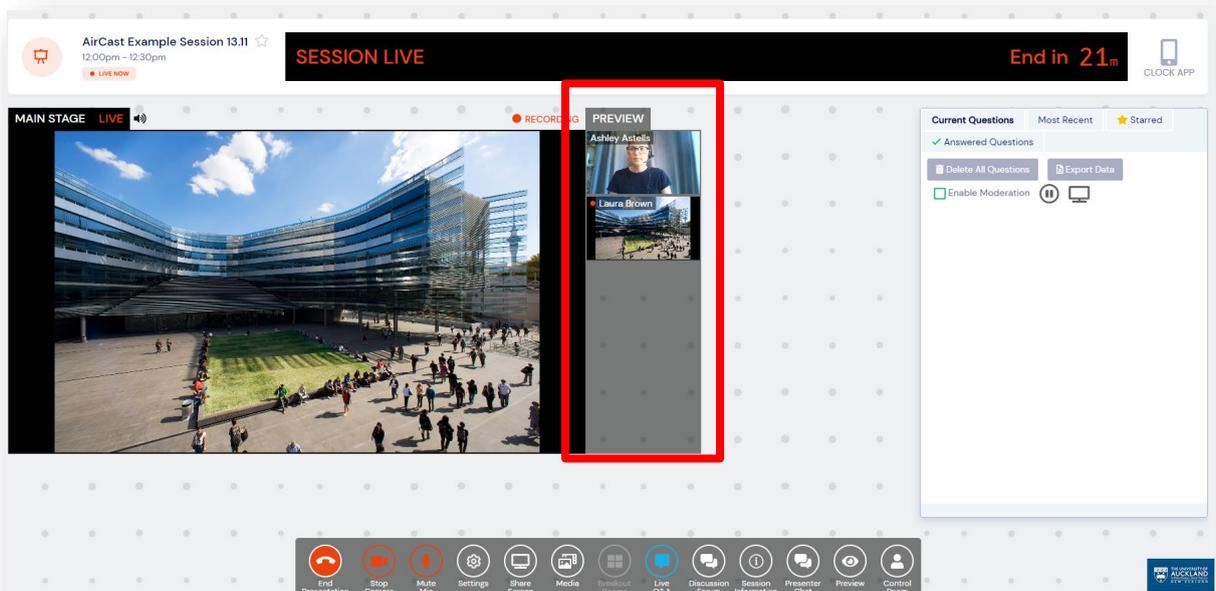
STEP 8. When the video has ended, the producer will bring you to the main stage with the session chair.

Please wait until you see yourself on stage before speaking.

Below is the view with a session chair and a speaker
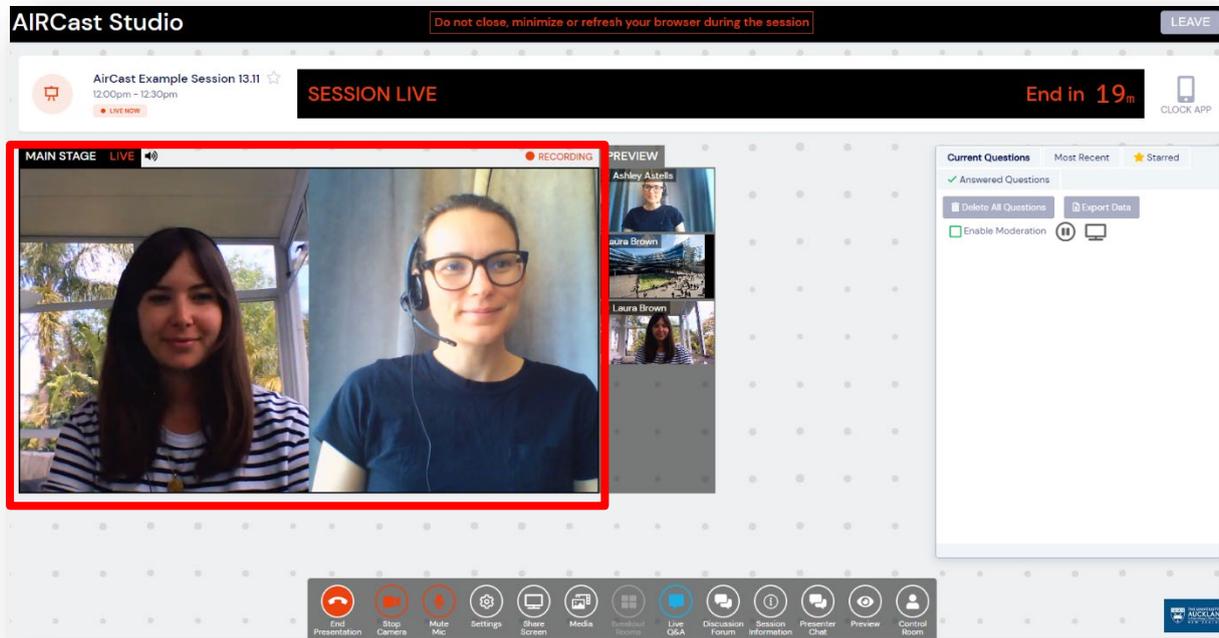
STEP 9: Keep an eye on the time at the top of the screen. It will countdown to the end of the entire session.

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THE CONTROL PANEL CONTROLS IN THE SPEAKER VIEW

End Presentation: This will end your presentation, please to not click until you are done

Stop Camera: if you need to turn off your camera, you can do this while you are waiting for your pre-recorded video to end.
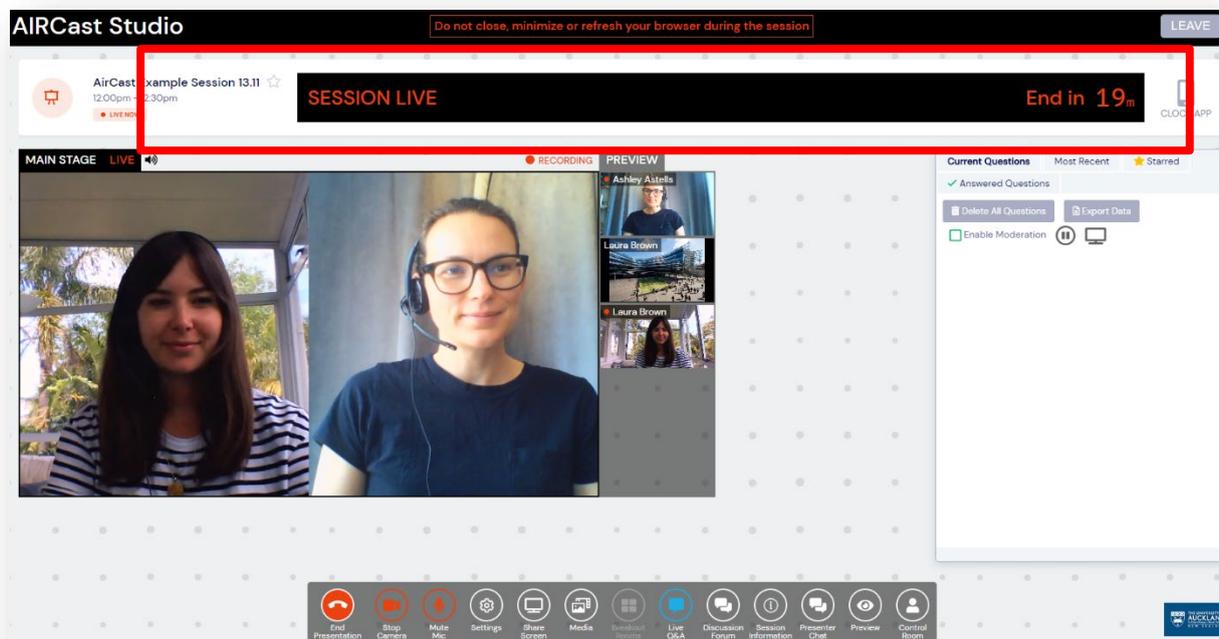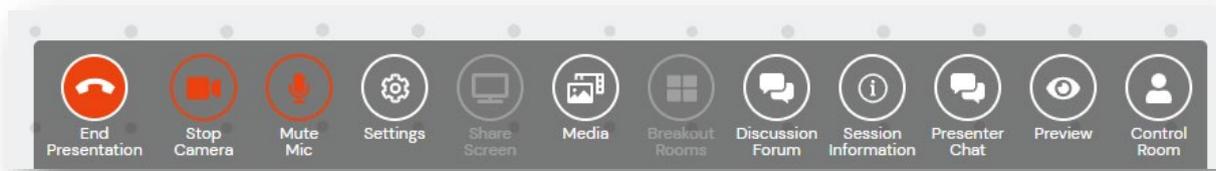
Mute Mic: If you want to mute your mic. Please do this while in preview, as you can be heard on the mainstage in preview

Settings: If you need to adjust your camera or mic settings

Share Screen: We shouldn't be using this, but if you want to share a screen, or if you are sharing slides.

Media: This is where the pre-recorded videos will be loaded. The producer will play a video, and then bring the speaker on screen for 5 minutes of Q&A.

Breakout Rooms: Not in use

Discussion Forum: You can see what the delegates are chatting about.

Session Information: To see who is in the Session

Presenter Chat: To chat to other speakers/session chair in the session only

Preview: You can see what delegates see, please do not click this

Control Room: If you receive messages from the control room about instructions to follow, or if you need some time you can message the Control Room here.

IF YOU ARE CHAIRING THE SESSION

Speakers presentations vary from **Short (7minute video + 5minute Q&A) or Long (12minute video + 5minute Q&A),** that includes their pre-recorded video and Q&A.

Each session will have a Producer who will manage playing the pre-recoreded videos and bringing you as the session chair and the speaker onto the main stage. The order will be as follows

Arrive 15 minutes before session begins,
The producer will ensure everything is working correctly
When session begins:
- Session chair will welcome everyone (1 min)
- Session chair will introduce the video of Speaker 1
- Producer will play Speaker 1 video
- Video ends
- Session chair and Speaker 1 will go onto the main stage for the remainder of the 15 minutes
- The Producer will 'whisper' to the session chair that the 15 minutes is almost up. (this wil not be heard by anyone else)
- At 15 minutes, Speaker 1 will leave the stage (the producer will take them off the stage)
- Session chair will introduce Speaker 2's video
- Producer will play speaker 2 video etc

Important to note, if a speaker has not arrived, please do not go ahead of time. The producer can place a holding slide on screen until it is the next scheduled speaker's turn

Be Prepared: Take some time to become familiar with the Virtual Conference Platform as well as the programme and who the presenters are in your session.

Be prompt: Arrive in your session early, this allows you to welcome presenters and check name pronunciation or information.

Watch the time: Keep an eye on the count downer timer and be mindful of how much time has been allocated to each presenter (if there are multiple presenters in a session). You may need to interrupt presenters to give them timing updates. The session will end automatically once the time runs out. The producer will be able to tell the session chair (so that no one else can hear) that the 15 minutes is almost finished.

Pay attention: Some presenters may mute or unmute themselves by mistake, watch out for this and let them know if so.

Be yourself: Be yourself and speak directly into the camera as though there is an audience, remember to thank your session speakers.

HOW TO UTILIZE Q&A AS THE SESSION CHAIR

Live Q&A is where you can view incoming questions from your attendees.
- Clicking on the star moves the question to the top
- Clicking on the checkmark (tick) will move the question to the answered tab
- Clicking on the pencil lets you enter a written answer to a question and automatically moves it to the answered tab
- Clicking on the trash icon will delete the question
- **If attendees "raise their hand" they can be brought into the "Green Room" to ask a on stage with the speaker**
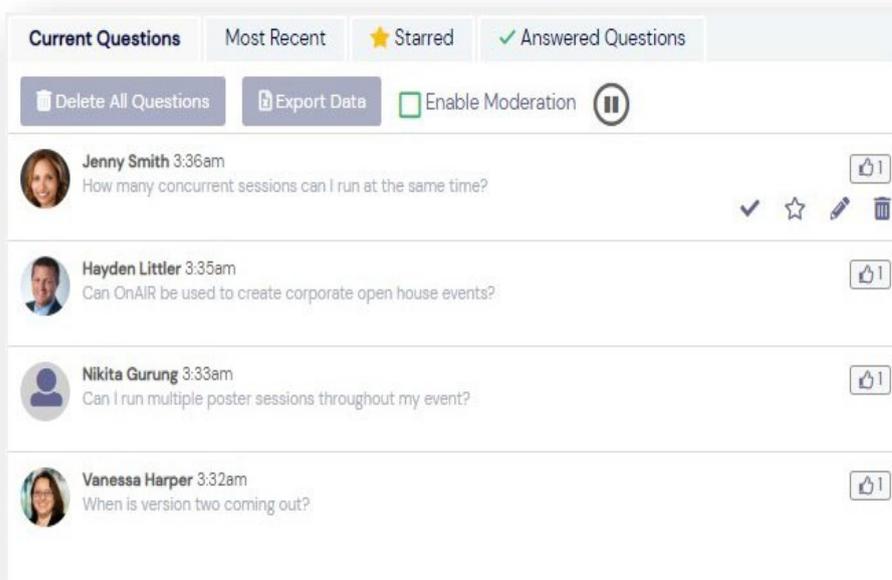
SESSION CLOCK APP

The Session Clock App is a useful tool where you can scan the provided QR code on your phone or tablet and view the session timer on your external device. This is very useful when presenters may not have multiple screens. Having the session timer displayed on a separate mobile phone or tablet can be an easy way to keep the session time in view at all times.

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