ILAE IBE epilepsy congress

34th International Epilepsy Congress

28 August –1 September 2021

SPEAKER'S GUIDE

The Ideal Space

1. Find a comfortable spot with natural light.
   We recommend a clean solid colored background.
2. You should be facing a light source, e.g. a window.
   A daylight curtain can help to soften the light.
3. For good sound, avoid rooms with lots of hard surfaces.
4. Put a sign at the door to ensure no one barges in while
   you are in the midst of recording.
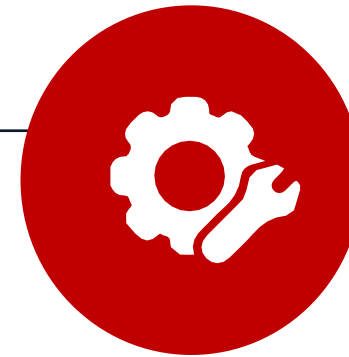
Set Up and Checks

1. Use an ethernet cable for a more stable connection.
   Ensure that your microphone is turned on before you start
   speaking.
2. We recommend using a good wired microphone to
   ensure your voice is clearly captured.
3. Frame yourself tight and close, preferably visible
   from chest up.
4. Elevate your screen so that the camera is level with your
   eyes.
5. Please refrain from wearing striped or checkered
   clothing.

RECORDING A SESSION

Presenting Well

1. **Keep it natural.** Do not worry about 'mistakes' such as clearing your throat.
2. **Project your voice as your speak.** Turn off any sound emitting devices nearby, e.g. TV, fan etc.
3. **Focus on sharing your content.** Look directly at the camera when speaking. It is fine to look away now and then.
4. Have sticky notes on your screen if you need prompts during the session
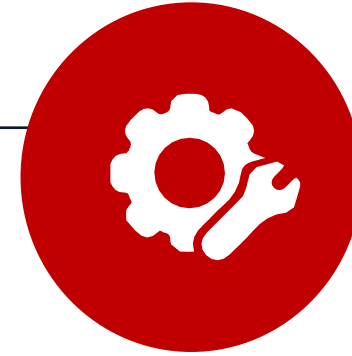
Exporting Content

Where applicable, please adhere to the following content export format:

· **Video Format**: 16:9, 1080p, MP4/MOV

· **Audio**: normalize to 0db
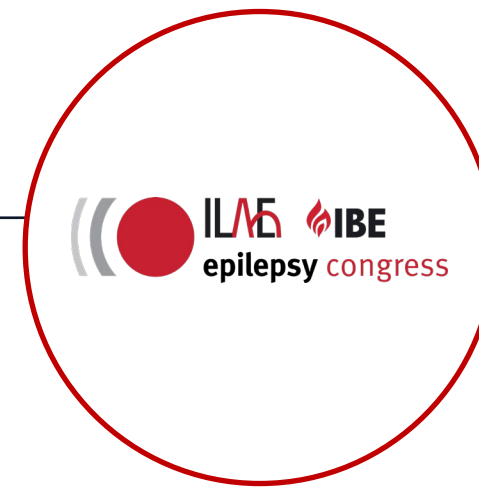
· **Encoding**: ProRes

· **FPS**: 30

RECORDING A SESSION

Thank you for joining 34th International Epilepsy Congress as
a speaker. Here are the two platforms that you will have access to:

Speaker's Portal
Zoom

This is the primary platform where you
will interact with the session moderator
and fellow speakers.

34th International
Epilepsy Congress

This is the virtual conference environment
all attendees will have access to.

CONTENT INTRODUCTION

1. You are recommended to use LAN cable while presenting – faster speed and lower latency.

2. Ensure you have a clean background and are in a well-lit room (natural light is the best).

3. If you are using virtual background with logo/text, do remember to uncheck "Mirror my video" under virtual background settings.

4. Do not use a plain white image as a virtual background.

5. Framing – always ensure a 1-palm gap between the frame and the top of your head.

6. Put a sign at your door to ensure no one barges in while you are engaged in the session.
   If someone does so, please stay calm and continue presenting, that's not a show stopper.

7. When presenting live, it is recommended not to have IEC Virtual Platform website opened on another tab as it may affect your bandwidth and audio feedback. If you wish to watch the live session while presenting, it is best to use a separate laptop/iPad.

SPEAKER PREPARATION NOTES

8   Always ensure your presentation slides are in slideshow mode before sharing your screen (if applicable).

9   Keep phone on silent mode.

10   AVOID WEARING: Black, white, or tops with thin stripes, polka dots or loud patterns.

11   If you get disconnected during your session, please login to Zoom again using the same link.

12   If you have pre-recorded your session, please wear the same outfit and use the same background as your pre-recorded video.

SPEAKER PREPARATION NOTES

Messy background

Overexposed

Plain white virtual background

No gap from top of frame to head

TO AVOID

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SPEAKER'S PORTAL: ZOOM

1. You will receive a zoom link from the IEC Congress Secretariat e.g.
   https://zoom.us/w/96519799267?tk=jtiLxPweDuSd2tbPlS3s5WuGYXYyWQZcjUwQuIIsTCc.DQIAAAAWeQdB4x
   ZiMkhSd1BhV1R6MkMxaWYyMlRMTEdBAAAAAAAAAAAAAAAAAAAAAAAAAAAA

2. Simply click on the Zoom link at the stipulated timeslot. This will give you direct access to the session in which
   you are participating as a speaker or Chair.

3. Select "Join with Computer Audio".

4. You will now be in the 'Practice Room' for a technical rehearsal before the session commences.

5. The ILAE Room Monitor and Platform (Pico) Room Technicians will be on hand to answer any questions and
   also to advise the running order of the session.

6. At this point you will be asked to ensure your video and microphone are working correctly.

7. At the end of the technical rehearsal, 5 minutes before the session start time, you will be asked to mute your
   microphone and turn off your video as attendees will begin to join.

8. The Pico Room Technician will advise in the chat box when the session is live, it is at this point the chair and
   Speaker 1 will turn on their cameras and microphone for the introductions.

9. The ILAE room monitor and Pico room technicians will be available during the session to guide you through the
   process.

ACCESS DETAILS

Once you're inside, you can meet and greet with session host and fellow panelists.

Menu bar
- Please click "Chat" to launch chat box
- Mute/Unmute icon to speak and mute when needed
- Camera Button to open or stop video when needed.
- During Q&A Session you can click on the Q&A button to read questions from the attendees, answer a question or you can also answer the Q&A live

You

SPEAKER'S PORTAL

You can adjust your audio and video settings here

SPEAKER'S PORTAL

Select here to toggle between gallery and speaker view. We recommend "speaker view".

Speaker View

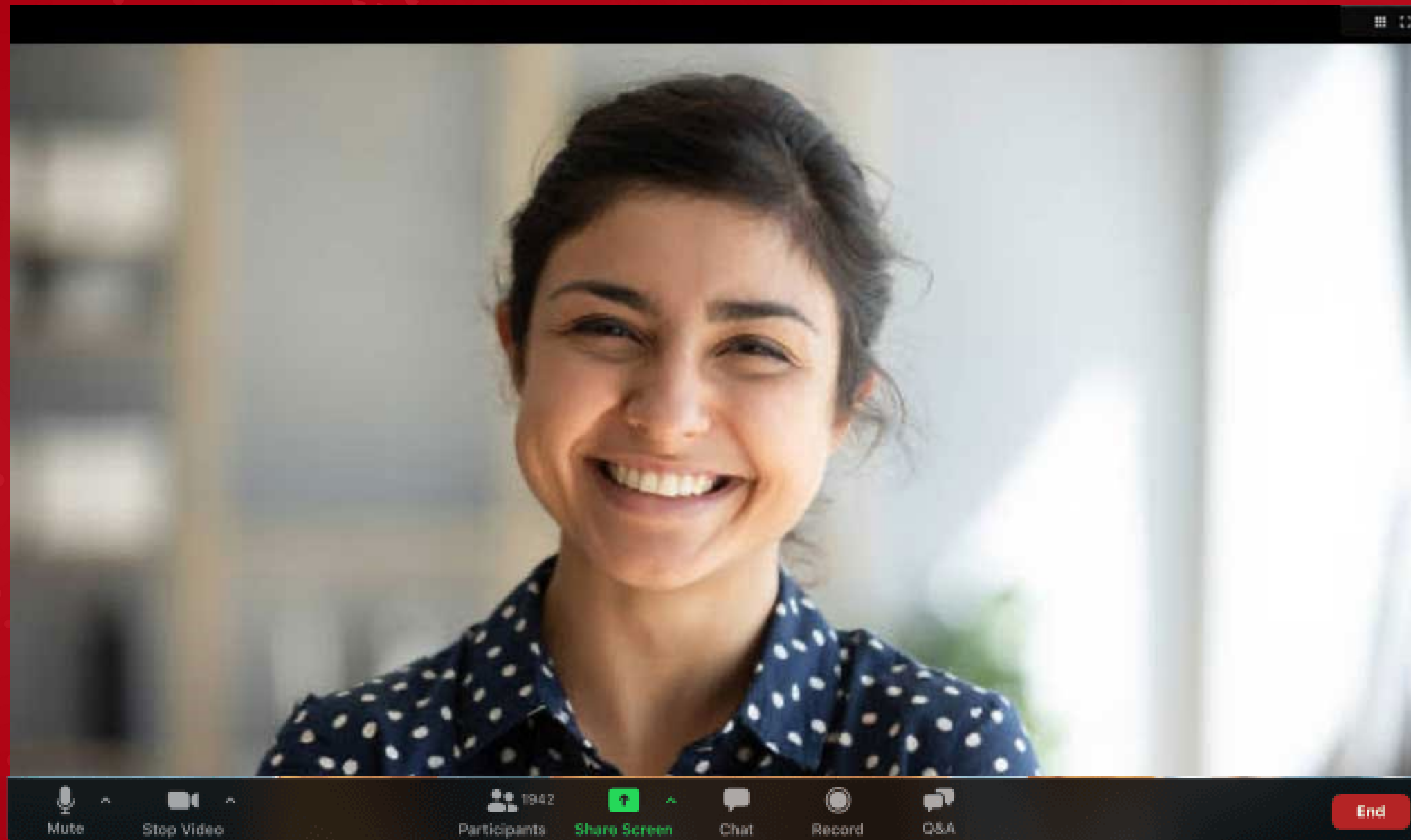Mute   Stop Video   Participants 1942   Share Screen   Chat   Record   Q&A   End

SPEAKER'S PORTAL

5 minutes before your session goes live, you will hear audio instructions
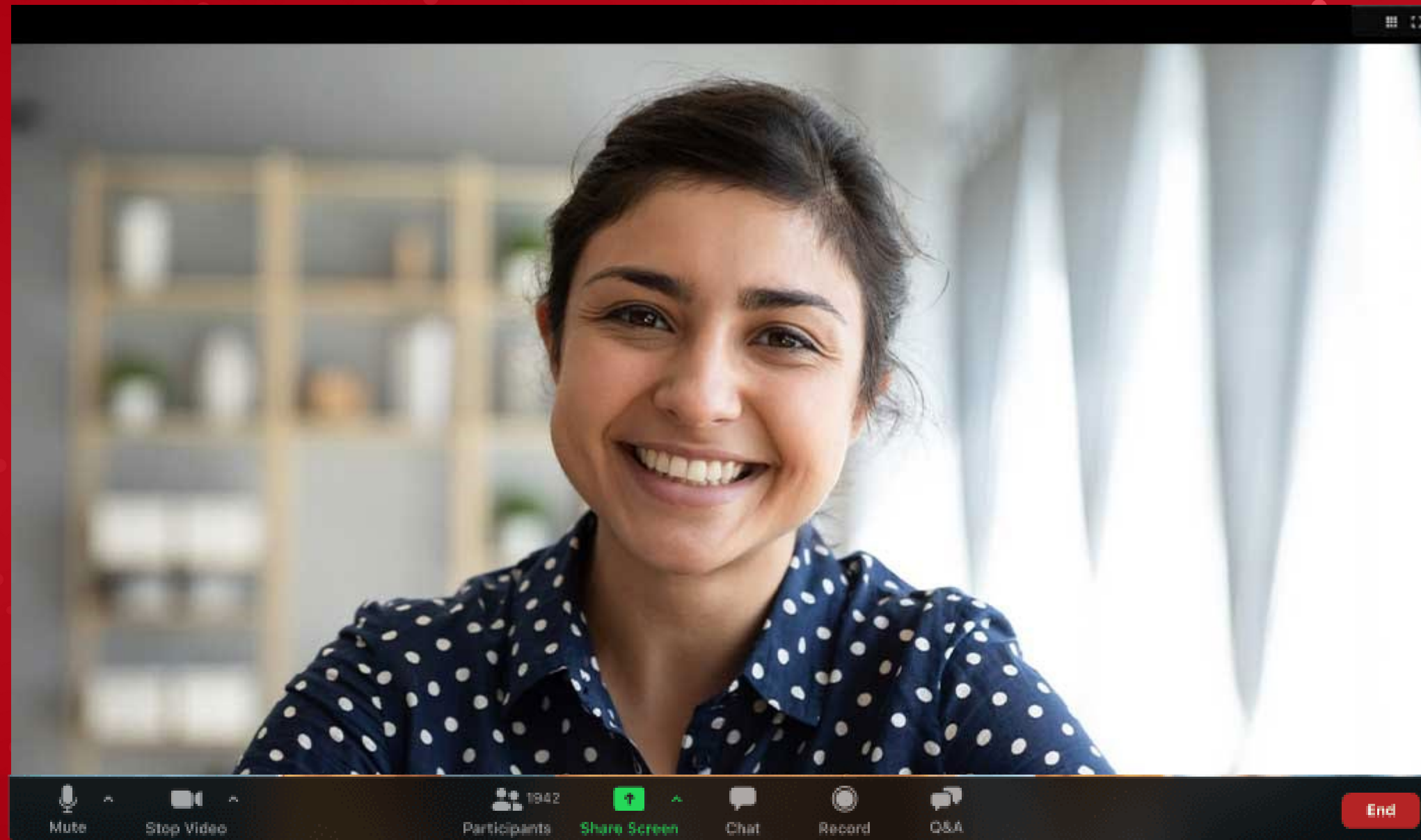from the show caller to ask if you are ready. Please give a thumbs up if you are.

The stream operator will prepare for you to go live. You are now **LIVE!**

SPEAKER'S PORTAL

Once the live stream ends, you will be removed by the host and the host will end the webinar

- **Please login 25 mins prior to your live session.**
  During this time, you will be placed in the practice session for final technical checks and a brief warm up chat with your session host and/or other panelists. Shortly before going live, your session host will give you a cue for final preparation before the stream goes LIVE. We kindly request all speakers and panelists to take cue from your session host as this will help facilitate a smooth show flow.

- For file transfer (e.g. recordings), we will use Dropbox. Links will be shared separately.

REMINDER