



3DBODY.TECH 2021 - INSTRUCTIONS FOR ONLINE SPEAKERS

Preliminary notes

- All technical sessions will be happening simultaneously onsite at the convention center and live-streamed on the online conference platform. Both onsite and online participants will be able to see the presentations live and interact with the onsite and online speakers.
- Onsite presentation will be held by onsite speakers as usual live in the conference room, recorded and live streamed on the online conference platform.
- Online presentations will be composed of prerecorded videos followed by live discussion with the online speaker via Zoom; all simultaneously projected in the conference room and live streamed on the online conference platform.
- The entire sessions with discussion will be recorded and uploaded to the platform.
- If you have not done it yet, please send us a signed consent and release form: https://www.3dbody.tech/docs/3dbody2021_consentform.pdf

Initial setup

- Please install Zoom in advance: <https://zoom.us/download>
- Note: the Zoom Client application is required; a Zoom account is not required.

DETAILED GUIDE FOR ONLINE SPEAKERS

Live technical sessions

- You will receive in advance an invitation email with the link to join a Zoom meeting.
- Please join the Zoom meeting 10 minutes before the start of the technical session (even if your presentation is later).
- The host (3DBodyTech) will check that all the online speakers are ready.
- At the scheduled time, the session chair will start the session from the conference room.
- You can watch the session live on the online conference platform.
- Note: there will be technical sessions with only onsite speakers, technical sessions with a mix of onsite and online speakers, and technical sessions with only online speakers.
- At the scheduled time of your presentation, the session chair will introduce your presentation and your prerecorded video will be played, projected in the conference room and live streamed on the online conference platform.
- At the end of the video, you will join live via Zoom for answering questions from onsite and online attendees. Important: set the volume to 0 of the live stream on the online conference platform.
- The session chair will introduce you and pose questions from onsite and online attendees.

For each online presentation

- The session chair will introduce the presentation and speaker.
- The video previously submitted by the speaker will be played.
- During the video playback, speakers and session chair can read the live chats and questions being posted on the online conference platform.
- At the end of the video playback, please unmute your microphone and activate your camera.
- Important: please set the volume to 0 of the video on the online conference platform.
- The session chair will pose the speaker a set of questions.
- If needed, the speaker can share the screen on Zoom.

Additional details for session chairs

- The tasks of the session chair are: to introduce the presentations and speakers, to choose questions from the onsite attendees, to choose a set of questions from the list posted on the online conference platform and to keep the general time schedule.
- In the cases when online speaker did not join the session, only the presentation video will be played. After the video, the session chair will introduce directly the next presentation and speaker.
- The session chair may ask his/her own questions, if no questions are posed by the onsite attendees and no relevant question is posted online.
- The total duration for each presentation should be 22 minutes. However, presentations may be shorter or longer depending on the single case (shorter video, canceled presentations, no speaker).
- The total duration of the entire session should be kept within its limits.

Zoom tips/guide

- Join a meeting preferably by the Zoom application (you can alternatively join on the browser).
- Choose "join by computer audio".
- When prompted, allow the application to access your microphone and your camera.
- Mute/unmute your microphone by clicking the mic icon on the bottom left.
- Start/stop your camera by clicking the camera icon on the bottom left.
- Sharing your screen:
<https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen-content-or-second-camera>
- Sharing computer sound during screen sharing:
<https://support.zoom.us/hc/en-us/articles/201362643-Sharing-Computer-Sound-During-Screen-Sharing>
- If you are not familiar with Zoom, please check the following tutorial:
<https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->
- You can also join a test meeting to familiarize yourself with Zoom: <https://zoom.us/test>

3DBODY.TECH Conference office:

HOMETRICA CONSULTING - Dr. Nicola D'Apuzzo, Contrada Maggiore 2, CH-6612 Ascona, Switzerland
E-mail: info@3dbody.tech, Tel: +41.91.791.55.24