



Guidelines for LIVE sessions



RECOMMENDATIONS AND REQUIREMENTS FOR YOUR COMPUTER AND CONNECTION

- If possible, connect your computer directly by wire (Ethernet) to the modem / router. If this is not possible, get as close to the modem / router as possible. Do not use other applications during your conference, and try to avoid other people in your family from using the internet while you are in the presentation. It is recommended that you use headphones or hands-free.

A. Computer:

1. Check your computer settings and verify that you have 4 Gb of RAM or higher. Don't you know how to verify this? Enter here <https://www.xataka.com/basics/como-saber-cuanta-ram-tiene-tu-pc>
2. Verify that your operating system is Windows 7 or newer (WINDOWS) or Mac OS 10.7 or newer. Don't you know how to verify this? Enter here: <https://www.xataka.com/basics/como-know-what-windows-i-have-what-edition-32-64-bit>
3. Check the proper functioning of your camera, microphone and speaker or earphone. Try these components by entering here: <https://www.vidyard.com/cam-test/>

B. Internet:

1. Perform a speed test at <https://www.speedtest.net/> click "GO" or "START". Wait for the results.
2. The download speed must be at least 10 mb and the upload speed at least 5 mb. In case of no meeting this requirement try to find another location or try your mobile internet cell phone.

If you definitely cannot meet these requirements and / or cannot perform the indicated verifications, please write to us at: contacto@bmotik.com

ENTERING THE SESSION:

1. The lecturers will have access to a Speaker Room within the event platform (Instructions to access the virtual platform will be sent by email) through the main menu - Special Rooms -Speaker Room.
2. You will enter a ZOOM meeting in which you will be with the coordinator / moderator and the others lecturers from your strip or section. (See here documentation of the zoom platform <https://support.zoom.us/hc/es/categories/200101697>)
3. Your presentation can be in any format as you will share your screen in the time of your intervention. You can review our ZOOM video tutorial by entering here: <https://vimeo.com/460346241/ed4068027f>

4. The time to enter your conference is **10 minutes before the stipulated time** of start of your slot or section, for example, if your conference is scheduled for the slot 8:00 am to 9:00 am and your conference is for 8:35 am, you must enter at 7:50 am.
 - a. Contact previously the coordinator / moderator of your slot to know the order of speakers' intervention. Consider your position and know who goes before you.
 - b. If for any reason you cannot connect **10 minutes before** starting the session, you can enter up to **10 minutes before your talk time**. It will be your responsibility to verify that camera, screen and microphone are working correctly. In case of presenting problems in these circumstances the coordinator / moderator will give space to the next speaker.
5. In the case of any delay, you must inform this to the assigned moderator in order to accept it once the transmission has started.
6. Once the coordinator / moderator indicates that the session has ended, we ask you to disconnect immediately to give space to the next session.
7. Prepare your presentation within the time indicated in order to meet the planned hours. Technicians are allowed to give way to the next speaker in case of exceeding the limits of the established time.



The schedule of the live sessions are indicated in Paraguay time. Find your own *time* zone entering here: <https://www.thetimezoneconverter.com/>

OTHER TIPS FOR YOUR PRESENTATION

- In the case your internet connection is cut, we suggest that (only as a back-up) have the Zoom application downloaded to your cell phone and can use it with mobile data (without WiFi). Your audio-visual material will not be seen, but in this way your speech will not be disrupted.
- Find a place with good light.
- Pay attention to the background the viewer will see.
- Place yourself in the center and at a distance so that the camera captures the top of the chest and full head.
- Use a place in the house without external or internal noise.
- At the time of transmission, take to your workplace everything you may need during the live (Water, pencil, paper, glasses, notes, etc.)
- To prepare your slides, we suggest using the conference template that will be available on the Congress website: www.radla2021.com.py

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Web & Software

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