



now
virtual



32nd Congress of the ESP and XXXIII International Congress of the IAP

6 – 8 December 2020

Guidelines for participation in VCs with recording/live streaming

All participants of virtual sessions have different conditions at the place from which they participate, in terms of surroundings, lighting, computer hardware and internet connection. The congress organisers as well as the participants are well aware of that.

Nevertheless, here is some advice how you can improve “your” video and sound quality with minimal effort.

A set-up as described below facilitates a better, consistent quality of the stream and thus makes it easier and more comfortable for participants to follow the content.

Some – or even many – of the items might be self-evident for you, especially if you participate in video conferences on a regular basis, however, you might want to go through them anyway.

Internet connection

Please make sure that you have a stable internet connection with at least 10 Mbit during the stream. You might want to check this with your administrator. A common VDSL connection in your home office is sufficient.

Hardware

- ▶ A laptop with a built-in camera is recommended.
- ▶ Smartphones or tablets, held in your hand, should be avoided.

Video and lighting

- ▶ Your background should be neutral, ideally a white wall. A window in the background should be prevented in any case. Even the best camera cannot stand a chance if the sun is shining through the window behind you.
- ▶ The lighting should be consistent. Your face should be lit from the front. If the room lighting is not sufficient, even turning on the desk lamp can improve the lighting considerably.
- ▶ Ideally, the webcam should be at eye level. If you work at a laptop with a built-in webcam, it is recommended to raise the laptop by 15–20 cm. A box or a pile of books might seem unconventional, but works well. However, please make sure that the laptop sits steady
- ▶ Choose a comfortable sitting position and set your camera image so that you can be seen centrally with head and shoulders.
- ▶ Please refrain from using a virtual background.

Sound

- ▶ You should be in the room, from which you participate in the conference, by yourself. The room should be quiet. A foyer or open office environment is unsuitable.
- ▶ In-ear headphones with a built-in microphone are ideal.

Know before you.... record

- ▶ Please switch off or mute your phones (desk phone as well as smartphone).
- ▶ You should be sure that your presentation has been received by the conference organisers – you might want to ask them to reconfirm receipt.
- ▶ Have your dial-in data ready and make sure you have the Zoom app on your computer.
- ▶ Please make sure that you join the Zoom call with your real name (or at least your last name recognisable) so that you can be recognised and admitted by the virtual congress organisers.
- ▶ Make sure that there is no software running in the background, which could interfere with the meeting (such as chat or mail clients, updates etc.).
- ▶ If you participate from your office, please make sure that colleagues are aware that you are unavailable and don't intrude (you might want to put a sign on the door).

While recording

- ▶ The less you move your upper body during the presentation, the better.
- ▶ Speak straight towards the microphone and look into the camera as often as possible.
- ▶ Don't touch your microphone.
- ▶ Speak clearly and a little slower than usual (presentation pace, just like at a live congress).
- ▶ After the introduction by the recording operator, give yourself a few seconds to concentrate and then start your presentation.
- ▶ Don't go past the last slide – rather than ending the presentation, stay on the last slide.
- ▶ At the end of your presentation, give yourself another few seconds before you inform the technician who is present that your presentation is finished.