

**Technical requirements and tips for the live recording of your presentation and participation in the online congress:**

**(for speakers and chairs of live sessions)**

## **HARDWARE**

- **Zoom** will be used as the video conferencing tool during the online congress.
- Install the free Zoom client for the live sessions (<https://zoom.us/download>). When registering and creating a Zoom account, please make sure to enter your last name so that participants know who is speaking during the live discussions.
- Use a computer with a camera and microphone that meets Zoom's system requirements. (<https://support.zoom.us/hc/de/articles/201362023-Systemanforderungen-für-PC-Mac-und-Linux>)
- We recommend the following technical equipment and instructions:
  - PC/Mac with dual-core processor and at least 4GB RAM
  - Android device from version 6.0 or an iOS device from version 12.2
  - A **microphone** (on your PC or as a headset)
  - A **webcam** (Logitech B525 Business Webcam; Logitech C920s Pro HD; Logitech HD C525)
  - A **headset** (Logitech H800 Wireless Bluetooth Headset, RAZER, RZ04-02890100-R3M1, Razer Kraken X, Logitech H390)

## **Important note about the Zoom platform**

If you intend to connect from a clinic and are in doubt about whether the connection will work, please contact the IT department there. Occasionally, connections to conference systems are blocked in accordance with IT regulations in clinics.

## **INTERNET**

- An internet connection with a stable bandwidth of at least **4Mbit/s upload and 2Mbit/s download** is required. A **wired LAN connection** is preferable to a wireless WLAN.
- If in doubt, you can test your actual available bandwidth at the following link: <https://www.speedtest.net/> (third-party connection).
- If your internet connection is shared with several people, inform the relevant people to refrain from intensive internet use (e.g. streaming, downloads, etc.) during the live sessions.
- An **up-to-date browser** is required. We highly recommend the use of **Google Chrome**. You can download it here <https://www.google.com/chrome/>. If necessary, please perform a browser update before the start of the online congress. (If for some reason this is not possible alternatively Mozilla Firefox, Microsoft Edge or Apple Safari; please do *not* use Internet Explorer).

## **BEFORE THE LIVE SESSION**

- Make sure you have good lighting and a plain, preferably monochrome background.
- Please avoid images, advertisements, and virtual backgrounds as backgrounds.

- Log in from a quiet environment without background noise. If necessary, use a quiet, exclusive room where you can close the door.
- Clean up your desktop, close unnecessary windows/tabs/programs and make sure private or sensitive information is hidden during screen sharing.
- If you are using a laptop, connect it to the power supply. Battery power can negatively affect video quality.
- Choose a comfortable sitting position and adjust your own camera image so that you are centrally visible with your whole head and shoulders in the picture.
- Test your internet connection (see above) as well as your camera and microphone (<https://zoom.us/test>).
- Have your **Zoom meeting dial-in data** ready for your live symposium.
- On the day of the event, be at the meeting **30 minutes before the start of the live symposium**. The meeting will be opened by meta-fusion. If there is a delay due to the previous meeting, there may be a short wait.
- Avoid contact of the microphone with clothing.
- Mute your smartphone and silence vibration if necessary.

#### **DURING THE LIVE SESSION**

- Please sway your upper body as little as possible.
- Speak directly towards the microphone and look into the camera as often as possible.
- Please do not touch your microphone.
- Speak clearly and slightly slower than normal (performance tempo).
- Switch off your microphone when you are not speaking. (Microphone symbol at the bottom left of the window)

#### **PRESENTATIONS**

- Use the 16:9 format (resolution 1920 x 1080 px) for your presentations. A template is available at the following link: [https://events.mcon-mannheim.de/custom/media/DK\\_2021/DK2021\\_Folienmaster\\_mit\\_COI.pptx](https://events.mcon-mannheim.de/custom/media/DK_2021/DK2021_Folienmaster_mit_COI.pptx).
- The first slide should contain your name and the title of the presentation.
- All presenters are required to disclose to the auditorium details of **potential conflicts of interest** in relation to the content presented. To do so, **a relevant slide must be shown for at least 10 seconds** at the beginning of the presentation. If there are no conflicts of interest, this must also be stated in the presentation. **These are strict requirements of the LÄK. Non-compliance may result in a loss of the CME certification of the online congress.** A template for the slide can be found on the congress website.
- Do not start your presentation until the start slide is open in full screen/presentation mode.