

IMPORTANT INFORMATION FOR SPEAKERS:

Login for your symposium

At the beginning of May, you will receive an email with a link for each of your chairing or speaking activities at the Diabetes Kongress. With this link you will be able to access your personal speaker or chair view for each of your live session(s), which are run via zoom. Please do not hesitate to contact Alexandra Nagel (referierende-diabeteskongress@mcon-mannheim.de) **in case you have any questions.**

We have set up a virtual waiting room for each session, which is already accessible prior to the start of your session. We ask you to log in to the virtual waiting room, **30 minutes before the start of your session.** As this is a live session, it is important that you are present from the beginning.

Before the start of the live session:

1. Please turn on your webcam and microphone and click the access link for your session. (The link will be sent to you at the beginning of May via email).
2. You will then join the session and find yourself in a virtual waiting room for speakers and chairpersons. A technical operator will be present and you will run through a quick check before your session begins.
3. As soon as the previous session is over, the technical operator will let you out of the virtual waiting room and into the live session room. They will announce the time until your symposium starts and let you know when they make you visible to the participants.
4. Make sure that your microphone and webcam are switched on at this time. Please mute your microphone again when your talk is finished.
5. Please do not access the online congress while you are participating in a live session, as this can lead to disruptive sound feedback.

Procedure of the live session

1. At the beginning of the session, all speakers and chairpersons will be visible online with a camera image (gallery view).
2. The live session will be opened by the chairs with a short welcome and introduction. They will then announce the first speaker.
3. One after the other, each speaker will present their live talks. Participants will see PPT slides in the main frame. Speakers will be shown in a smaller format next to the slides.
4. Between individual live talks, chairs will introduce each upcoming speaker. During this brief sequence, speakers will have time to share their screen and presentation slides. (For screen sharing see below)
5. During the session, participants will have the opportunity to submit questions via a chat tool. As speaker you do not have to interact with participants via chat during talks. Chairs will collect these questions for the following Q&A sessions. Following the last talk, a live discussion with all speakers and chairpersons is scheduled. Chairs will moderate this Q&A and ask you to weigh in on the questions.
Please note: For a few selected sessions, organisers have scheduled Q&As after each individual talk. If you are unsure about the arrangements for your sessions, you can consult your personal schedule or the online programme.
6. The session will be closed with a short statement by chairs.

Screen sharing and PowerPoint slides

Please open your powerpoint presentation well in advance. Just before you begin your talk, a chair will briefly introduce you and your topic. During this time, we ask you to share your screen and powerpoint slides. Please

switch your powerpoint presentation to "Full Screen" view. The technical operator will then make you and your slides visible to participants so that you can begin your talk. **Please mute your microphone again after you have finished your presentation.**

Tasks of speakers during a live session:

- In the daily updated online programme, you can view the lectures and chairpersons/speakers of your session and, if available, also the abstracts of the lectures: https://events.mcon-mannheim.de/frontend/index.php?page_id=6330.
- While giving your talk, please keep in mind your speaking time in order to avoid exceeding the session time.
- If you are unable to honour your commitment at short notice, please contact **Alexandra Nagel** (referierende-diabeteskongress@mcon-mannheim.de, +49 621 – 4106 301).

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 your local IT department in advance. Occasionally, connections to conference systems are blocked in accordance with IT regulations in clinics.

Technical requirements & important tips

We have summarised information on technical requirements, practical tips for the day of your lecture as well as for the preparation of your presentation for you [here in an overview as a PDF document](#).

Interaction with participants

Participants can submit questions via the **chat tool "SLIDO"**. Chairs will collect and prioritise them and address them to you during the live discussion.

All information for speakers and chairs at a glance

You will find an overview of all information concerning your tasks as a speaker or chairperson [here on the congress website, or you can download it as a PDF file](#).

Please do not hesitate to contact Alexandra Nagel (referierende-diabeteskongress@mcon-mannheim.de) **in case you have any questions**.