

## **3DBODY.TECH 2020 - INSTRUCTIONS FOR SPEAKERS AND SESSION CHAIRS**

### **Preliminary notes**

- Speakers and session chairs will join a scheduled Zoom meeting.
- Zoom will be live streamed into the online conference platform.
- Attendees will see the live session on the online conference platform (not on Zoom).
- Note: there is a delay of up to 30 seconds on the online conference platform.
- The entire live sessions will be recorded and uploaded to the platform after the conference.
- If you have not done it yet, please send us a signed consent and release form:  
[https://www.3dbody.tech/docs/3dbody2020\\_consentform.pdf](https://www.3dbody.tech/docs/3dbody2020_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 SPEAKERS AND SESSION CHAIRS**

### **Live technical sessions**

1. You will receive in advance an invitation email with the link to join the session.
2. Click on the link to join the Zoom session.
3. Please join the Zoom session 10 minutes before the start of the technical session (even if your presentation is later).
4. You can keep the online conference platform open, but please keep the Zoom application on top.
5. If you are joining the session before the host (3DBodyTech), please wait.
6. The host (3DBodyTech) will check that the session chair and all the speakers are ready.
7. The host (3DBodyTech) will mute the microphones and stop the videos for all the speakers.
8. At the scheduled time, the host (3DBodyTech) will start recording and will start to stream live onto the online conference platform.
9. The session chair will introduce the session at its begin and will make sure to keep the time within the schedule. The total duration for each presentation is 22 minutes.

### **For each presentation**

1. The session chair will introduce the presentation and speaker.
2. The video previously submitted by the speaker will be played by the host (3DBodyTech).
3. During the video playback, speakers and session chair can read the live chats and questions being posted on the online conference platform.  
Please set the volume to 0 on the live stream on the online conference platform; also note that there is a delay up to 30 seconds on the online conference platform.
4. At the end of the video playback, please unmute your microphone and activate your camera.
5. The session chair will pose the speaker a set of questions (selected from the online posts).
6. 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 a set of questions from the list posted on the online conference platform and to keep the general time schedule.
- In case the speaker did not join the Zoom 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 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 session 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:**

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