

## INSTRUCTIONS FOR SPEAKERS AND CHAIRS OF THE VIRTUAL ESPA 2020 E-MEETING

### TECHNICAL PRE-REQUISITES

For correct function of the online e-meeting platform please follow the minimum system requirements:

- Microsoft Windows or Mac OS based device
- Latest Chrome or Firefox internet browser (Other browsers are not fully supported)
- Noise cancelling headphones with microphone to reduce background noise
- Stable Internet connection (minimum 10/10Mbps)

### LOGIN

To attend the virtual e-meeting, please visit the e-meeting's website (<https://www.esporto2020.com>) and click the [User Login](#) link in the top right corner of the page.



The screenshot shows the top navigation bar of the website with a clock icon and the time '9:06:40 CEST' on the left, and a 'User login' button on the right. Below the navigation bar is a large banner with a blue background featuring a grid of digital patterns and icons of a smartphone, a tablet, and a laptop. The banner text reads 'Challenging the Unknowns' in a large, white, serif font, followed by 'THE EUROPEAN SOCIETY FOR PAEDIATRIC ANAESTHESIOLOGY (ESPA)' in a smaller, white, sans-serif font. Below the banner is the main title 'ESPA E-MEETING 2020' in a large, bold, gold-colored font, with the dates 'October 21–23, 2020' underneath. To the right of the main title is the ESPA logo. At the bottom of the screenshot is a dark blue navigation menu with white text for 'HOME', 'SCIENTIFIC PROGRAMME', 'SPEAKERS INFORMATION', 'REGISTRATION', 'PARTNERS', 'EXHIBITION', 'SPONSORSHIP', 'CONTACT', and 'HELPDESK'.

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The site will request your login credentials (email address and password)

- On your first login attempt the site will ask you to provide your email address (the one we are sending these instructions to), your password will be sent to this address.

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## SPEAKERS READY ROOM

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Your equipment and the internet connectivity can influence the performance and quality of the virtual e-meeting stream. It is highly recommended to first test these in the [Speakers Ready Room](#).

! - Please make sure to visit the [Speakers Ready Room](#) no later than 30 minutes before your session starts, to cede us adequate amount of time to provide you support in case you are facing technical issues.

To test the stream quality (only available for Chairs and Speakers):

- Visit the [Speakers Ready Room](#)
- The testing wizard will guide you through the process, to proceed through the test, press the Next step button



The screenshot shows the website header with the title "ESPA E-MEETING 2020" and the dates "October 21–23, 2020". The navigation menu includes: HOME, SCIENTIFIC PROGRAMME, SPEAKERS INFORMATION, REGISTRATION, PARTNERS, EXHIBITION, SPONSORSHIP, CONTACT, HELPDESK, LIVE STREAM, **SPEAKERS READY ROOM** (highlighted with a green circle), MY REMOTE PARTICIPATION, and YOUR BOOTH. Below the menu is a progress indicator with five steps, where step 1 is highlighted. The main content area is titled "Technical requirements for speakers and chairs" with the subtitle "For a smooth running congress and a simple connection". It lists several requirements: Internet connection (10Mbps upload/download), Internet browser (Chrome or Firefox), Network (UDP 9000 port), Sound and video (speakers or headphones with microphone), and a tip to check camera position and lighting. A "Next step" button is highlighted with a blue circle.

- First test will check your internet connection speeds and browser version.
  - Be aware that the internet speed test is done against our virtual e-meeting platform directly and may not reflect the local internet speed guaranteed by your provider.

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### Browser and network test

Please test your browser and internet connection.

- **Our tip:** Using LAN cable will give you a faster and more stable connection than wifi.
- **Our tip:** Plugging your laptop to the charger will also increase the performance of the device.

Start test

Browser: **OK**  
Download: 25.52 Mbps  
Upload: 14.4 Mbps

Next step

- After testing your microphone, camera and screen sharing the final test will verify that your network has port 9000 enabled which is required for the screen sharing and live stream connection. If all is successfully tested, you will see a video stream confirming all tests went OK.
- If any of these tests fail, please contact the technical support directly

### The final test of your connection

This test is testing your current network, if you change your network you need to test your connection again.

Now you will be connected to the virtual room - testing accessibility of port UDP 9000

In front of you, you will see a green animated text telling you what to do next.

If not click [Here](#)

E 52 B 8647722 A 8 F 9 B 455 B 9 B 2 Ee 682 Cfd 6 Ef 39 E 2 C 2 Fa ...

Your test was successful

now you can leave the test page

In case your problems still persist, click on the button below.

Contact technical support

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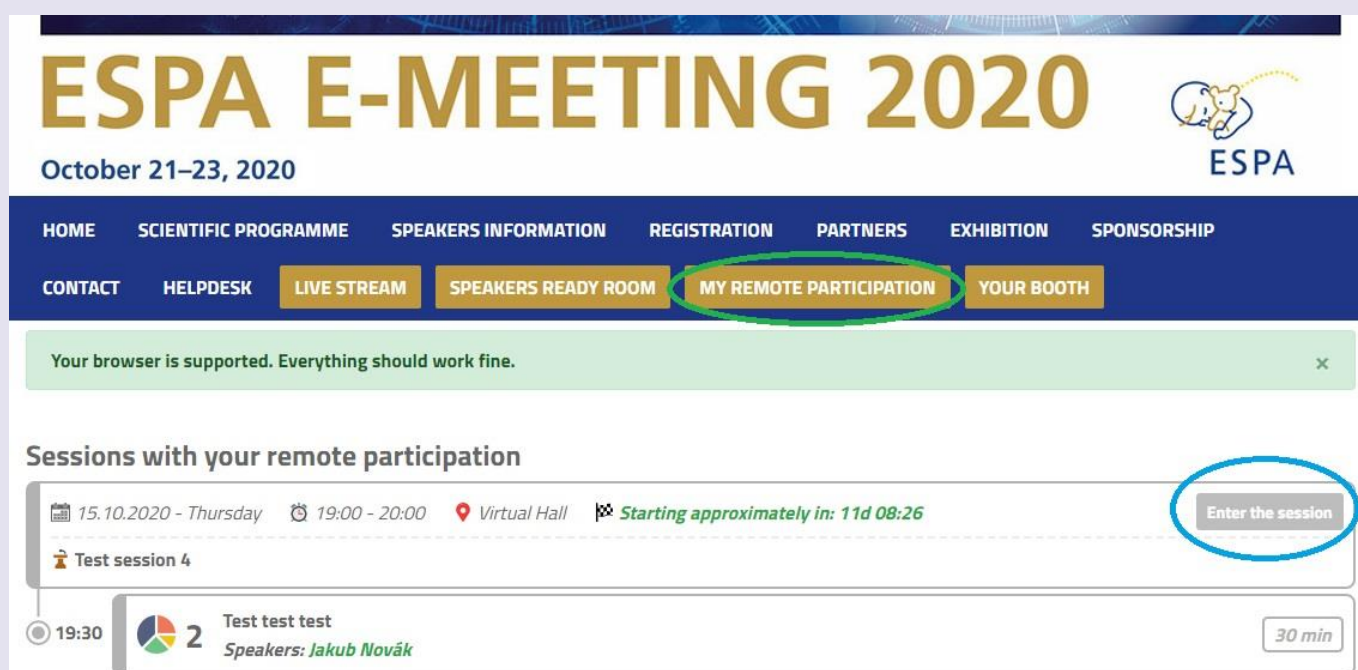


## ACTIVE PARTICIPATION

To participate in your session as a **speaker or a chair**, please navigate to **MY REMOTE PARTICIPATION**. This will enable you to actively contribute to the session, speak, present etc. after the technical chair enables these features to you.

After entering **MY REMOTE PARTICIPATION** section, you will see your assigned sessions only

- To join the session, click on: **Enter the Session** button
  - This button will be active only after the session is open for participation
  - Button is active 10 minutes before the start time of the session



### A. CHAIRS

Your microphone is automatically activated as soon as you enter the session, and you are able to speak to the audience, other chairs and all speakers in the session for the duration of the session.

- You will also hear our technical support, who will be allowed to speak to current presenting speakers at your request.
- Under the preview of the ongoing presentation, you always can see the schedule of the entire session and who is already remotely present in this session (their names are highlighted in green).
- For further instructions please refer to the ESPA Chair Instructions manual.

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## B. SPEAKERS

After entering the session, you can hear the chairs and the current speaker and see a preview of currently running presentations.

- Your microphone and presentation sharing remain inactive until enabled by the chair.
- The technical support will automatically launch your pre-recorded presentation
- Once your pre-recorded presentation is over and when enabled/prompted by the chair, a screen-sharing window will automatically appear on the screen and your microphone will be activated for discussion

! – Please make sure you have provided your pre-recorded presentation in advance by **October 10, 2020**

! - Before entering the session, please make sure that you have passed the Speakers Ready Room test.

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## LIVE STREAM

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To attend the running sessions, you can find the full e-meeting program under the [Live Stream](#) button. Here find your desired section/hall and the list of sessions will be presented to you. Please click on the Room to enter the stream.

Under [Live Stream](#) there is a one Virtual Room available according to the program:

- Once you click on the room, you enter live stream e-meeting.
- For having open program next to the live streaming, we suggest to open program on another tab of the web browser.



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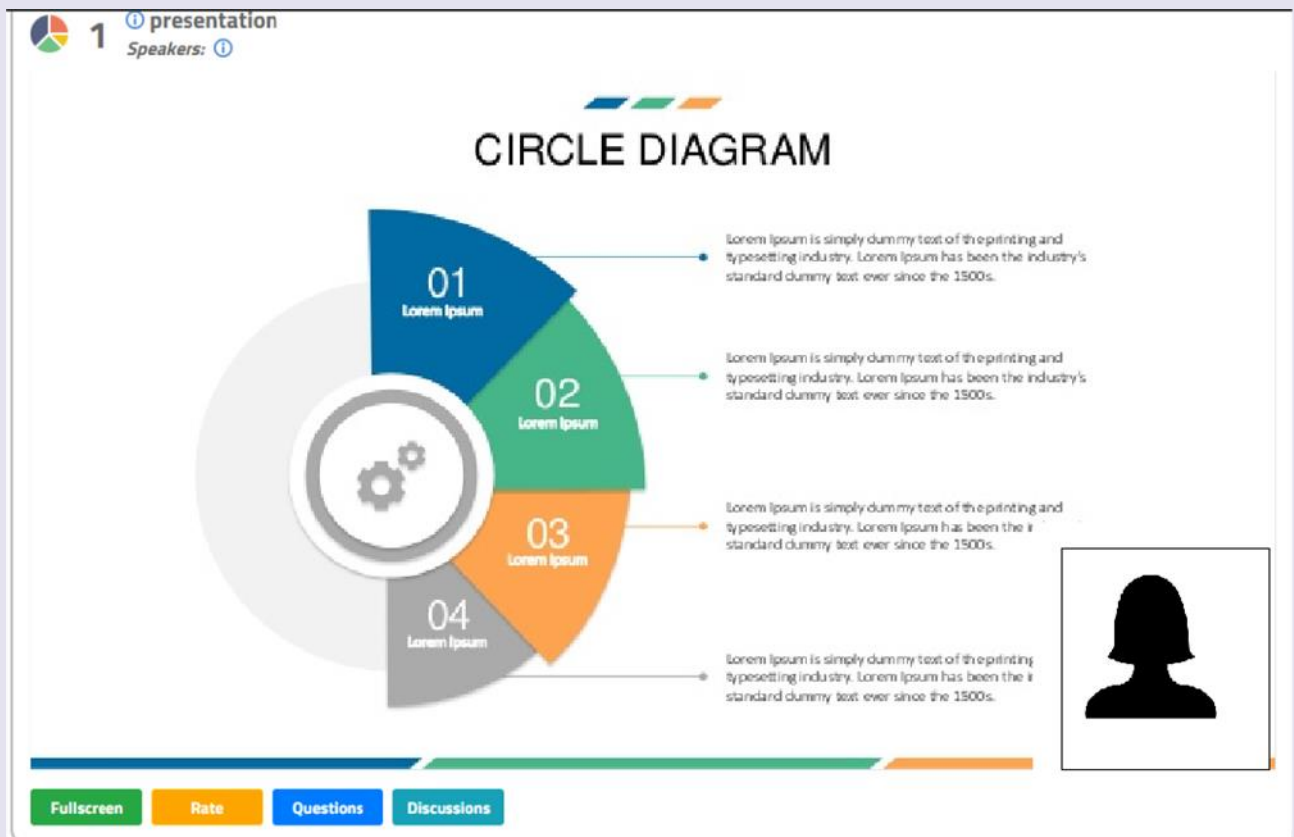


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! – While attending the live stream of the e-meeting participants have the option to raise their questions in 2 ways

1. **Questions** – Serves as chat for the currently running presentation. It is closed when the presentation ends and cleared before start of next presentation.
2. **Discussion** – Is open for the whole room and available through-out the full duration of the event for continuous discussion.! – During your presentation, the questions are reviewed by the chair and will be read by him/her after your presentation ends.



The screenshot shows a presentation slide titled "CIRCLE DIAGRAM". The slide features a circular diagram with four segments labeled 01, 02, 03, and 04, each containing the text "Lorem Ipsum". To the right of the diagram are four lines of placeholder text, each connected to a segment by a colored line. At the bottom of the slide, there is a navigation bar with buttons for "Fullscreen", "Rate", "Questions", and "Discussions". A speaker icon is visible in the bottom right corner of the slide area.

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# ESPA E-MEETING 2020

## Challenging the Unknowns

October 21–23, 2020

[www.euroespa.com](http://www.euroespa.com)



### HELPDESK

In case you face technical difficulties and need support from our technical team, please contact us through the [Helpdesk](#) menu. Here you can find links to download system manuals or use the [Chat](#) option to communicate directly with our support personnel.

Type your message to the chat box and click **send**, this will add your chat in to our support queue and one of our agents will reply to you as soon as possible.

- You can leave the chat and return to it at any time, it will stay saved for you.
- You can have the chat open in separate browser window while still watching the live stream or visiting other part of the online event.
- The Helpdesk operating hours will be posted soon

**ESPA E-MEETING 2020**  
October 21–23, 2020

HOME SCIENTIFIC PROGRAMME SPEAKERS INFORMATION REGISTRATION PARTNERS EXHIBITION SPONSORSHIP  
CONTACT **HELPDESK** LIVE STREAM SPEAKERS READY ROOM MY REMOTE PARTICIPATION YOUR BOOTH

← Primex Exhibitor list Masimo →

**Helpdesk**

Jakub Novák

Info **Chat**

**Send**

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