

# INSTRUCTIONS FOR REMOTE SPEAKERS & CHAIRS

## 2<sup>nd</sup> European NDT&CM CONGRESS

### IMPORTANT INFO

- Please note, the virtual platform is still under the construction and some other pages might not be fully developed and filled with the information. Thank you for understanding.
- If you registered with different email from your abstract submission, kindly please contact directly our **HELPDESK**.
- **Please upload your presentation files till 1.10.2021. Thanks for understanding.**

### HIGHLIGHTS

- Log in to the virtual platform and complete your personal profile on your personal page.
- Check the program and scheduled presentation. Create your personal program.
- Visit the **EXHIBITION** and learn more about our partners.
- Connect with other participants via Chat networking.

### TECHNICAL PRE-REQUISITES

For the correct function of the online **NDT&CM CONGRESS** virtual platform please follow the minimum system requirements:

- Microsoft Windows or Mac OS based device (**other devices are not fully supported**).
- Latest **Chrome** and **Microsoft Edge** internet browser (**other browsers are not fully supported**).
- Headphones with a microphone to reduce background noise are recommended.
- Stable Internet connection with no blocked ports (minimum 10/10Mbps is recommended).

### LOGIN

- To attend the Virtual Congress, please visit the live congress website (<https://endtcm21.gcon.me/>) and then click on the **User Login** button in the top right corner of the page.



- 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 e-mail address you used for your **ENDT&CM registration**), your password will be automatically sent to this address (it is coming from the e-mail address **info@gcon.me**).
- If your **first login or reset password fails** (email not received), please repeat the process, if unsuccessful, please contact **Helpdesk**.

## UPLOADING FILES

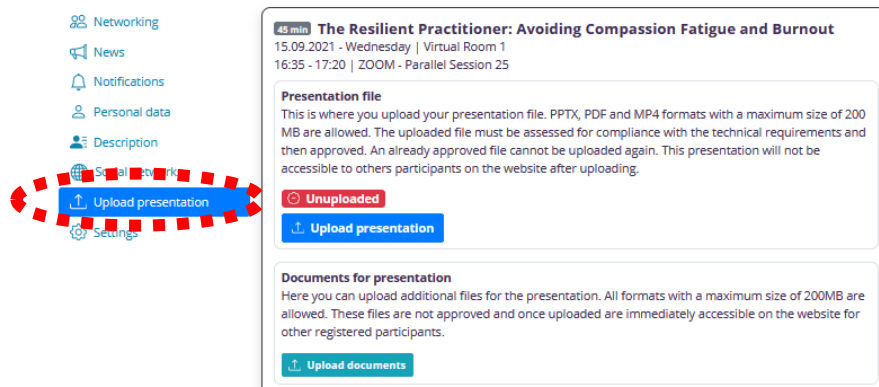
If you want to upload PowerPoint presentation, then please keep in mind that you have to make it to the presentation live. Other variant (recommended) to upload Pre-recorded video and be live on Q&A. Thanks for understanding.

### Tips for recording Pre-recorded video

- Use an area as quiet as possible
- Avoid areas that have an echo. Rooms should be fairly small. Sound damping with carpeting, curtains, furniture helps
- Use a good headset with its microphone close to the mouth, BUT away from the direct airstream of the mouth to reduce “pops”. Avoid using the default built-in microphones of the computer
- Do a test recording of a couple of minutes and review the sound and picture quality, MP4 format, and bit rate before recording the entire presentation. Adjust if needed
- When entering PowerPoint’s presentation mode, we recommend using the laser pointer (in full-screen mode: right mouse click --> pointer options --> laser pointer)
- Prefer white walls in the surroundings, light your face and do not position your camera against windows.
- **Upload video of maximal length of your presentation block (i.e. 20 or 30 minutes)**

### How and where to submit the Presentation or Pre-recorded video:

- After the login please go to the **Personal page**
- Then use the **Upload presentation**



The screenshot shows a navigation menu on the left with options: Networking, News, Notifications, Personal data, Description, **Upload presentation** (highlighted with a red dashed circle), and Settings. The main content area displays details for a presentation titled "The Resilient Practitioner: Avoiding Compassion Fatigue and Burnout" (45 min, 15.09.2021 - Wednesday | Virtual Room 1, 16:35 - 17:20 | ZOOM - Parallel Session 25). It includes a "Presentation file" section with instructions on file formats and size, and a "Documents for presentation" section for additional files. Both sections have "Upload" buttons.

- For uploading your **presentation/pre-recorded video** which you want to be played during your presenting time please use **Upload presentation** button.
  - **The file size limit is 200 MB.**
  - **Please use .pptx, .pdf or .mp4 files only**

**45 min The Resilient Practitioner: Avoiding Compassion Fatigue and Burnout**  
15.09.2021 - Wednesday | Virtual Room 1  
16:35 - 17:20 | ZOOM - Parallel Session 25

**Presentation file**  
This is where you upload your presentation file. PPTX, PDF and MP4 formats with a maximum size of 200 MB are allowed. The uploaded file must be assessed for compliance with the technical requirements and then approved. An already approved file cannot be uploaded again. This presentation will not be accessible to others participants on the website after uploading.

**Unuploaded**  
**Upload presentation**

**Documents for presentation**  
Here you can upload additional files for the presentation. All formats with a maximum size of 200MB are allowed. These files are not approved and once uploaded are immediately accessible on the website for other registered participants.

**Upload documents**

- For uploading your Supportive documents which will be visible for all participants during whole congress please use **Upload documents** button
  - **The file size limit is 200 MB.**
  - **Please use .pptx, .pdf or .mp4 files only**

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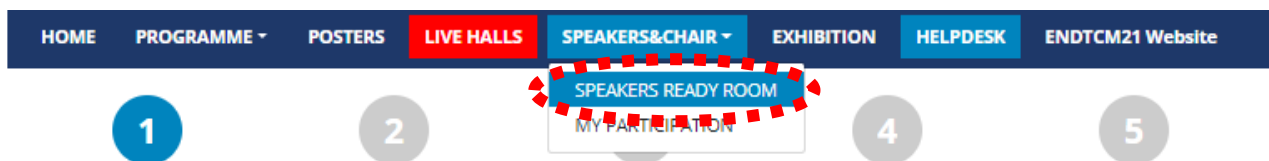
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**Upload documents**

## SPEAKERS READY ROOM AND SELF TESTING

Your equipment and internet connectivity can influence the performance and quality of the virtual Congress stream. **It is highly recommended to first test these in the SPEAKERS READY ROOM.**



### Technical requirements for speakers and chairs

For a smooth running congress and a simple connection, we recommend implementing the following requirements.

- **internet connection:** at least 10Mbps upload and 10Mbps download
- **internet browser:** the latest version of browser Google Chrome, Microsoft Edge, Vivaldi or Apple Safari
- **network:** allowed UDP port 9000 for IP address 46.234.106.96
- **sound and video:** we recommend headphones with a microphone and a quality webcam
- **tip for you:** make sure nothing disturbs you during your presentation
- **tip for you:** check the camera position and choose a room with proper lighting.



Please make sure to visit the **SPEAKERS READY ROOM** **no later than 30 minutes before your session starts**, to cede us an 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 first test will check your internet connection speeds and browser version.

Be aware that the internet speed test is done against our virtual Congress platform directly and may not reflect the local internet speed guaranteed by your provider.

Enable your peripherals in your browser.

**1** **2** **3** **4** **5**

**Browser and connection test**  
 Please test your browser and internet connection.

**Start test** browser: Chrome 91.0.4472.106  
 download:  
 upload:

- **tip for you:** using LAN cable will give you a faster and more stable connection than WiFi
- **tip for you:** don't forget to connect the notebook to the charger, you will also increase its performance

**Next step**

**1** **2** **3** **4** **5**

**Enabling your peripherals**  
 Please allow the use of your headphones or speakers and webcam on this site. Click the "Enable" button in the dialog that the browser displays and let the browser remember this option. If you have already done so, this dialog will not appear again. If for any reason you are having trouble with this permission or see "disabled", try this permission first in the anonymous browser window.

How to enable disabled microphone and web camera click [Here](#).

microphone: disabled  
 webcam: disabled

**Next step**

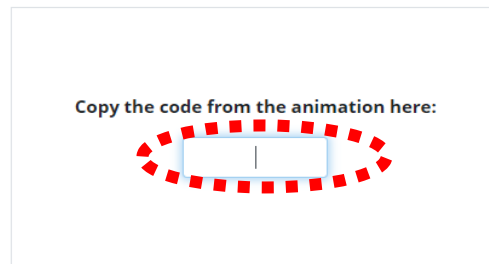
Please test your connection to the server. This step is very important for running your presentation. In case of problems, please contact the technical support.



**Test your connection to the server**

Perform the test on the same network as you will be at the time of the conference. If you change your network or location, it is necessary to perform the test again.

You should see green animated text with four-digit code in front of you. Copy the code into the test field next to the animation. If you do not see the animation with the code, your connection is blocked. You can resolve blocked connections [Here](#).



If any of the technical problems persists, you can contact the technical support by clicking the button „Technical Support“ and by sending the description of your problem. The technical support will come back to you within 36 hours at the latest.

[Technical support](#)

[Next step](#)

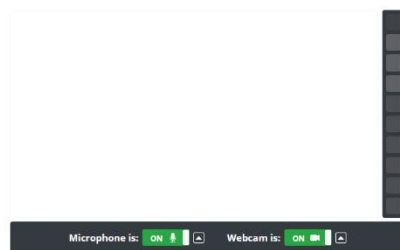
After testing your microphone and camera please visit the **preview room – speaker/chair** for the final test. **The test virtual session** will appear.

**After entering the session please test:**

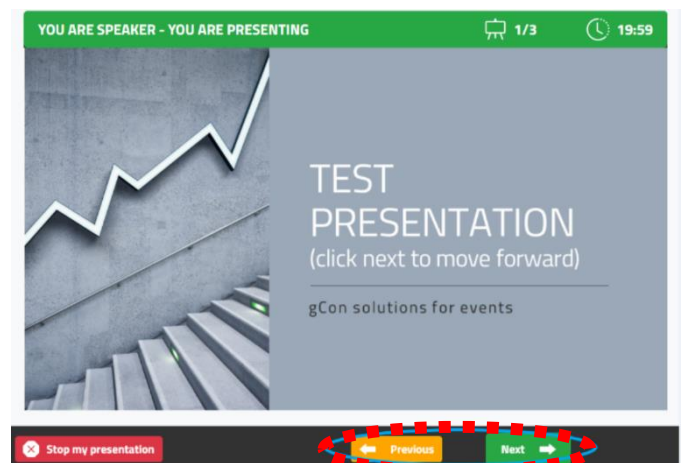


**Microphone and webcam sharing test**

Here you can test the sharing of your microphone and webcam. Use the buttons below to turn sharing on and off. You can see the signal strength from the microphone on the indicator on the right.



[Leave preview room](#)



Presentation – you can navigate and stop the presentation by using the buttons next/previous.

**Please do not use the button to stop my presentation until your presentation is finished.** After pressing the button, you can no longer resume the presentation (in case you accidentally stop your presentation, please contact a technical chair by using the chat, see the instructions below on how to use the chat).

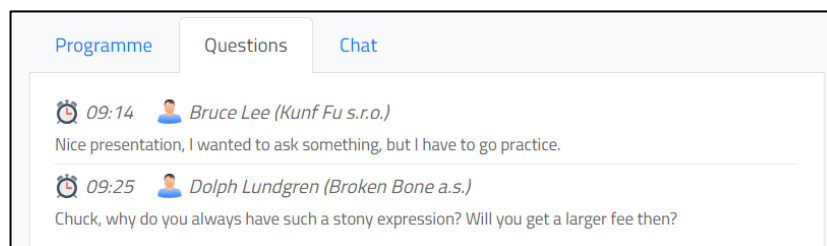


A microphone can be switched off and on by using the button on/off

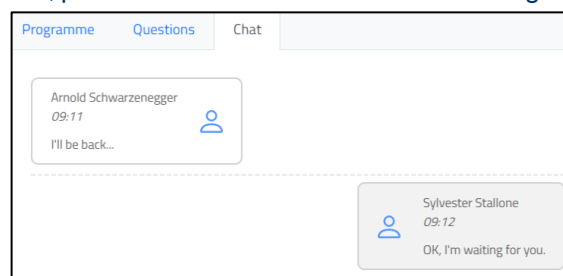
Webcam can be switched off and on by using the button on/off



While attending the live stream, the congress participants have the option to raise the questions in the **Q&A button**.



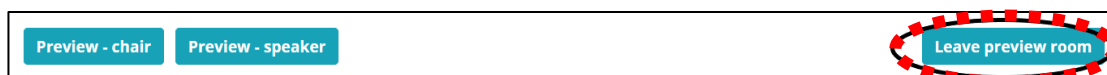
**Chat – serves as a communication channel between speakers, program chairs and technical chairs for the currently running session.** You can communicate with the chairs and other speakers through the platform. In case of having a problem, please contact the technical chair through this chat.



Leave the session – after successfully testing all presentation controls/functions in the preview room, please click on: **Leave the session button**.



To finish the Speakers Ready Room testing please click on: **Leave preview room button**.

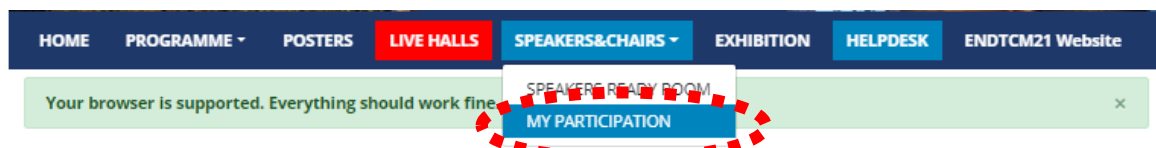


**If any of these tests fail, please contact the technical support directly.**

## ACTIVE PARTICIPATION (SPEAKERS & CHAIRS)

To participate in your session as a **speaker or a chair**, please navigate to **SPEAKERS&CHAIRS**, then **MY 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 the **MY 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
  - The button is active approx. 10 minutes before the start time of the session



The following table lists all the session you participate in remotely. You will be either the chair of the session or the speaker at the presentation. The "Enter session" button will not be active (green) until the session starts. After entering the session, you will find:

- **Chair:** Your microphone will automatically turn on and you will see a picture from the hall and hear what is happening in the hall. Remember that your microphone is turned on as soon as you enter the session.
- **Speaker:** You will see a picture from the hall and hear what is happening in the hall. Your microphone will be muted when you enter the session. You will watch the program in the hall and wait for your presentation to take place. Your presentation will be started by a technician when prompted by the chair. The first slide of this slide show appears automatically, and your microphone turns on. Below the presentation window will be the controls for moving the slides. When you finish your presentation, you'll still be in the session and your microphone will be muted automatically.

You can turn your microphone and webcam on and off while you're in the session. You can leave the session yourself by pressing the "Leave session" button, or you will leave the session automatically when it is finished.

### Sessions with your remote participation



## CHAIRS

- Your microphone is automatically activated as soon as you enter the session and you can speak to the audience, to 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 can always see the schedule of the entire session and who is already remotely present in this session (their names are highlighted in green).
- The chair moderates the session/ single presenter: he/she welcomes speakers and participants in the session, introduces the author/speakers and manages all questions during the live discussion of the sessions.
- The co-chair remains in the background and he/she is responsible to observe the chatbox. He or she can always raise any of the unanswered questions mentioned in the Questions box. In case of technical problems, the co-chair informs the technical support of Guarant to provide help. The technician is also responsible for keeping the time of the session.
- If you like to say a few words about speakers in your session, you can get inspired by their bio.

## 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-uploaded presentation.
- Once your 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.

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

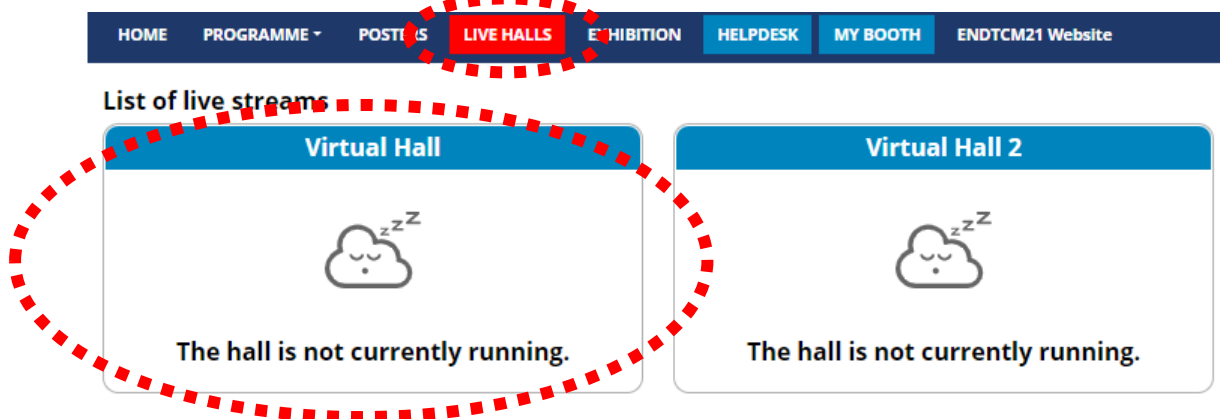
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## ATTENDING LIVE STREAM AND Q&A

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### To attend the LIVE SESSIONS:

- You can find the actual live running sessions on the page **LIVE HALLS**



- Once you click on your desired **Virtual hall**, you enter the live stream.
  - For searching the program of other sessions next to the live streaming, we suggest to **opening Program** on the new tab of the internet browser.

### Asking questions in live sessions:

- Ask your question by clicking on the **Question button**
- Wait for your question to be read
  - Questions are reviewed by the chairman
  - Questions will be read after the presentation ends
  - Questions are cleared before the start of the new presentation





## MANAGING YOUR ACCOUNT

To increase your virtual experience, you can fill in your account information, add picture or description:

- You can **find and change** your personal data, description and social sites in the **right upper corner** “name” menu



News  
Notifications  
**Personal data**  
Description  
Social networks  
Settings

**Titles before:**

**Firstname:**

**Surname:**

**Titles after:**

**Function:**

**Company:**

**Country:**

**Email address:**

**Phone:**

- Then click on the **Personal page**
- Here you can manage your **Personal data** (e.g. profile picture, phone number, e-mail)
  - Do not forget to save your changes by green **Save changes** button
- On the other tabs, you can change the **Description** and **Social media profiles** that will be shown on your profile
  - Also, do not forget to **Save changes**
  - **The Social media profiles** could be in both formats: **URL (link) or Username**

## 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 **chatbox** and click **send**, this will add your chat 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 a separate browser window while still watching the live stream or visiting other parts of the online event.

### During the congress

Live support at the Helpdesk will be operated during the operating hours.

### Before the congress

The helpdesk will be operated on a regular basis and all questions will be answered as soon as possible.

The screenshot shows a dark blue navigation bar with the following items: HOME, PROGRAMME (with a dropdown arrow), POSTERS, LIVE HALLS (highlighted in red), EXHIBITION, HELPDESK (highlighted with a red dashed circle), and ENDTCM21 Website. Below the navigation bar, the 'HELPDESK' section is visible, featuring a profile picture of Jan Kolář and a globe icon. At the bottom left of the screenshot, a 'Chat' button is highlighted with a red dashed circle.

**Operating hours will be posted soon.**

Please leave your message in chat.

Helpdesk will be operated on regular basis and all questions will be answered as soon as possible.  
You can send your request also to the congress secretariat at [endtcm21@guarant.cz](mailto:endtcm21@guarant.cz)