

## INSTRUCTIONS FOR VIRTUAL SPEAKERS AND CHAIRS

### Plenary Session, Free Communications, Interactive Poster Session

### INTERNATIONAL SYMPOSIUM ON IGANEPHROPATHY – IIGANN 2021

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#### TECHNICAL PRE-REQUISITES

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For the correct function of the online Congress platform please follow the minimum system requirements:

- Microsoft Windows or Mac OS based device.
- Latest Chrome and Microsoft Edge internet browsers (*other browsers are not fully supported*).
- Noise-cancelling headphones with a microphone to reduce background noise are recommended.
- Stable Internet connection (minimum 10/10Mbps is recommended).

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#### HIGHLIGHTS

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- Login to the virtual platform and complete your personal profile on your personal page.
- **Plenary presenters** = only pre-recorded presentation, **Remote speakers** = live presentation on virtual platform
- **Plenary presenters** – Submit the pre-recorded presentation in MP4 video format to the virtual platform. **Mandatory pre-recorded presentation.**
- **Remote presenters (Free communications, Interactive poster session)** – If you only have a pre-recorded presentation, please submit the pre-recorded presentation in MP4 video format to the virtual platform. If you have a lecture that will be broadcast live, please submit the presentation in PPTX or PDF to the virtual platform. In these cases, it is always necessary to go through “Speakers Ready Room” on the virtual platform.

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#### LOGIN

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To attend the Virtual Congress, please visit the live congress website (<https://iigann2021.gcon.me/page/home>) and click the **User Login** link 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 were registering with*), your password will be automatically sent to this address (*it is coming from the e-mail address [info@gcon.me](mailto:info@gcon.me)*).
- You can change your password under your profile (top right corner of the page).

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## UPLOADING FILES

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### Presentation Requirements – remote presenters (Remote speakers)

- presentation may be prepared either in the standard MS PowerPoint or PDF format (.pptx or .pdf). PPTX format is highly recommended
- recommended aspect ratio for your presentation is **16:9**
- **the file size limit is 200 MB**
- Presentation should be submitted online before the congress at presenter personal page.

### Prerecorded Presentation Requirements – Mandatory for Plenary Session (Plenary speakers)

- in the case of the pre-recorded video a bit rate of <1Mbps is recommended to ensure optimum playback experience for the users
- recommended aspect ratio for your presentation is **16:9**
- pre-recorded presentation must be in video MP4 file
- the presentation can be pre-recorded in MS Office 365 or Zoom
- if you are wondering which software to use to prepare the presentation video in .MP4 file, you can for example use the Record Slide Show which is present in recent versions of [MS PowerPoint](#)
- **The pre-recorded lecture is mandatory.**

### Tips for recording

- 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 Power Point’s presentation mode, we recommend using the laser pointer (in full screen mode: right mouse click --> pointer options --> laser pointer)



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- remember the dress code, business casual is preferred. Prefer white walls in the surroundings, light your face and do not position your camera against windows.

### How and where to upload PPTX. presentation or pre-recorded presentation MP4.

- After the login please go to personal page:



- Use the **Upload presentation button**



- After the successful upload of your presentation, you will receive the confirmation email. In case there is a problem with your presentation, technical support will contact you.

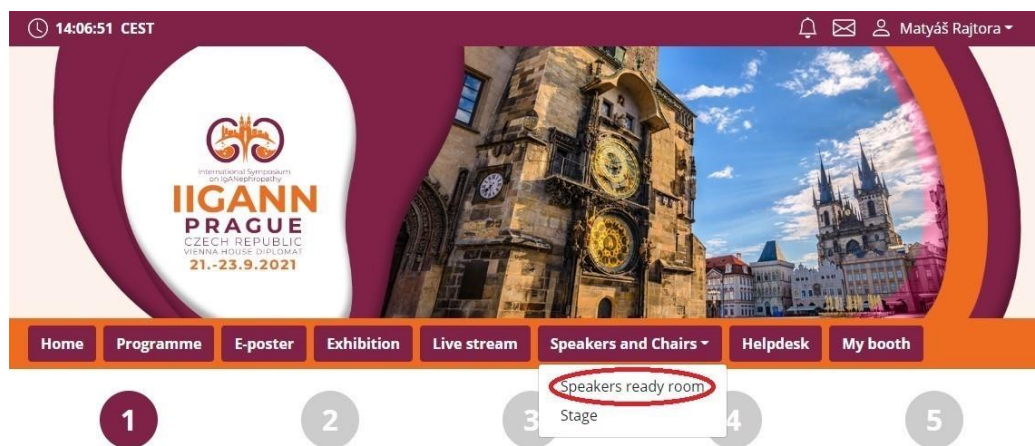


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## SPEAKERS READY ROOM AND SELF TESTING

Your equipment and the 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.

Next step

- Please make sure to visit the **Speakers Ready Room** no later than 30 minutes before your session starts, to cede us anTh 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.
- Enabling your peripherals.



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

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

[Start test](#) browser: **Chrome 91.0.4472.124**  
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: **enabled**  
webcam: **enabled**

[Next step](#)



1 2 **3** 4 5

## 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](#).



Copy the code from the animation 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](#)

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



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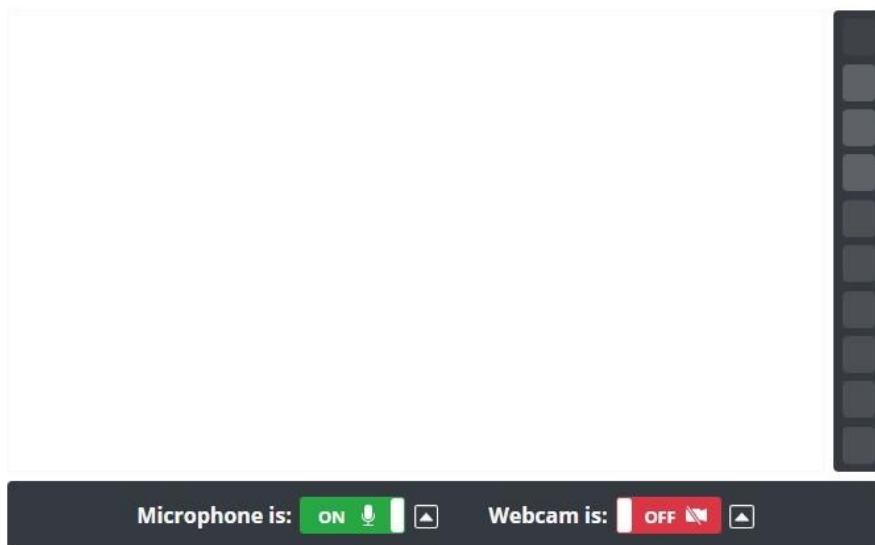
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- After testing your microphone and camera please visit the [preview room – speaker/chair](#) for the final test. **The test virtual session** will appear.



### Microphone and webcam sharing test

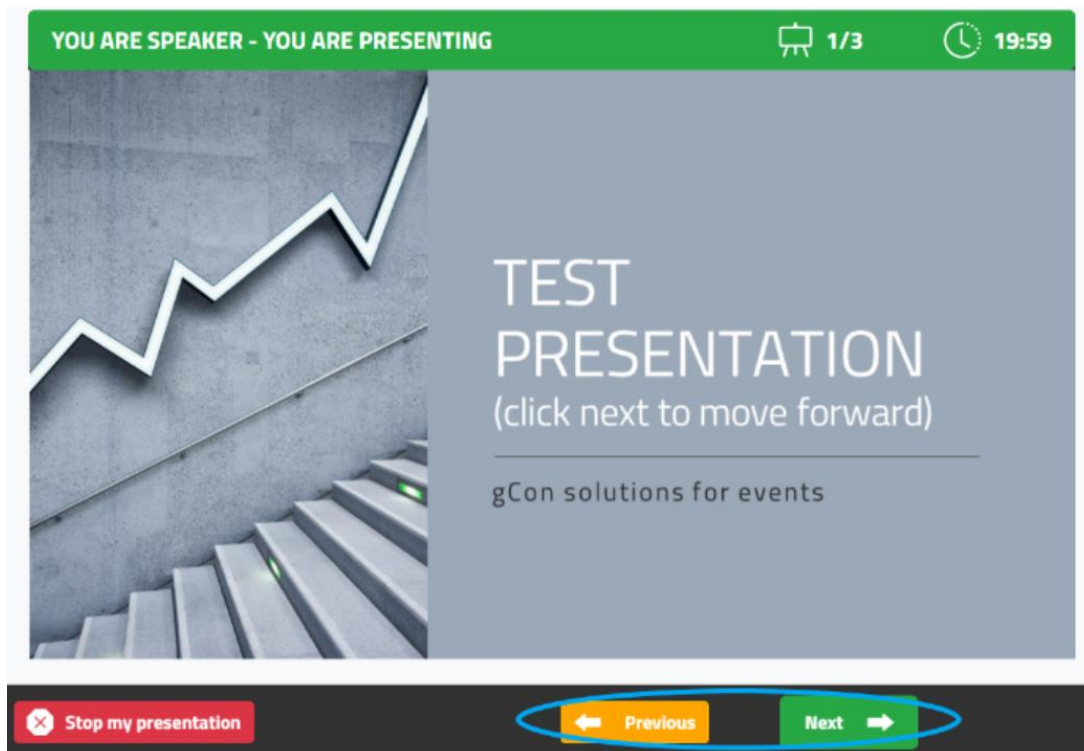
Here you can test the sharing of your microphone and webcam. Use the buttons below to turn sharing on and off. You can see the signal strength from the microphone on the indicator on the right.



You can now leave the virtual preparation room or view the environment in which you will act as speaker or chairman.



- After entering the session please test:
  1. Presentation – you can navigate and stop the presentation by using the buttons next/previous.

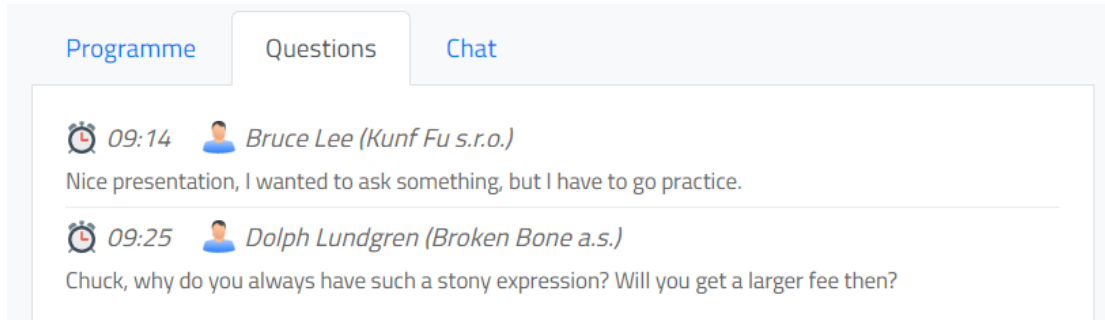


- **Please do not use the button to stop my presentation until your presentation is finished.** After pressing the button, you can no longer resume the presentation (in case you accidentally stop your presentation, please contact a technical chair by using the chat, see the instructions below on how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





2. The microphone can be switched off and on by using the button on/off
3. Webcam can be switched off and on by using the button on/off





Programme Questions Chat

09:14  *Bruce Lee (Kunf Fu s.r.o.)*  
Nice presentation, I wanted to ask something, but I have to go practice.

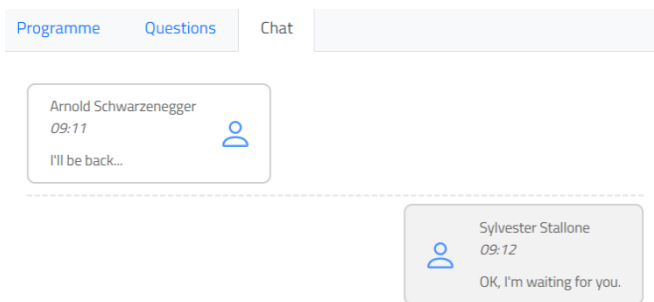
09:25  *Dolph Lundgren (Broken Bone a.s.)*  
Chuck, why do you always have such a stony expression? Will you get a larger fee then?

4. While attending the live stream, the congress participants have the option to raise the questions in one way – **Questions** (more information provided in the section LIVE STREAM AND Q&A)

5. **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.



Programme Questions Chat

Arnold Schwarzenegger  
09:11  
I'll be back...

Sylvester Stallone  
09:12  
OK, I'm waiting for you.

#### SESSION IN THE VIRTUAL HALL

Leave the session 

6. 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.**

Preview - chair Preview - speaker

Leave preview room

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





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## ACTIVE PARTICIPATION (SPEAKERS, CHAIRS) – LIVE PRESENTATION

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To participate in your session as a **speaker or a chair**, please navigate to **MY REMOTE PARTICIPATION, STAGE**. 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 **STAGE** 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 10 minutes before the start time of the session

Your browser is supported. Everything should work fine. ×

The following table lists all the session you participate in remotely. You are 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

21.09.2021 - Tuesday

09:00 - 10:00

Virtual Hall

Starting approximately in: 1m 29d 17:57

First session

Chairs: Jan Kolář, Matyáš Rajtora

Enter 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, 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 introduces the author 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 chat box. 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. He/she is also responsible for keeping the time of the session.

B. **SPEAKERS**

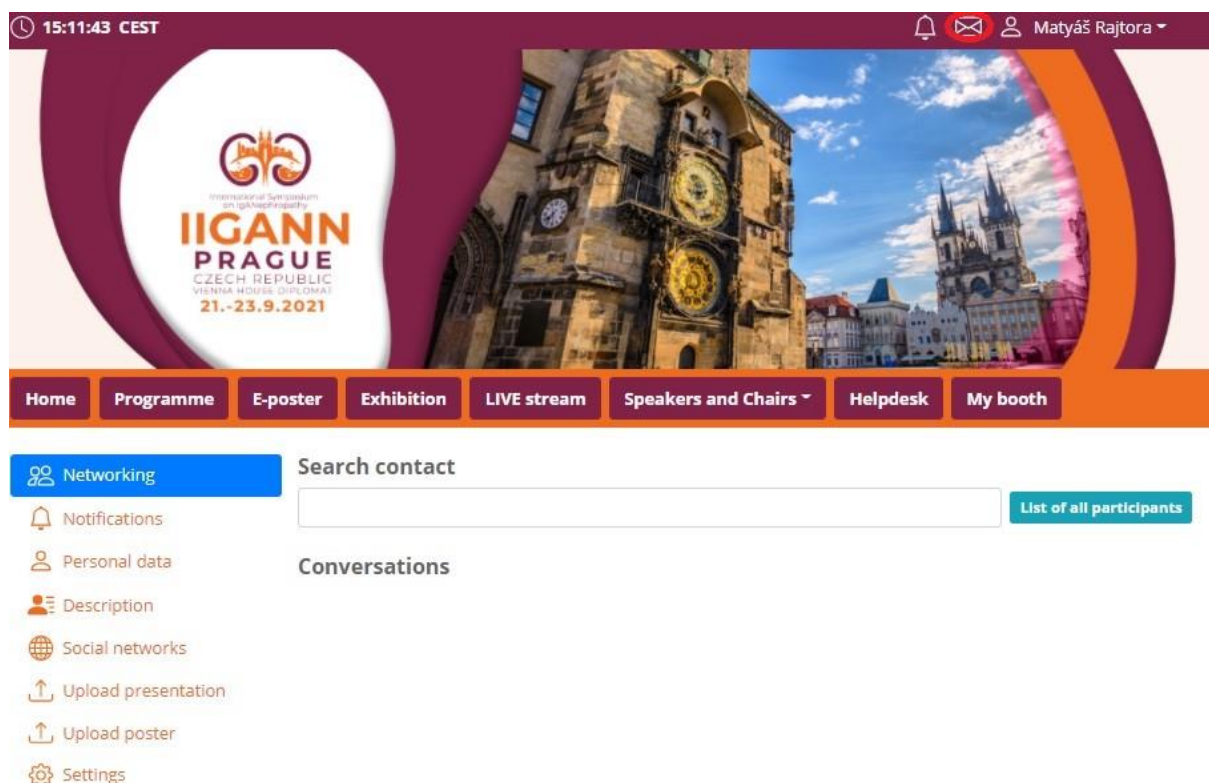
After entering the session, you can hear the chairs and the current speaker and see a preview of currently running presentations.

- Your microphone and presentation sharing remain inactive until enabled by the chair.
  - The technical support will automatically launch your pre-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.
- Please make sure you have provided your presentation in advance.
- Before entering the session, **please make sure that you have passed the Speakers Ready Room test.**

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## NETWORKING

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The networking feature enables you to connect with any participant of the congress through our secure platform, the same way as it allows everyone to connect with you. It is up to the contacted persons to decide if they want to network with you. No contact detail or personal information is shared between the two sides and the communication is managed only through the virtual platform. Networking is entered by clicking the **letter icon** next to your profile.

### Contacting someone

- On the networking page, please [enter the name](#) or better select your desired contact from the list and compose your message to them.
- Reply to message/ongoing networking

### Personal info

- On your personal page, you can add your [personal data](#) (function, phone, social networks, etc).
- A description is short bio about you.

[Home](#)
[Programme](#)
[E-poster](#)
[Exhibition](#)
[LIVE stream](#)
[Speakers and Chairs](#)
[Helpdesk](#)
[My booth](#)

Networking
 Notifications
 **Personal data**
 Description
 Social networks
 Upload presentation
 Upload poster
 Settings

Titles before:

Firstname: Matyáš

Surname: Rajtora

Titles after:

Function:

Company: Guarant International s.r.o.

Country:

Email address: rajtora@guarant.cz

Phone:

## 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 a separate browser window while still watching the live stream or visiting other parts of the online event.
- The Helpdesk operating hours will be posted soon



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Exhibitor list

## HELPDESK



Matyáš Rajtora

[Info](#)[Videos](#)[Chat](#)

Please leave your message in chat.

### During the congress

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

### Before the congress

Helpdesk will be operated on regular basis and all questions will be answer as soon as possible.

**In case you need support from our technical team, please contact Matyas Rajtora,  
[rajtora@guarant.cz](mailto:rajtora@guarant.cz).**