

## **GUIDELINES FOR PLENARY SPEAKERS**

### **VIRTUAL PRESENTATION**

Thank you for agreeing to give a PLENARY LECTURE at the JEMS2022. We would like to ask you to take a few minutes to read the following guidelines regarding your presentation.

A whole session will be organized in a hybrid mode as a ZOOM MEETING with the audience at the conference venue as well as participants online connecting via ZOOM platform. A conference room on-site will be one of the ZOOM clients. 50 minutes, running from 8:15am till 9:05am, are allocated for your plenary lecture comprising of 40 minute presentation time and 10 minutes of Q&A discussion. Your session will be chaired by the representative chosen by the Programme Committee.

Few days before the event you will be provided with a link to the event platform with an access to all sessions.

During the session you will present your slides in a screenshare mode from your location.



### **Before the Conference, you are kindly asked to:**

1. Check the date and time of the session in the conference programme at [jems2022.pl](http://jems2022.pl).
2. Prepare the presentation in Microsoft PowerPoint or PDF format, 16x9. All presentations must be made and held in English.
3. Take part in the test connection and a short ZOOM training organized by our technical staff. Our technical staff will be available according to the below given schedule:

11-14 July (Mon – Thu) from 10.00 am to 11.00 am and from 4.00 pm to 5.00 pm CEST (Warsaw time)

A link to attend a practice session will be provided by the end of June.

**IMPORTANT NOTE!** It is important that for this test connection you connect from the place and use the equipment (computer, headphones, camera) that you will use during the conference session.

### **Before the session**

PLEASE NOTE to connect to the session approx. 30 minutes before the session starts for the last technical check and any questions.

## **Technical requirements**

- Computer with Internet access, camera and microphone.
- ZOOM software installed – latest version. For ZOOM download, click [HERE](#).
- Internet access of minimum 1 Mbps, broadband connection is recommended.
- External USB headphones with a microphone are highly recommended. In case you use wireless headphones (e.g., with a Bluetooth connection), please make sure the battery is fully charged.
- Your computer or audio equipment may have its own mute or disable settings – make sure to check that everything is 'on'.
- We recommend closing all windows or applications that are not needed (especially those using a camera and / or microphone, e.g., Skype, MS Teams, Webex) to ensure the best performance of the platform.

We would like to recommend using the virtual background for the presentation that will be sent before the practice sessions.

Shall you need further assistance or for any individual queries, please contact the JEMS2022 Conference Secretariat at [info@jems2022.pl](mailto:info@jems2022.pl)