IPSERA ONLINE CONFERENCE 2021

<u>**Instructions for the Presenters**</u>

Before the event:
- Anyone using a Mac will need to adjust their Setting. Settings > Security > Privacy > Check WebEx Events for camera, microphone, and screen recording
- Please make sure you are ready to enter the stage 15 minutes prior to the session. You can search your name on the Ex-Ordo platform to remember the session you are assigned to
- If you cannot make it to the session for any reason, please inform the organising team as soon as possible

During the event:
- The host will change your status from 'panellist' to 'presenter'. Once you become the presenter you will be able to share your screen. **Anyone using a Mac will need to adjust their Setting. Settings > Security > Privacy > Check WebEx Events for camera, microphone, and screen recording**. You will see the share button in the middle of the screen, just click on it and choose the screen you wish to share. At the end of your presentation, you can stop sharing or you can keep your screen on while answering the questions coming from the audience
- Please respect time. Each presentation (12 minutes) will be followed by an open discussion (6 minutes)
- Please mute yourself when you are not asking questions, making comments or presenting. If you have an echo problem, just mute and then unmute yourself (this helps)
- Please use the chat box function as constructively as possible to give suggestions, raise questions and make comments. We also urge participants to use the private chat function to arrange meetings outside the Ex Ordo platform with other participants
- In order to create a friendly environment, please try to keep your camera on unless instructed to turn it off
- If you have any problems or issues, please get in touch with <u>ipsera2021@ipsera.com</u> for help

*At the end of the session***:**
- Hopefully, you will have a memorable experience

Notes:
- Further technical instructions regarding the ExOrdo platform can be found <u>here</u>
- In case of any problems, write to the host through the chat