



Preparing to Speak at a Virtual Session

As a speaker for a collaborative virtual session, you'll be able to focus on your presentation while the host manages the administrative aspects of the webinar. Review these instructions prior to your session to learn how to join, communicate with the host.

Getting Ready for a Session

1 Download Zoom. Prior to your session, [download the Zoom Client for Meetings](#) on the device you will be using to present during the session. This ensures you have access to additional meeting controls that are not available within the browser version of Zoom. If you don't already have a Zoom account, you should [sign up for a free one](#).

2 Test your internet connection. Your internet should have at least a 10 Mbps upload speed. There are plenty of sites you can use to [test your internet speed](#). Plug your computer directly into the router using an Ethernet cable. If that's not possible, move as close as you can to the router.

3 Practice makes perfect. Make sure your presentation is downloaded and saved to your computer. Do not share content from sharing sites that rely on the internet. If you want to get comfortable with the meeting controls. You can [start a test Zoom meeting](#) and practice muting and unmuting your microphone, starting and stopping your video, and sharing your screen.

4 Get camera ready. Prior to your session, identify the location where you will complete your presentation. This should be a room free from distractions and with minimal echo. Use natural lighting to brighten the room when possible, and make sure your face is clearly visible. You can try sitting facing a window, or placing a lamp behind your webcam or to both sides. Make sure to move any clutter out of the frame



ESREF 2021 : 32th European Symposium on Reliability of Electron Devices, Failure Physics and Analysis, 2021
4-7 Oct 2021 Bordeaux (France)

Speaking at a Collaborative Session / D - DAY

1 Have your Speaker URL handy. CVENT will share this link with you via an email . Wait to click the link **until 15 minutes** before your session's scheduled start time. You will find a member of the technical team who will be there to assist you. The technician will be in charge of activating chairs' and speakers' microphones, of admitting attendees into the online meeting

2 Check in with the host. After joining the session, touch base with the host on any session administrative details you want to review.

3 Get your presentation ready to share. Once the session is open to attendees the chairperson will introduce your talk, you can begin presenting. Be sure to [share your screen](#) so attendees can see you and your presentation.

Please kindly note that the overall session which include your presentation will be available on the virtual attendee hub of Esref congress. After logging in to the Attendee Website, navigate to your session's page and click **On demand**.

Have a nice session,

Organising Committee