GUIDELINES FOR VIRTUAL SPEAKER & POSTER PRESENTER

In this document you will find the following instructions:

- How to log in as a speaker in the activity in which you participate
- How to log in to the congress platform to attend all activities

LOGIN TO SPEAKER ACTIVITY

The Congress includes 3 modalities:

1- **Speakers on demand**: Those who have already sent their recorded videos, do not need to connect, the video begins automatically.
2- **Speakers face-to-face at Hilton**: Speakers living in Buenos Aires and its surroundings will give a lecture in the Quebracho Room, Hilton Hotel.
3- **Live virtual speakers**: They must connect, via Zoom, on the days and times indicated

GUIDELINES FOR LIVE VIRTUAL SPEAKERS

Live videoconference

- There will be two technical & informative meetings on November 30\(^{th}\) at 10 AM (Argentine time) and December 1\(^{st}\) at 06 PM (Argentine time). Please choose one of these options.
- The link to enter these meetings is: [https://zoom.us/j/91757579452](https://zoom.us/j/91757579452)
- The meeting will be recorded and will be available on the congress webpage.
- On December 3\(^{rd}\), you will receive the link to access your scientific session.
- You must log in 15 minutes before your session for connection tests: You will enter a Waiting Room of Zoom, until you are admitted, along with the other speakers

The following information is very important and useful:

TECHNICAL ADVICE

- You can share a PowerPoint, photos, or videos, as you need, by “sharing screen” in Zoom. We suggest having the file open and minimized to speed up the presentation
- We suggest using clear, easily legible fonts, and contrasting colors to the selected background.
- Make sure the first slide in your presentation is the Disclosure of conflict of interests
- The transmission will be made by streaming on a YouTube channel. Take special care to hide the names and images of patients to protect their privacy.
TIPS FOR STREAMING

Please note the following for the streaming:

- Have a good internet connection (upload no less than 10Mb).
- A wired connection from modem to PC is recommended. If your computer does not have a network connector, you will need to use an adapter **USB to Red Lan RJ45**.
- You should measure the connection with the same PC that you will use for the presentation, not with another or with the cell phone.
- Download the Zoom App on your computer and mobile phone (as a backup).
- If the internet connection on your PC is cut off, use your cell phone with 4G (disabling the Wi-Fi).
- If you notice that your connection quality decreases during a chat, turn the camera off.
- If possible, have headphones with a microphone connected to the PC and a webcam integrated into the PC.
- Find a place with good light. You can also use a desk lamp with white light to illuminate your face from the front. The lamp must be located behind the webcam.
- Pay attention to the background the viewer will see.
- Stand in the center and at an appropriate distance so that the camera captures your upper chest and head completed.
- Choose a place in the house without external or internal noise.
- Mute your mobile phone.
- Inform the cohabitants of the day and time of the streaming to avoid interruptions. And ask them not to use the internet in that time slot.
- Prepare your workplace with everything you may need during the live streaming (Water, pencil, paper, glasses, notes, etc.).
- If you are simultaneously using the congress platform, at the time of your conference, you must close it or mute it.

LOGIN AS ATTENDEE

As a speaker of the Scientific Program, you may participate in the entire Congress; please click the following link to register:

https://alatorax.org/es/congreso/2020/inscripcion

Click the blue-button that reads: **Inscribase Aquí** (Register here)

If you have not registered yet, go to the option: **Deseo registrarme por primera vez** (I want to register for the first time).

Use the same email address to which this invitation was sent so that the system validates your status as a speaker. Create a password and fill in all the requested information.

REMEMBER that this email and the password will allow you to enter every day as an attendee to the ALAT 2020 Congress.

If you have already registered, you do not need to do it again. You will be able to enter the virtual platform with the email and password previously generated.