



Technical Briefing

Pre- Recorded with LIVE Q&A
Sessions

Session Structure

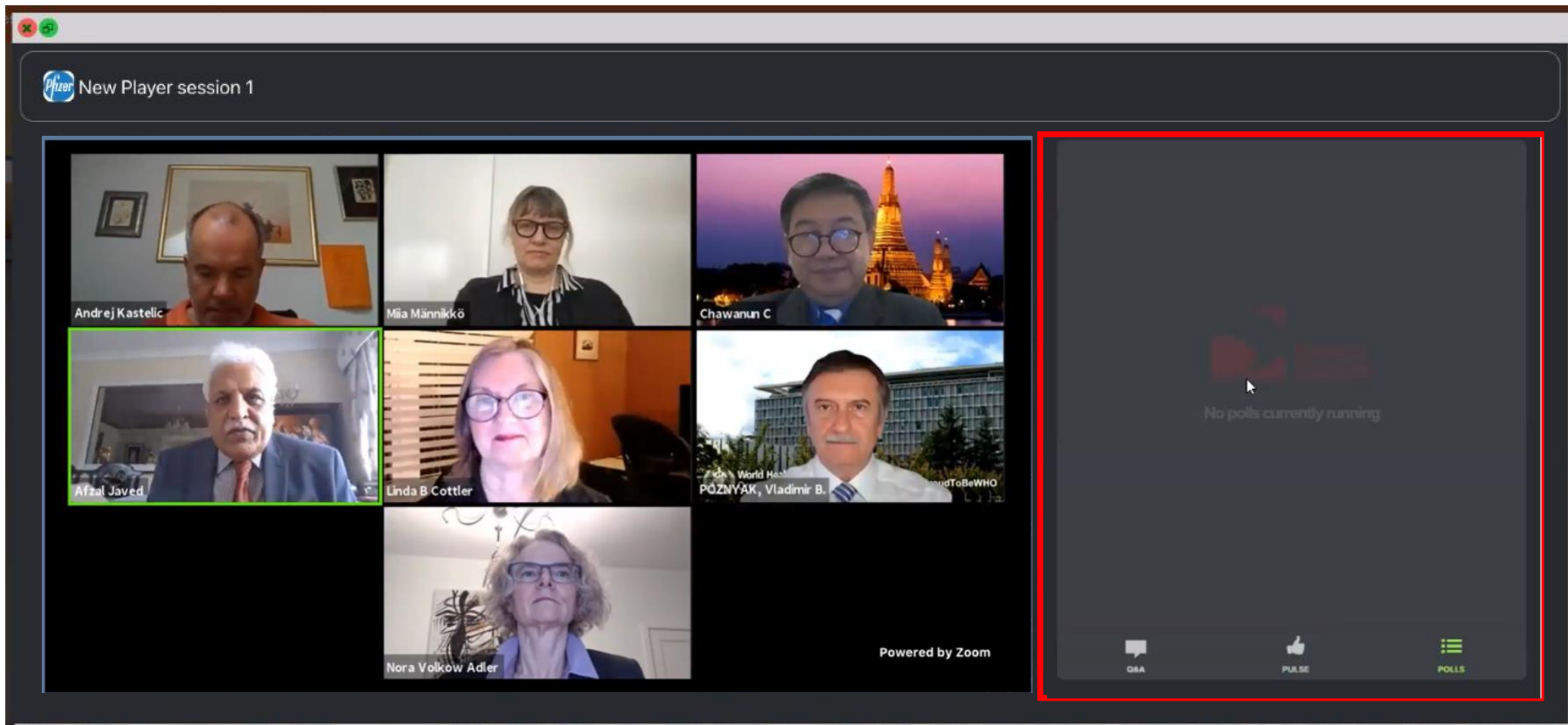
- The pre-recorded video of the lectures will be presented to the virtual conference attendees
- After we finish displaying the videos, the speakers will be cued to start the Live Q&A discussion
- The moderator will welcome the Q&A panel and will inform the audience to submit questions through the Q&A tab on the right top corner
- The session moderator will address questions to the speakers
- The speaker that the question was addressed to, will answer the question with his/her microphone



The speaker will use “Zoom” for the Live Q&A session/section of the session. A calendar invite with a link will be sent to you 2-3 days before the session. The calendar invite will be set for **30 minutes prior to official start of the session** to allow sufficient time for final technical checks before going Live. Please join the link 30 minutes before the start of your session.



The Zoom session is live streamed to the virtual platform, where the participants can view all the sessions. Participants can type in their questions in the Q&A panel on the right-hand side of the screen.



Attendee View:

The image shows a virtual conference interface. The main content area features a large banner with a night photograph of a grand, illuminated Gothic-style building. The banner includes the following text:

- Top: "Welcome" in white text on a red gradient background.
- Center: "New horizon in therapy & treatment" in light blue text.
- Center: "FRPT" in large, bold, white letters.
- Center: "FLASH RADIOTHERAPY & PARTICLE THERAPY" in smaller white letters below "FRPT".
- Center: "2021" in large, outlined white letters to the right of the main text.

At the bottom of the banner is a row of logos for various sponsors and partners, including:

- KINGS GROUP
- NHS The Christie
- MANCHESTER UNIVERSITY OF MEDICINE
- Biophysics
- CHUV
- EMPIR
- InspireProject
- Institut Curie
- MedAustron
- Endorsed by ESTRO
- PTB

To the right of the main banner is a dark grey sidebar. It contains a large, semi-transparent red play button icon. Below the icon, the text "No polls currently running" is displayed in a light grey font. At the bottom of the sidebar are three icons: a speech bubble labeled "Q&A", a thumbs-up labeled "PULSE", and a list icon labeled "POLLS".



LIVE Q&A Instructions

- Speakers/moderators will receive links to access the Q&A chat before the start of the session.
- The link may be opened in a browser (easier if you have 2 screens) or on your phone/tablet
- The questions will be addressed live, NOT in written form
- The moderator will filter through the questions and address them to the chosen speaker, the speaker will unmute their microphone and respond
- Please note that the attendees can upvote the questions asked by others and comment



During the 30 min prep time, the technician will share with the speakers a link to a browser to view the incoming audience questions and polls (if applicable). The link will look like this:



The screenshot shows a browser window with the URL `meetmanager.kehes.com/speaker/wacpagasm21--college_symposium_1faculty_of_family_medic279`. The interface has two main tabs: a green 'Poll' tab and a blue 'Questions' tab. Below the 'Poll' tab is a red box containing the text 'No Open Polls'. Below the 'Questions' tab is a table with the following data:

#	Question	Time	Submitter	Votes
1	123	2022-01-11 06:18:30	ziv izackov	1



General instructions for the speakers

- Please Join the zoom meeting at least 30 minutes before the actual start time.
- The link to Zoom will be e-mailed to you 2-3 days prior to the Virtual Conference (accounting for the 30 minutes).
- If you will not be able to attend the Live Q&A for your session, please email us at ecocity@kenes.com
- Stable internet connection with a minimum **upload speed** of 5 Mbps. We recommend using a wired LAN internet connection if possible. 4g should not be used. You may check your internet speed using the following link: <https://www.speedtest.net/>
- Please make sure that you have a good microphone.

We recommend using a headset like this if possible:



General instructions for the speakers

- Please make sure to connect with a webcam.
- Please make sure that you are in quiet place.
- When you are not speaking please mute your microphone, don't forget to unmute when you want to talk.
- It's possible to communicate with the other speakers over the zoom chat during the session, the audience will not see any chat messages.
- Please make sure to connect to the zoom with your actual name - the audience will be able to see the speaker names in the live streaming.
- If no one asked a question, the moderator should use their own questions to facilitate Q&A. These should be prepared in advanced.
- If you would like to play a full-screen video during your presentation, please provide us with the MP4 in advance, otherwise the quality of your video may be reduced (this is applicable if you do not need to speak during the video itself).

******* Please do not share the zoom link with attendees, only the speakers and moderators may use the link provided. *******



Connect via phone to the meeting & helpdesk support

- A zoom telephone number for most of Europe, USA and Canada will be sent to you with the zoom link. You will be able to dial in to the meeting if you have problems with the internet or your computer. You will be able to participate via your phone.
- You will also receive a telephone number for the helpdesk team who are available to help you in real time to connect if you are having any issues.



Publication Consent Form

- All sessions will be live-streamed and recorded. The recordings will be available on-demand for up to 3 months after the event.
- In order to allow the recording and publication of your talk, you are required to fill in a mandatory Publication Consent Form via your profile in our system.
- If you haven't filled in your Consent Form yet, please refer to our email reminders sent on 19 and 26 January 2022.
- If you have issues with accessing your profile, please email us at ecocity_abstracts@kenes.com



We look forward to welcoming you
to the **14th Ecocity World Summit – Ecocity 2022!**

If you have any additional questions, please email us at
ecocity@kenes.com

