



changing climate  
changing parasites

# Instructions for Live Streaming Presentations

For all lecturers who will have a live stream presentation, it is necessary to follow this instructions step-by-step.

- ▶ Before the live stream presentation, it is **MANDATORY** to do a **REHEARSAL** (please read **Instructions for Rehearsal**)
- ▶ It is **NECESSARY** to do the **REHEARSAL** and **LIVE STREAM** the presentation:
  - from the **SAME** location
  - from the **SAME** computer
  - from the **SAME** internet connection



changing climate  
changing parasites

**MAKE SURE TO BE PREPARED BEFORE  
YOU ENTER A LIVE STREAM SESSION**

## 1. Please make sure that you have:

- a. Your **headset/headphone with microphone** connected to your computer. This is highly recommended to get the best quality.
- b. A **functional webcam** to capture your image at the corner of your presentation. The internal webcams of computers are fine to use. If you do not wish to have your visual to appear during your presentation, it is ok not to use the webcam.
- c. A **stable internet connection with high upload speed**. We recommend using wired internet if possible. 4G should not be used. You may check your internet speed by performing an Internet speed test online: <https://www.speedtest.net/>. Your upload speed should ideally be above **10 Mbps** in order to avoid slow-speed issues.



changing climate  
changing parasites

- d. **Position your laptop/webcam** to meet eye level with the camera and sit facing away from it with enough distance to capture your shoulders and your entire face with some room to spare.
- e. **The light is arranged.** We recommend to get the light across your face in order to avoid to be left in darkness during your presentation.
- f. **Your background is tidy and nice.** It is NOT recommended to use artificial backgrounds as they fade / move with your movements or even with slight air flow.
- g. **Close unnecessary apps and turn off notifications** such as email or instant messaging.
- h. Keep your phone in silent mode.

- i. It is recommended that **you practice the presentation a few times** before live streaming.
- j. At the following link <https://emop2020.org/programme/> please check the detailed programme for **the duration of your presentation**.
- k. **Convert time** of your presentation from the programme **to your time zone**  
<https://dateful.com/convert/belgrade-serbia>
- l. Prepare your power point presentation in **4:3 format**.  
**Rename your presentation in next format [NameSurname-PresentationTitle]**  
**example: JohnSmith-PresentationTitle.ppt**
- m. If your presentation contains **videos**, please make sure to **embed them**. Web links to external websites in your presentation are not possible.



changing climate  
changing parasites

## 2. Upload your presentation at this link:

<https://emop2021.digitalevents.rs/emop-presentations/>

### Upload Presentations

NAME \*

EMAIL \*

PRESENTATION TITLE \*

## 3. FILL the FORM, then click on **SELECT FILES**, then chose your power point presentation location, then click OPEN

PRESENTATION TITLE

Presentation title

FILE UPLOAD \*

SELECT FILES

Please click above to upload your presentation

Send presentation



changing climate  
changing parasites

► And after all **click on Send presentation**

Presentation title

FILE UPLOAD \*

SELECT FILE(S)

Please click above to upload your presentation.

Send presentation



changing climate  
changing parasites





changing climate  
changing parasites

# JOINING LIVE STREAMING SESSION

▶ The organizer will send you two links for **live streaming** on **October 10<sup>th</sup>, 2021**

- The first link is for **Internet Clicker** which you will open via your mobile phone.

*You will use the phone to change slides of your presentation*

- The second link is a **vMix** to access via your PC Desktop or Laptop.

*You will use a computer to view your presentation*



changing climate  
changing parasites

## Have your PC and your phone ready

- 1<sup>st</sup> step: Open **internet clicker link** on your phone

Two arrows will appear (**left red**, **right green**), you will use them to **change slides of your power point presentation**



- **Green** = slide forward
- **Red** = slide backward

2<sup>nd</sup> step: Open **vMix link** on your PC Desktop or Lap-top

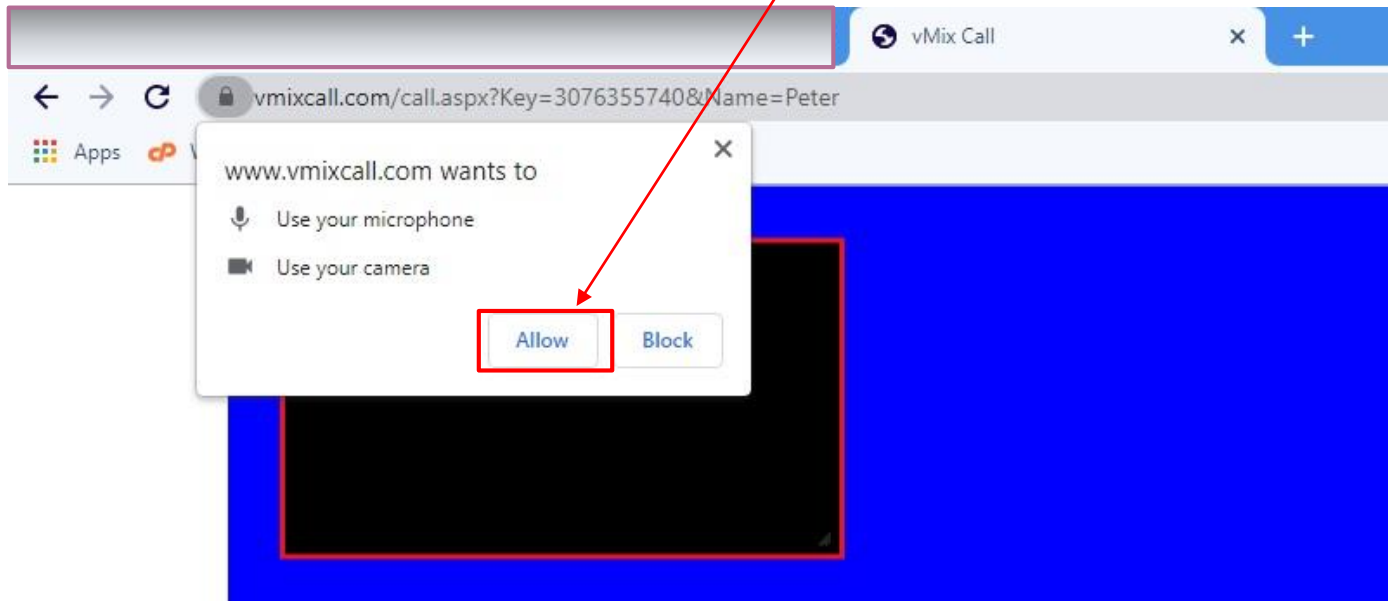
A green speech bubble-shaped form with a white background for text input. It contains three fields: a "Name" field (empty), a "Password" field (containing "7468247125"), and a blue "JOIN CALL" button. Red boxes highlight each field, and red arrows point from the text below to the "Name" and "JOIN CALL" fields.

- Enter your name and then click on **JOIN CALL**

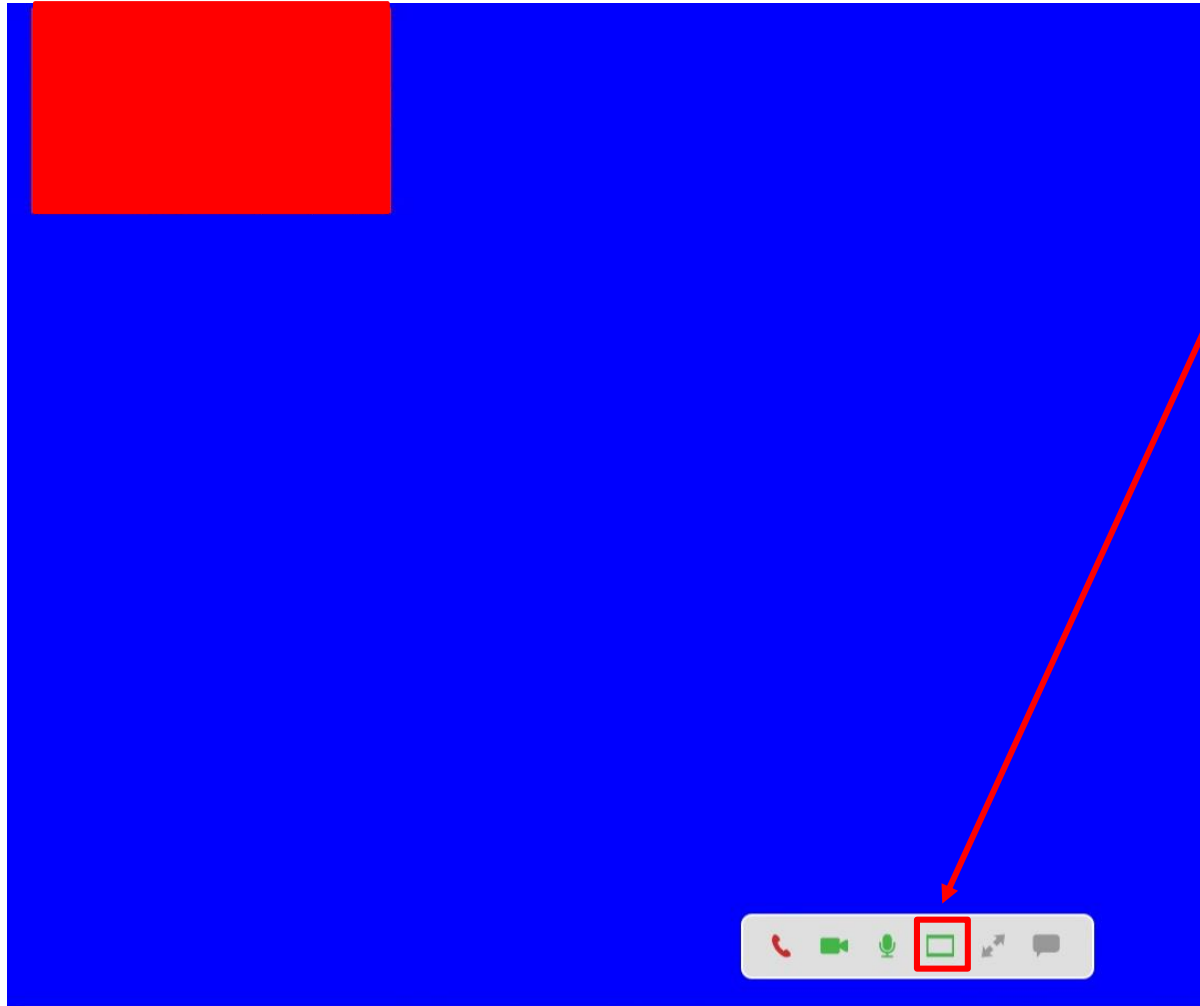


changing climate  
changing parasites

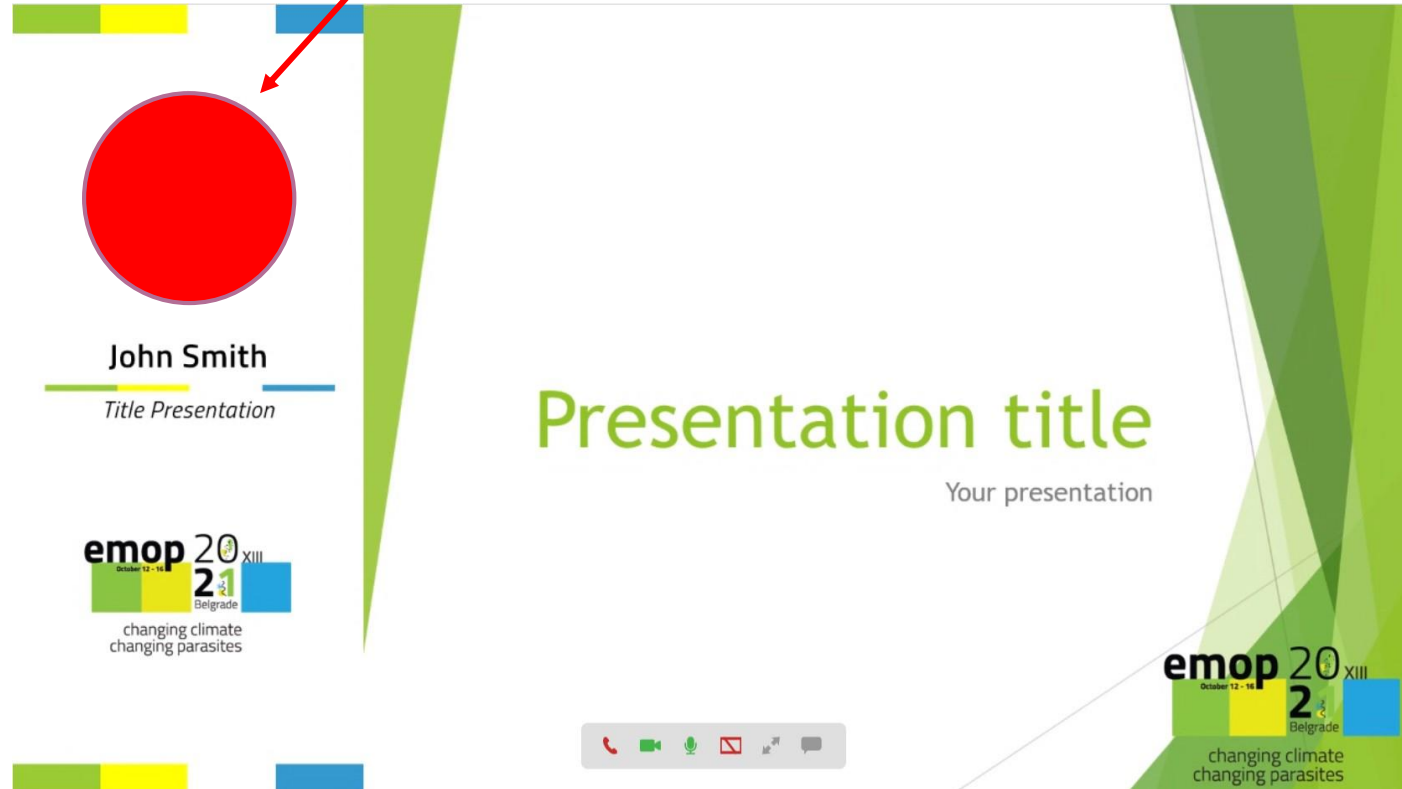
- You will see a pop-up message that vMixcall.com wants to use your camera and microphone. Click on **Allow**



- In the red box you see a preview of your camera. When you position yourself correctly, please **turn off** camera preview **using this button**.



- In the meantime, a **technician** will contact you and give you further instructions
- When you see **yourself** in this circle you are in the programme and you can start with your presentation





changing climate  
changing parasites

**THANK YOU FOR YOUR CONTRIBUTION**