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
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/](https://www.speedtest.net/). Your upload speed should ideally be above 10 Mbps in order to avoid slow-speed issues.
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.
2. **Upload your presentation at this link:**
   https://emop2021.digitalevents.rs/emop-presentations/

3. **FILL the FORM**, then click on **SELECT FILES**, then chose your power point presentation location, then click **OPEN**
And after all click on Send presentation
JOINING LIVE STREAMING SESSION
The organizer will send you two links for live streaming on October 10\textsuperscript{th}, 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.
Have your PC and your phone ready

- **1st 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
2nd step: Open vMix link on your PC Desktop or Lap-top

- Enter your name and then click on JOIN CALL
• 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
THANK YOU FOR YOUR CONTRIBUTION