Instructions for Rehearsal

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

► Before the live stream presentation, **it is MANDATORY to do a REHEARSAL.**

► **It is NECEASSARY to do the REHEARSAL and LIVESTREAM presentation**:

  - from the **SAME location**

  - from the **SAME computer**

  - from the **SAME internet connection**

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1. The first step is to schedule your rehearsal appointment.
   Please click on the following link.
   https://calendly.com/congressrentalrs/rehearsal-for-emop2021

2. When you view the page, first check that the **time zone** is correct.

3. Choose your preferred date and time for rehearsal of your presentation, then Confirm

4. Please fill-in your details, then press Schedule Event.

Please make sure to write your e-mail correctly; the confirmation of your appointment will be sent to this e-mail address.

5. After completing the registration, you will see a confirmation page.
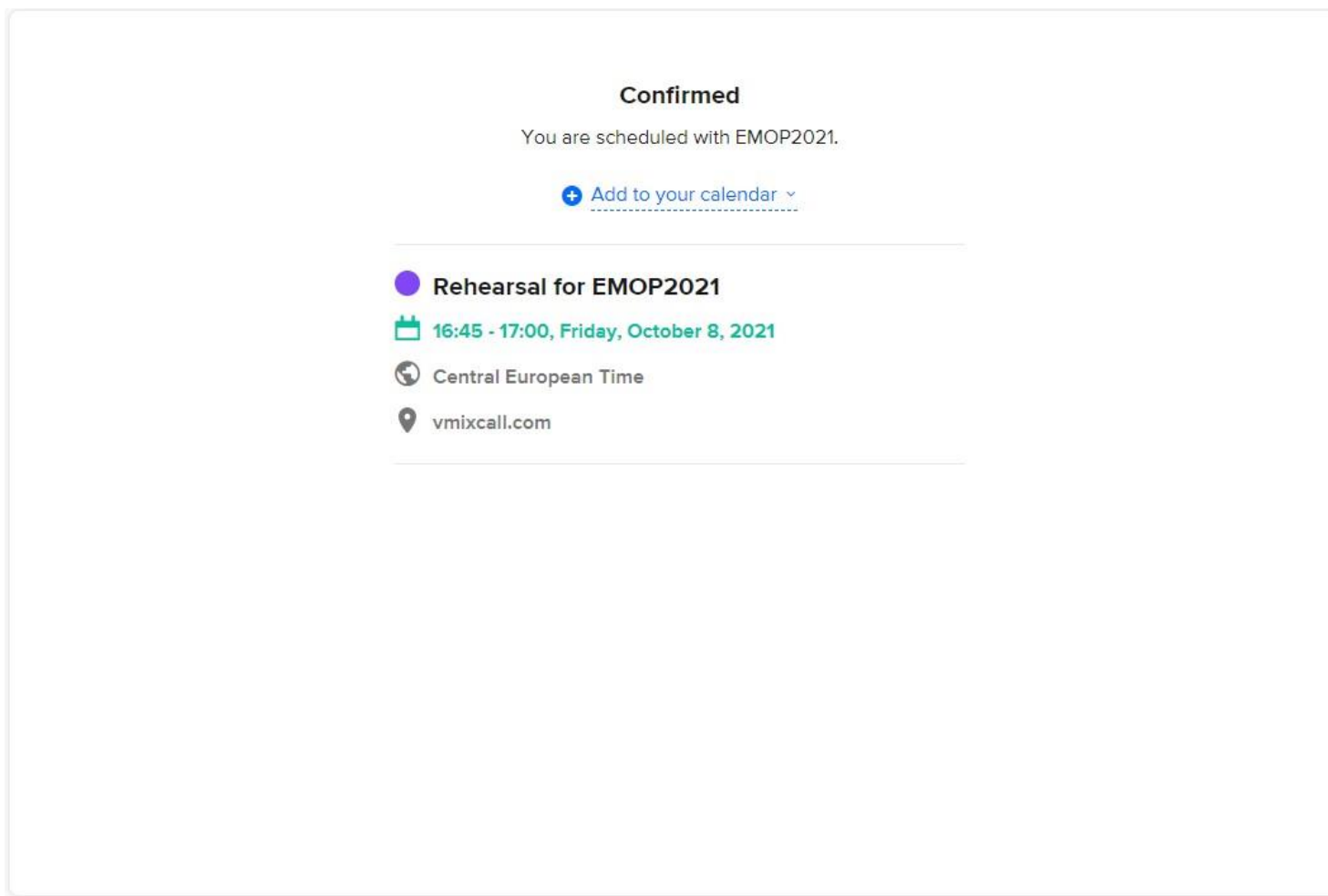
MAKE SURE TO BE PREPARED BEFORE YOU START THE REHEARSAL

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 wish not 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.

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 rehearsal.

j. At the following link https://emop2020.org/programme/ please check the detailed programme for the **duration of your lecture**.

k. Convert time of your presentation from the program **to your time zone** https://dateful.com/convert/belgrade-serbia

l. Prepare the 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 to this link
https://emop2021.digitalevents.rs/emop-presentations/

Upload Presentations

NAME *

EMAIL *

PRESENTATION TITLE *

Presentation title

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

PRESENTATION TITLE

Presentation title

FILE UPLOAD *

SELECT FILE(S)

Please click above to upload your presentation

Send presentation

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

Presentation title

FILE UPLOAD *

☐ SELECT FILE(S)

Please click above to upload your presentation

Send presentation

JOINING REHEARSAL SESSION

▶ The organizer will send you two links for rehearsal

 on **October 5th, 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

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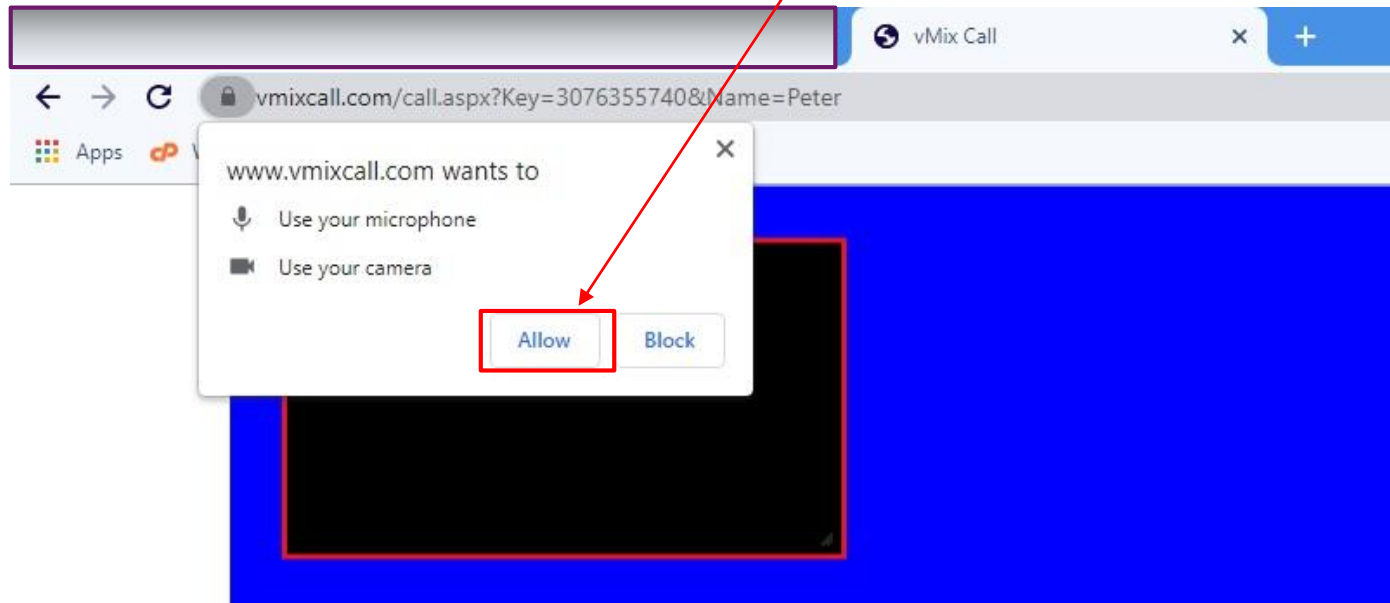
- **Green** = slide forward
- **Red** = slide backward

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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 red box you see preview of your camera. When you position yourself correctly, please **turn off** camera preview **using this button.**
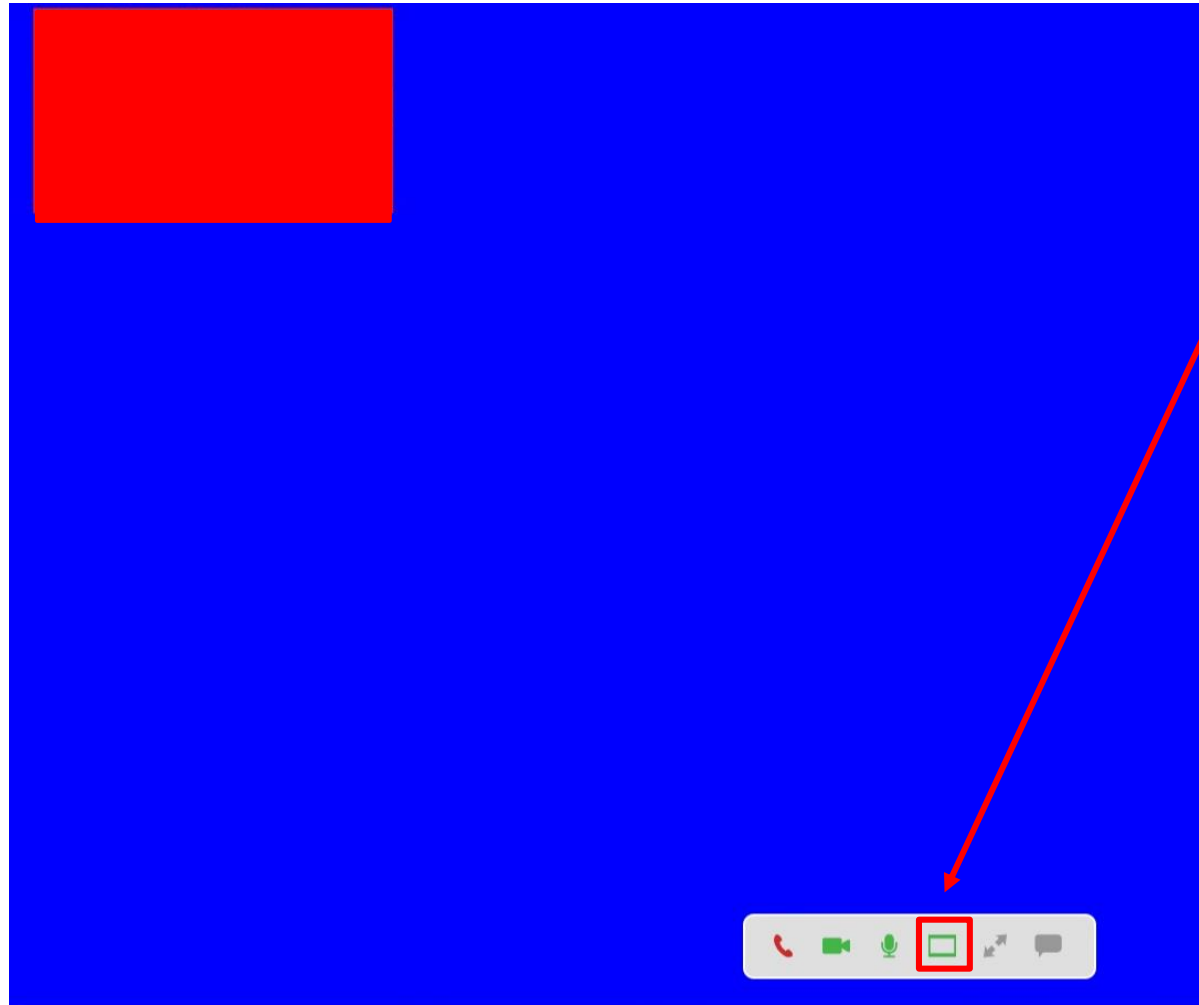
- In the meantime, a **technician** will contact you and give you further instructions

- **When you see yourself in this circle you are in the programme and you can start with your presentation**
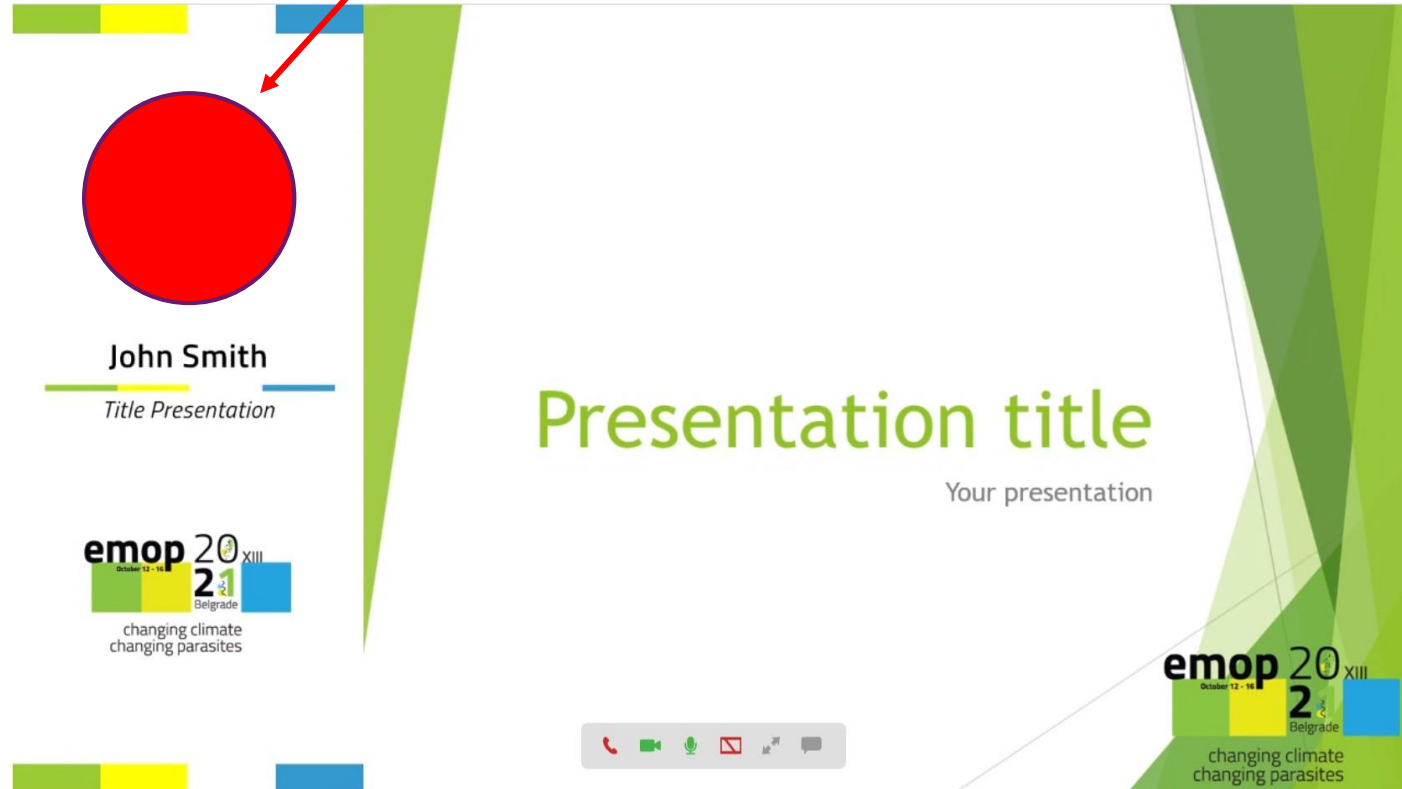
THANK YOU FOR YOUR CONTRIBUTION