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# INSTRUCTIONS FOR LIVE STREAMING DISCUSSION FOR PRE-RECORDED PRESENTERS

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

- ▶ Before the live stream discussion, it is **MANDATORY** to do a **REHEARSAL of LIVE STREAM DISCUSSION**.
- ▶ It is **NECESSARY** to do the **REHEARSAL of LIVE STREAM DISCUSSION and LIVE STREAM DISCUSSION**:
  - from the **SAME** location
  - from the **SAME** computer
  - from the **SAME** internet connection



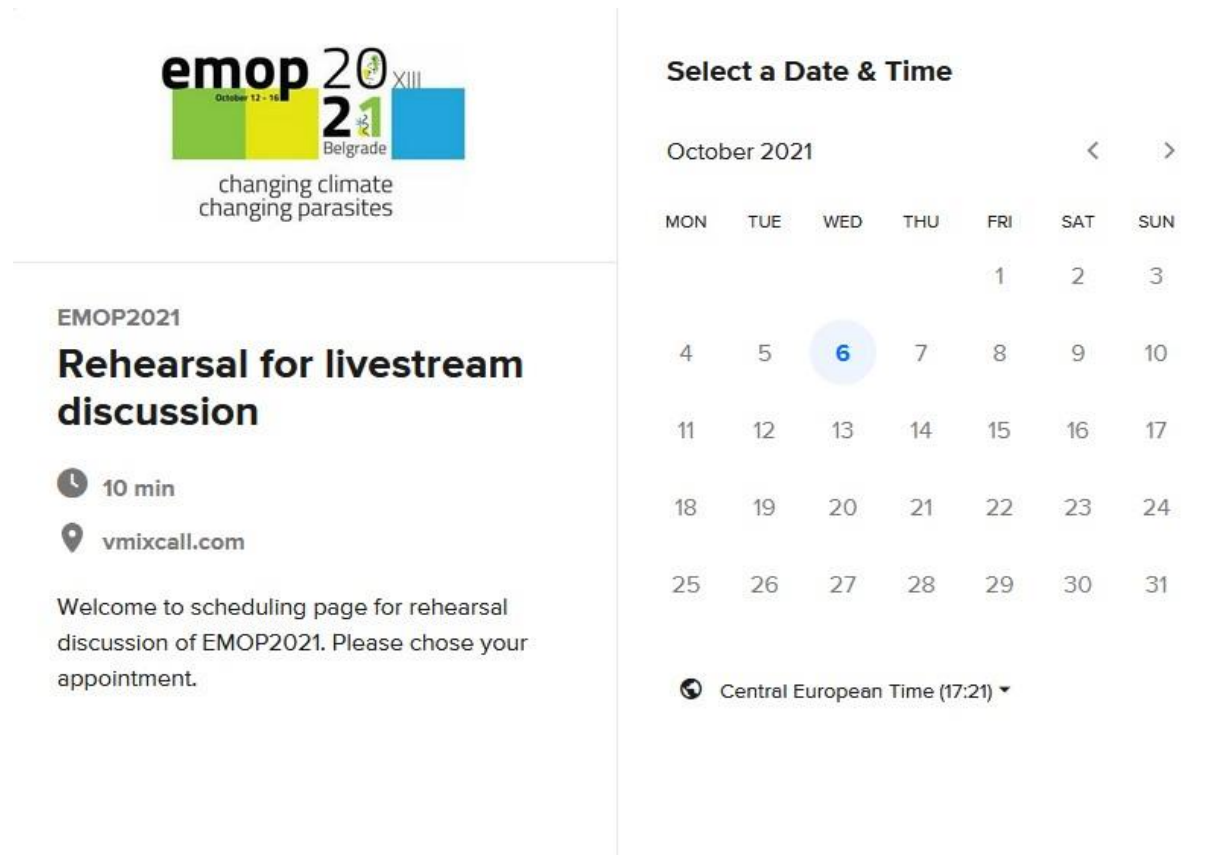
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# SCHEDULING APPOINTMENT FOR REHEARSAL OF LIVE STREAM DISCUSSION

1. The first step is to schedule your rehearsal of live stream discussion appointment.

Please click on the following link:

<https://calendly.com/congressrentalrs/rehearsal-discussion-for-emop2021>



**emop 20<sup>XIII</sup>**  
October 12 - 16  
**2021**  
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EMOP2021  
**Rehearsal for livestream discussion**

🕒 10 min  
📍 vmixcall.com

Welcome to scheduling page for rehearsal discussion of EMOP2021. Please chose your appointment.

**Select a Date & Time**

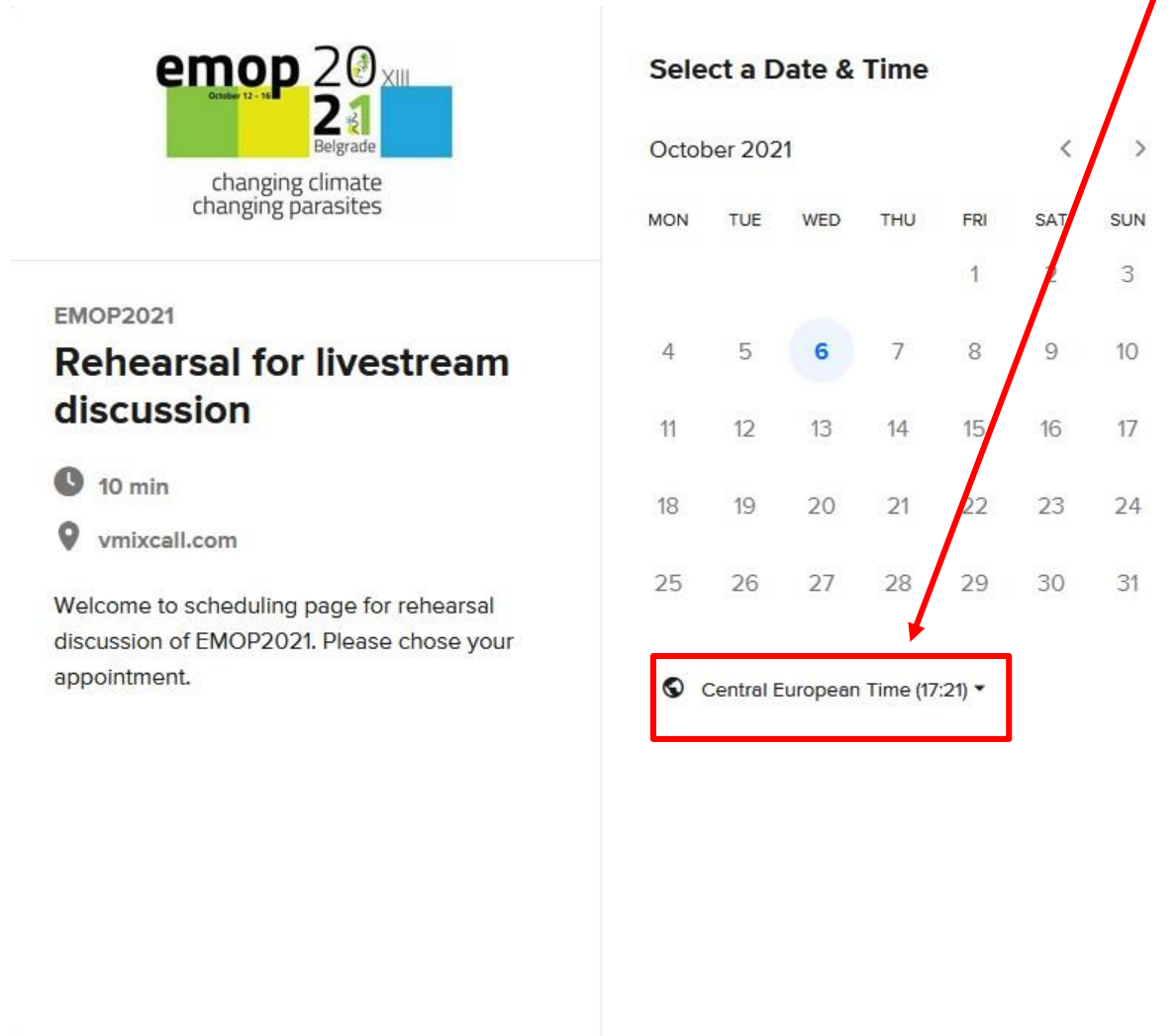
October 2021 < >

MON	TUE	WED	THU	FRI	SAT	SUN
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

🌐 Central European Time (17:21) ▼

**emop 20<sup>XIII</sup>**  
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2. When you view the page, first check that the **time zone** is correct.




**emop 20<sup>20</sup> XIII**  
October 12 - 16  
**21**  
Belgrade


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EMOP2021

## Rehearsal for livestream discussion

 10 min


 vmixcall.com

Welcome to scheduling page for rehearsal discussion of EMOP2021. Please chose your appointment.


Select a Date & Time

October 2021 < >

MON	TUE	WED	THU	FRI	SAT	SUN
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

 Central European Time (17:21) ▼

### 3. Choose your preferred time for rehearsal of live stream discussion, then **Confirm**



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EMOP2021

## Rehearsal for livestream discussion

🕒 10 min

📍 vmixcall.com

Welcome to scheduling page for rehearsal discussion of EMOP2021. Please chose your appointment.

### Select a Date & Time

October 2021 < > Wednesday, October 6

MON	TUE	WED	THU	FRI	SAT	SUN
				1	2	3
4	5	<b>6</b>	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



🌐 Central European Time (17:21) ▼

**Show times you're free**

- 09:00
- 09:10
- 09:20
- 09:30
- 09:40
- Confirm**
- 09:50
- 10:00
- 10:10
- 10:20





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.*



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EMOP2021  
**Rehearsal for livestream discussion**

 10 min  
 vmixcall.com  
 09:40 - 09:50, Wednesday, October 6, 2021  
 Central European Time

**Enter Details**

Name \*

Email \*

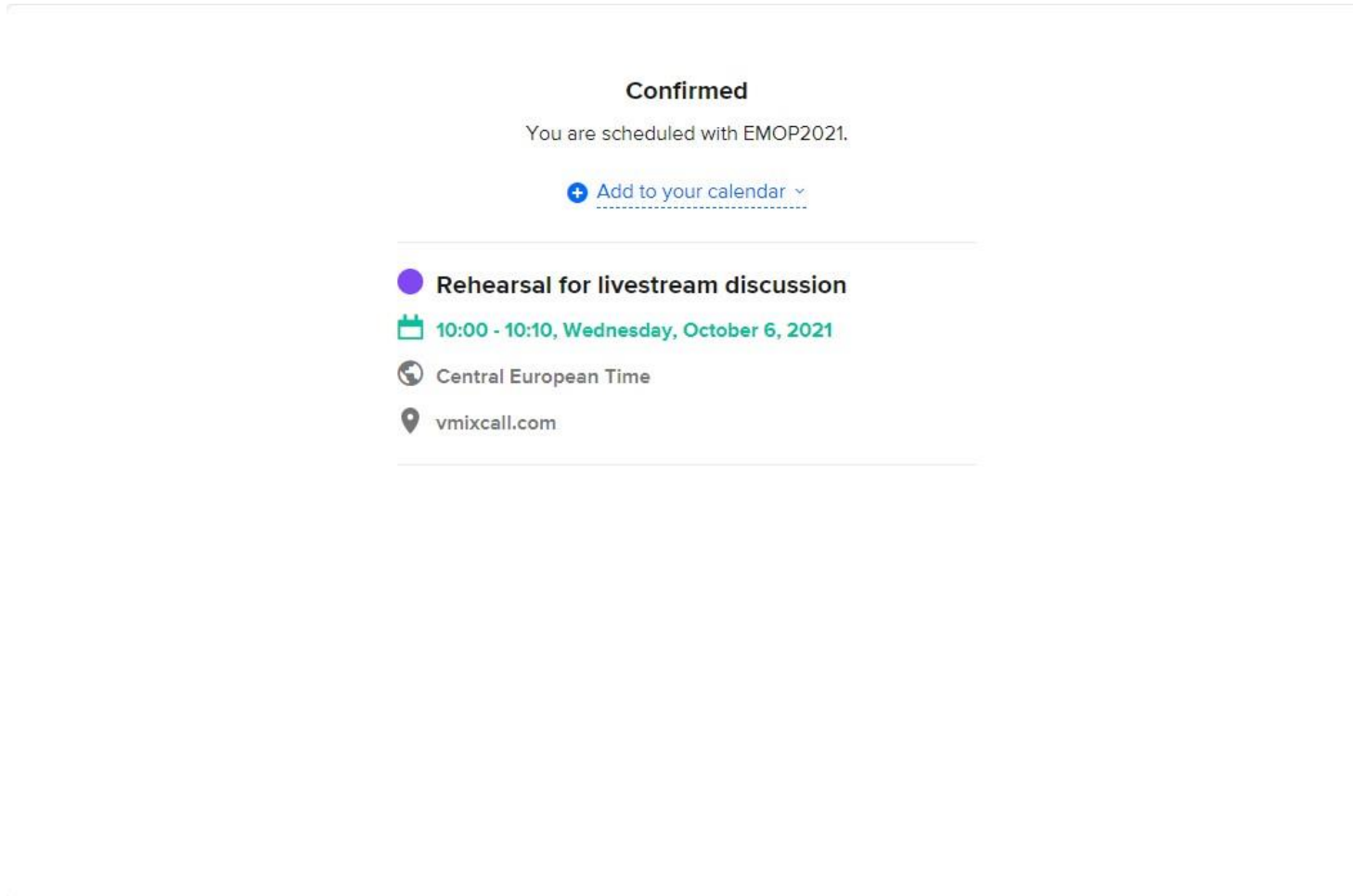
Presentation title \*

Mobile phone \*

**Schedule Event**



5. After completing the registration, you will see a confirmation page.







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**MAKE SURE TO BE PREPARED BEFORE  
YOU START THE REHEARSAL OF LIVE  
STREAM DISCUSSION AND LIVE STREAM  
DISCUSSION**

## 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.

- 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. At the following link <https://emop2020.org/programme/> please check the detailed programme and **start time of live stream discussion** of your Session (*only for live stream discussion*).

j. **Convert time** of your live stream discussion from the program **to your time zone** <https://dateful.com/convert/belgrade-serbia> (*only for live stream discussion*).

k. Prepare and join video call 10 minutes before start time of discussion of your Session (*only for live stream discussion*).



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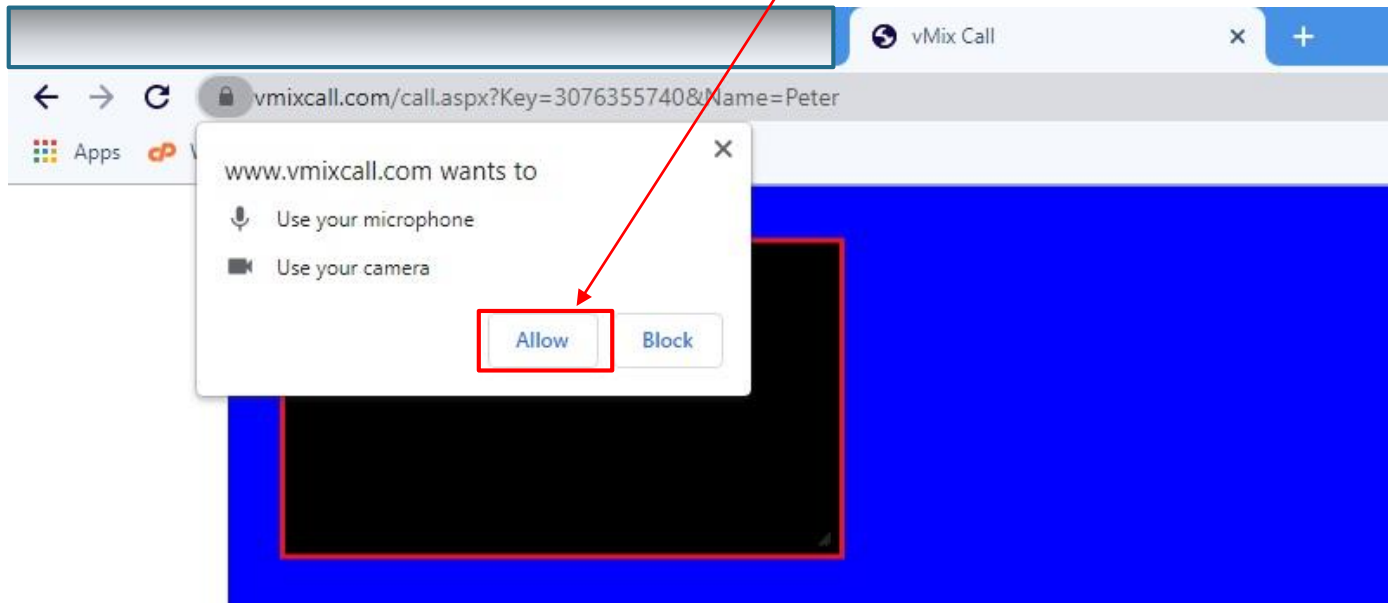
- The organizer will send you **vMix** links for:
  - Rehearsal of Live Stream Discussion on **October 4<sup>th</sup>, 2021**
  - Live Stream Discussion on **October 10<sup>th</sup>, 2021**

Open **vMix link** with Google Chrome on your PC Desktop or Laptop

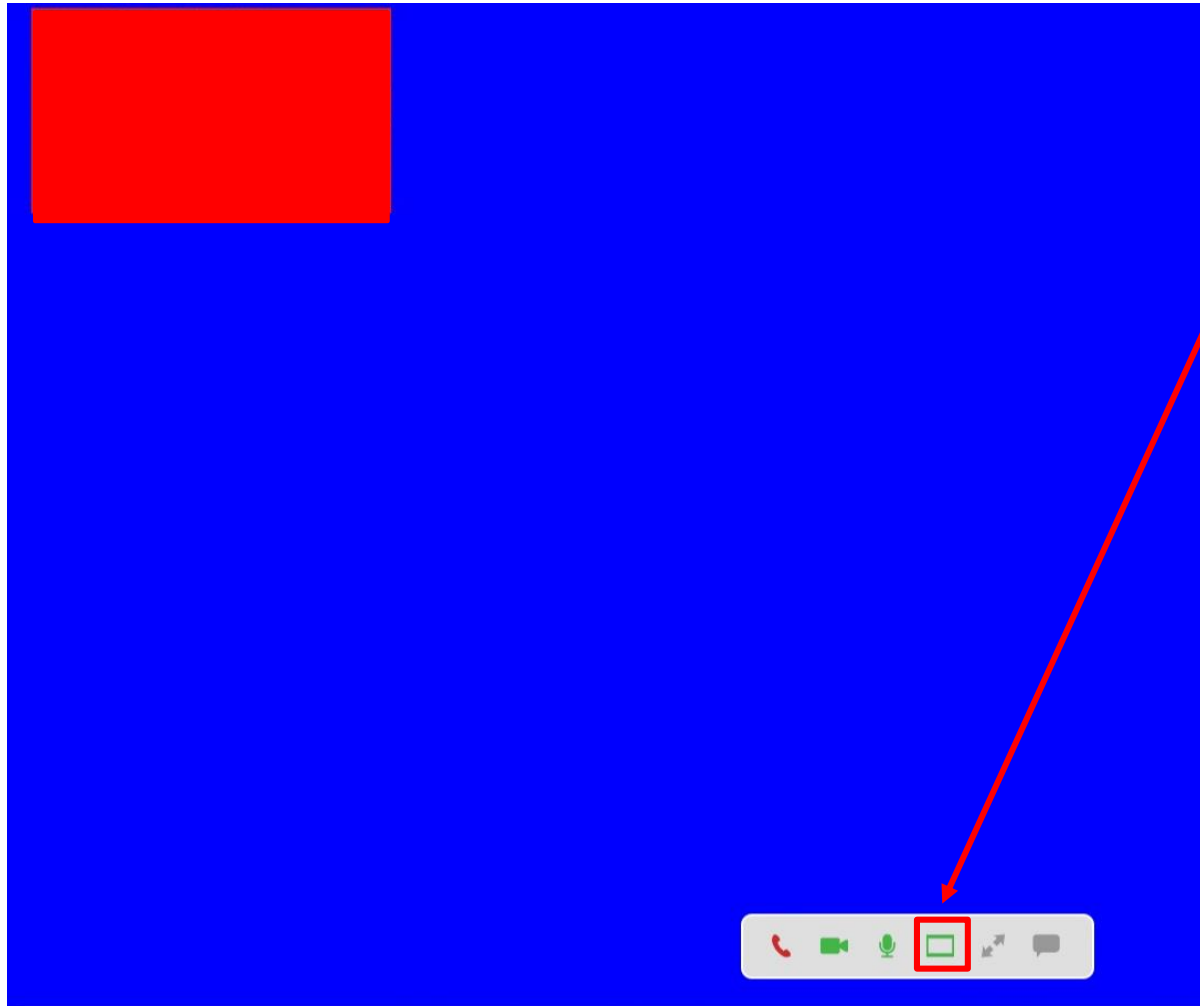
A green speech bubble-shaped interface for joining a vMix call. It contains three red-bordered boxes: the top one is a text input field labeled "Name"; the middle one is a text input field labeled "Password" containing the number "7468247125"; and the bottom one is a blue button labeled "JOIN CALL". Two red arrows point from the bottom corners of the speech bubble towards the "Name" and "JOIN CALL" elements respectively.

- 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 the other participants on the screen you are live.

► **Questions**

If you have any questions, please send a request to [enquiries@emop2020.org](mailto:enquiries@emop2020.org).