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
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
2. When you view the page, first check that the time zone is correct.
3. Choose your preferred time for rehearsal of live stream discussion, 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.

Confirmed
You are scheduled with EMOP2021.

Add to your calendar ✓

Rehearsal for livestream discussion
10:00 - 10:10, Wednesday, October 6, 2021
Central European Time
vmixcall.com
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/](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/](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](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**).
The organizer will send you **vMix** links for:
- Rehearsal of Live Stream Discussion on **October 4\(^{th}\), 2021**
- Live Stream Discussion on **October 10\(^{th}\), 2021**

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

- 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.