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INSTRUCTIONS FOR LIVE STREAM DISCUSSION

For all participants who have live stream presentations, **it is necessary to follow this instructions step-by-step.**

- ▶ It is **MANDATORY** to do a **REHEARSAL** of **LIVE STREAM DISCUSSION** and **LIVE STREAM DISCUSSION**:
 - from the **SAME** location
 - from the **SAME** computer
 - from the **SAME** internet connection
- ▶ Use the **same vMix link** as for a **live stream presentation**.



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**BE PREPARED BEFORE YOU ENTER A
LIVE STREAM DISCUSSION**

1. Please make sure that you have:

- a. Your **headset/headphone with microphone** connected to your computer 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.



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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.



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i. At the following link <https://emop2020.org/programme/> please check detailed programme and **duration time of discussion in your Session.**

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

k. Presenters who pre-recorded their presentations and online presenters, have to prepare and **join video call 10 minutes before start time of the live stream discussion Session.**



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- The organizer will send you **vMix** link for:
 - Live Stream Discussion on **October 10th, 2021**

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

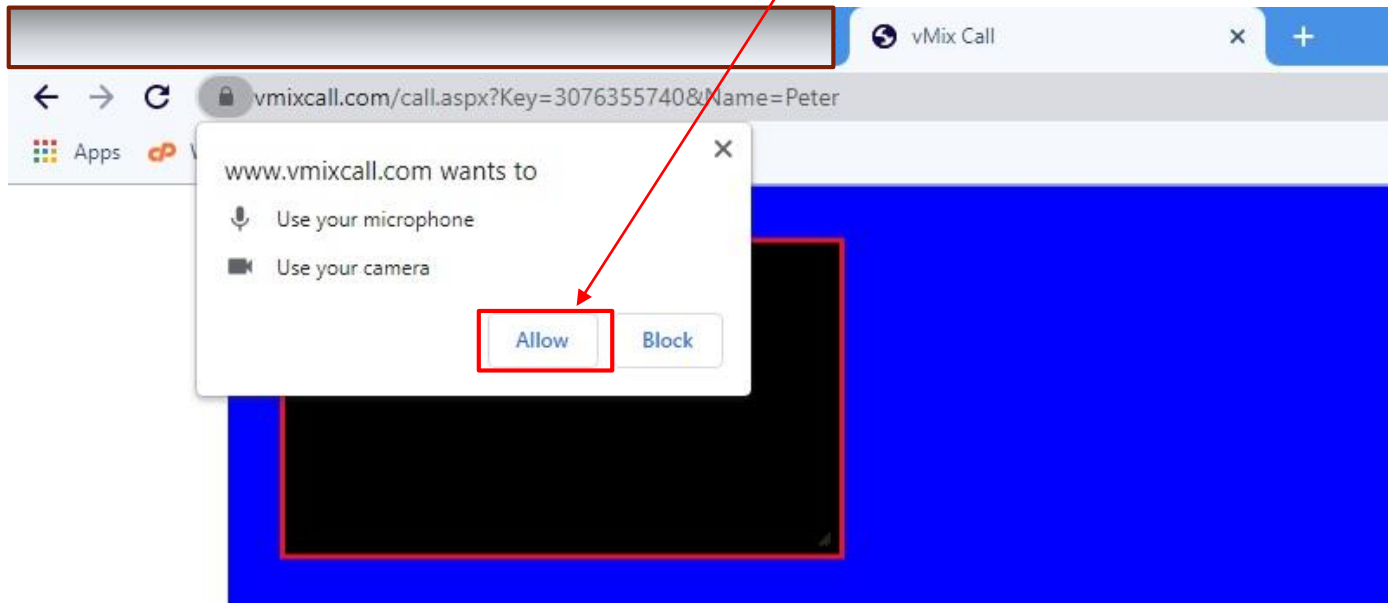
A green speech bubble-shaped interface for joining a vMix call. It contains a "Name" label above an empty text input field, a "Password" label above a text input field containing the number "7468247125", and a blue "JOIN CALL" button below the password field. Red arrows point from the bottom text block to the name and password fields.

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

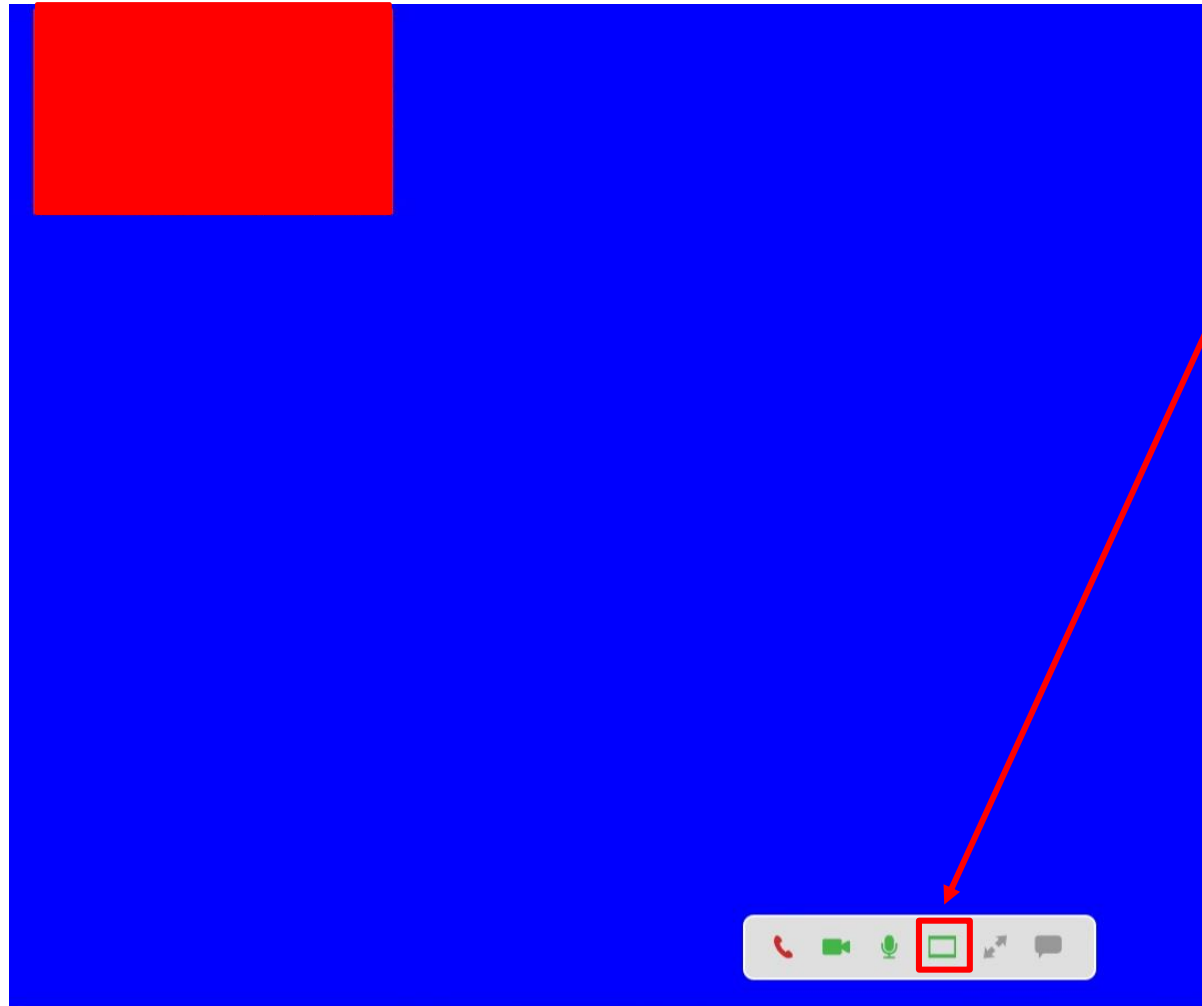


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- You will see a pop-up message that vMixcall.com wants to use your camera and microphone. Click on **Allow**



- 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** in the **live stream discussion** on the screen, you are live.



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THANK YOU FOR YOUR CONTRIBUTION