



**Guidelines for on-line
presenters & participants**

General recommendations

Web camera

We encourage everyone to have their camera turned on during their presence to the conference.

You can use a typical built-in computer camera, however this will not allow obtaining same quality as a separate webcam.

Sound Quality

Please use a headset, earbuds, or external USB microphone to avoid surrounding noises and sounds.

Position

It is important to face the camera at eye level. If you are using the camera on your laptop, you can stack a few books under your computer to bring the camera at eye level. Always adjust the angle of the camera to place yourself both horizontally and vertically in the center.

Lighting

The lighting should be facing you and not coming from behind, as back lighting will make you appear dark.

The easiest is to set up facing a window. If you cannot face a window, or if the window must be behind you, consider getting a small LED light or lamp to place on your desk facing you.

Room Background

Try to set up in a room that has the lowest chance of you being disturbed.

When possible, give yourself some space between you and the wall behind you.

Internet connection

A good internet connection is key. Whenever possible, use a wired connection instead of WIFI.

For the time of the record, close all programs opened on your computer (browsers, software) except the ones needed for the recording.

ONLINE participation

During LIVE

Mute yourself when you are not talking to the audience.

Turn off your computer notifications and close all programs which are not used for the session when you are talking.

Put your phone on silent mode do not disturb the audience.

LIVE access

24 hours before live session, you will receive a link for connecting. All online participants should use their full name in order to be easily identified by the technical staff and the other conference participants.

Failing to do so might determine the technical team to not allow you to enter the session.

If you are presenter

- We kindly ask you to connect at least 30 minutes before the beginning of your session.
- A technical team will welcome you before starting of the session.

This time is allocated to technical check of your connection (video, audio control, testing the running of your presentation).

Please note that in case you do not connect in time, the transmission of your presentation might be affected.

- You will be connected with all the other speakers/chairperson of your session;
- At the scheduled time, you will be **live** for your presentation and/or **Q&As**.

Interactivity

- Speakers, online participants and chairperson will be LIVE to answer questions from the audience;
- The audience will be able to ask questions on the connection platform, live or on chat;
- In order to improve the communication during the **Q&As**, we suggest the in-presence participants to connect as well to the live platform (by smartphone, tablet, laptop).
- **Questions can only be answered orally.**

As speaker during LIVE

During the ENTIRE session

- Turn off your computer notifications and close all programs which are not used for the session;
- Put your phone on silent mode;
- Mute yourself when you are not talking.

During YOUR presentation

- Please never turn off your camera.
- Try to sit tight and not move too much (on the sides but also towards your computer);

If you give your presentation live:

Please, prepare your PowerPoint presentation before the event.

The chairperson will give you the control.

If your presentation is pre-recorded:

You can play your video presentation. You will be able to follow your recording in the meeting.

You will then be **live** for the Q&As.

**Thank you for your
collaboration!**

For any technical question, please contact: iclpr-st@inflpr.ro