

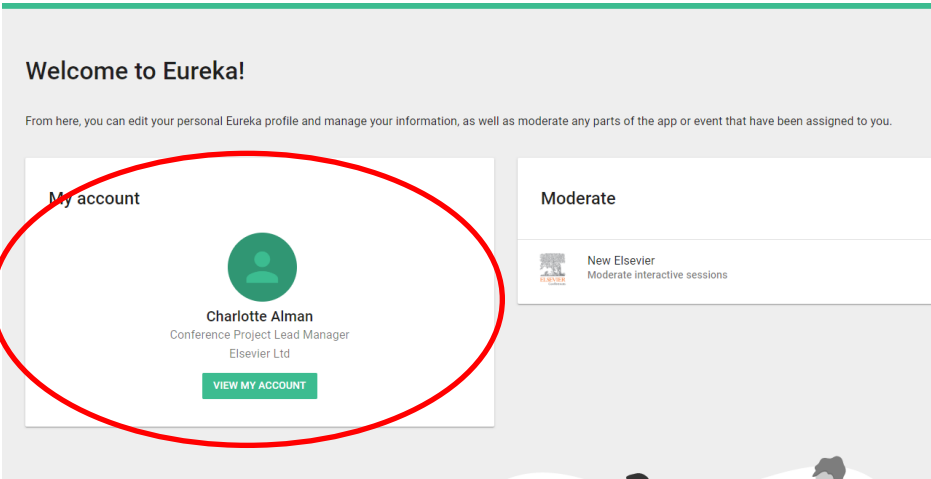
ORAL PRESENTER GUIDE

Dear ODC2021 submitted oral presenter,

We hope this document will help you to prepare your online presentation at Oxford Dysfluency Conference 2021 by sharing information and instructions about the features of the Conference platform. We would like you to pre-record your 20-minute presentation, excluding time for a questions.

NOTE: Please access the online event platform via Google Chrome.
TOP TIP! If you can't see everything (slides, functionality buttons etc) in the platform, try adjusting the zoom view in your browser, use the 3 dots in the top right-hand corner of Google Chrome.

You will soon receive an automated email from the online conference platform inviting you to participate in your online session. From this email, you will be able to access the platform and create your online profile. When creating your profile, please enter as much detail as possible, as this (with your permission) will be visible to conference attendees who are signed in on the conference platform.



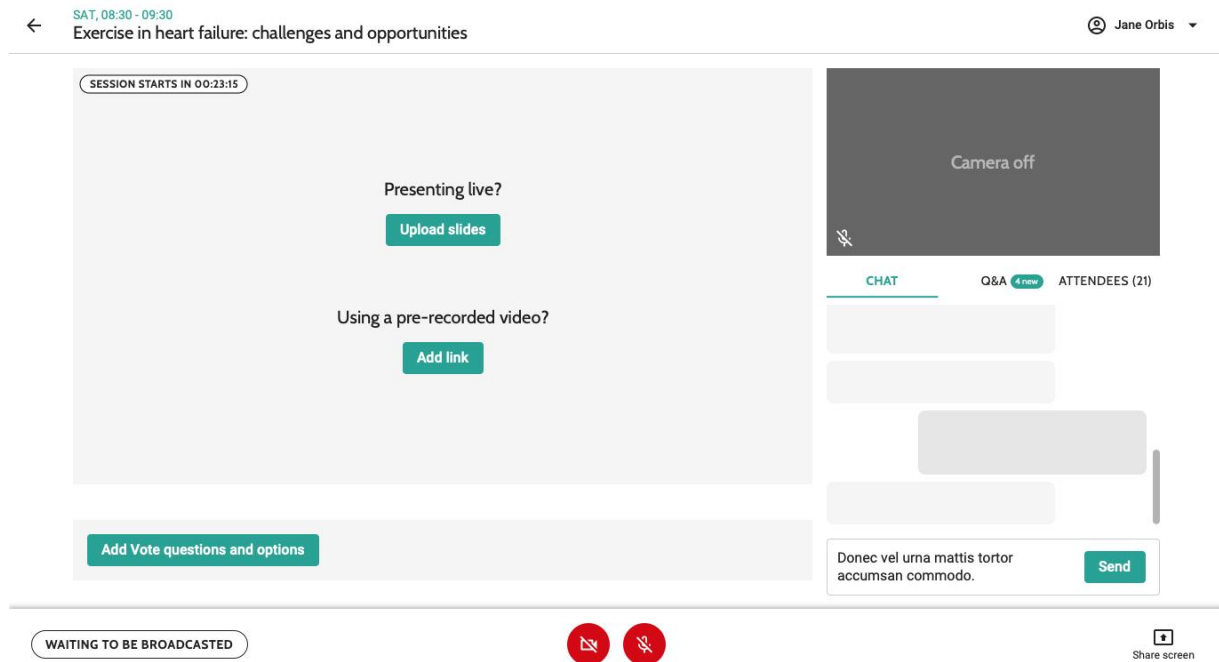
Create your profile here.




The invitation may be directed to your junk email so please check this if you have not received the email by 3 December 2020. If you have any problems email Kay Russell k.russell@elsevier.com. The speaker dashboard can also be accessed via <https://elsevier.backend.get-eureka.com/login>

SPEAKER DASHBOARD


Once you have received your invitation, you can access the online conference platform. When accessing the speaker dashboard for a session for the first time, it will appear as follows:



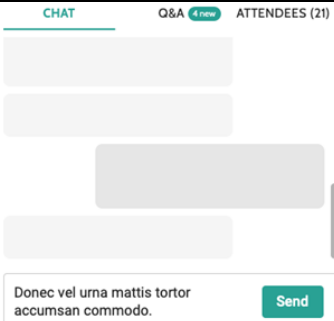
The following features are available:

 **Turn on/off camera and microphone using these buttons at the bottom of the screen. These will change to green when your microphone and camera are on.**

If your camera does not work, please check the pop ups at the top of your webpage (in Chrome) are not stopping it.

 **Share your screen with the button in the bottom toolbar. This allows you to present using a PPT file, rather than a PDF, to enable links and videos etc to be view whilst you present.**

See the audience view of the session you are part of.

 **See messages in the chat feed and send chat messages yourselves.**

See the questions asked in the Q&A.

See the list of attendees of the session.

Pre-record your presentation for the moderator to play during a session.

TO PRE-RECORD YOUR PRESENTATION

The deadline for pre-recording to be completed is 11 December 2020.

You can pre-record your presentation on the speaker dashboard through the tab *Pre-record presentation* at the top.

Clicking that tab allows you to set up your presentation, by either uploading slides as PDF or to use screen sharing with the button in the bottom-right corner.

Pre-recording will record both the presentation and the speaker's video.

Note: pre-recording is only available when the virtual room is still closed for attendees. Once the moderator opens the room, if a speaker is still pre-recording, the recording stops and the speaker will be notified.

The screenshot shows a virtual meeting interface. At the top, it displays the session title "Exercise in heart failure: challenges and opportunities" and the time "SAT, 08:30 - 09:30". The user's name "Jane Orbis" is visible in the top right. Below the title bar, there are three tabs: "Present live", "Pre-record presentation" (which is selected), and "Audience view of session". The main content area is split into two sections. On the left, there is a slide with the text "Lorem ipsum dolor sit amet, consectetur adipiscing elit" and "Donec nec tristique dolor, eu iaculis ipsum". Below the slide are "Previous" and "Next" navigation buttons, and an "Edit slides" link. On the right, there is a video feed of a woman smiling. Below the video feed, there are buttons for "CHAT", "Q&A (4 new)", and "ATTENDEES (21)". At the bottom of the chat area, there is a text input field with the placeholder text "Donec vel urna mattis tortor accumsan commodo." and a "Send" button. At the bottom of the interface, there is a "Start pre-recording" button, a camera icon, a microphone icon, and a "Share screen" button.

Once you are ready to record, click *Start pre-recording* in the bottom-left corner. A pop-up window will explain what will happen next. After reading it, click *Start recording*.

The screenshot shows a pop-up window titled "Start pre-recording" with a close button (X) in the top right corner. The text inside the window reads: "Pre-recording records both your camera and your slides. Audio and camera are turned on, if they were off." "You can view your recording afterwards. To start a new recording, delete the previous one first." "When clicking 'Start recording', recording will start in 5 seconds." At the bottom of the window, there are two buttons: "Cancel" and "Start recording".

A timer will then start counting down from 5, after which the recording starts. During the recording, you can keep track of the time inside the red *Recording* tag on the bottom-left corner. You can end the recording by clicking *Stop recording* at any time.

Please note that your recording should be no longer than 15 minutes. This will leave time for a live Q&A session immediately following the playing of your pre-recorded presentation. When the session is running live, please ensure your microphone is on when the pre-recording finishes.

The screenshot shows a Zoom interface for a pre-recording session. At the top, it displays the session title "Exercise in heart failure: challenges and opportunities" and the time "SAT, 08:30 - 09:30". Below the title are three tabs: "Present live", "Pre-record presentation" (which is selected), and "Audience view of session". The main content area is split into two parts. On the left is a slide with the text "Lorem ipsum dolor sit amet, consectetur adipiscing elit" and "Donec nec tristique dolor, eu iaculis ipsum". On the right is a video feed of a woman smiling. Below the video feed are sections for "CHAT", "Q&A 4 new", and "ATTENDEES (21)". At the bottom of the interface, there is a red "RECORDING - 01:24" button and a "Stop recording" link. There are also icons for camera, microphone, and "Share screen".

Once you have completed your pre-record, you can review the recording on this same tab. Your pre-record will also be available to the moderators (session chair and technical moderator), in the moderator dashboard for review and playback during the session. A session chair and technical moderator will be in every session to assist you when the session is live. On the day, remember to access your session via the speaker dashboard <https://elsevier.backend.get-eureka.com/login>. **This is different to the audience view link.**

This screenshot is similar to the one above, but with a few differences. The "RECORDING" button is now greyed out, and a "Start pre-recording" button is visible at the bottom. The "Q&A" section now shows "4 new" questions. A "Send" button is visible in the chat area. A "Share screen" icon is also present at the bottom right. The slide content and video feed remain the same.

If you are not satisfied and want to record another attempt, first click *Delete this recording*. After confirming, the recording will be deleted, and you can start another one.

If you have problems when you are pre-recording please to contact Kay Russell, Conference Project Lead k.russell@elsevier.com for assistance.

Technical advice

We advise you to prepare and become familiar with the system, using the same computer and with the same internet connection as during the event. Different settings could change your experience. For example, it can occur that streams are blocked by the internet's firewall. In this case, you will be able to enter a virtual room but you cannot see or hear anyone, nor can they see or hear you. In this case, you can switch to another internet connection. Or ask the person that has access to your company/university internet to allow the following domains on the network:

You can find this information here:

<https://docs.agora.io/en/Agora%20Platform/firewall?platform=All%20Platforms#rtc-sdk>

Those domains all need to be wildcards for the subdomains e.g

*.agora.io

*.edge.agora.io

*.agoraio.cn

*.edge.agoraio.cn

And, *backend.get-eureka.com

TOP TIPS!

- Presenter dashboard link: <https://elsevier.backend.get-eureka.com/login>
- Please use a powerful computer to optimise your online conference experience.
- Make sure you have high-speed internet connection.
- Make sure to use Google Chrome as your browser.
- Close all other applications when using the online conference platform.
- If you have the dashboard and the web app open, then remember to mute the web app browser tab. Otherwise, you will hear the sound twice.
- After enabling the camera and microphone, if you encounter problems, try to refresh the page using Cmd+Shift+R (Mac) or Shift+F5 (Windows).
- If you have any issues accessing the platform **during the live session**, please contact: onlineconferenceinfo@elsevier.com and a member of the Elsevier conference team will assist you as quickly as possible.