

## ORAL PRESENTER GUIDE

Dear ODC2021 submitted oral presenter,

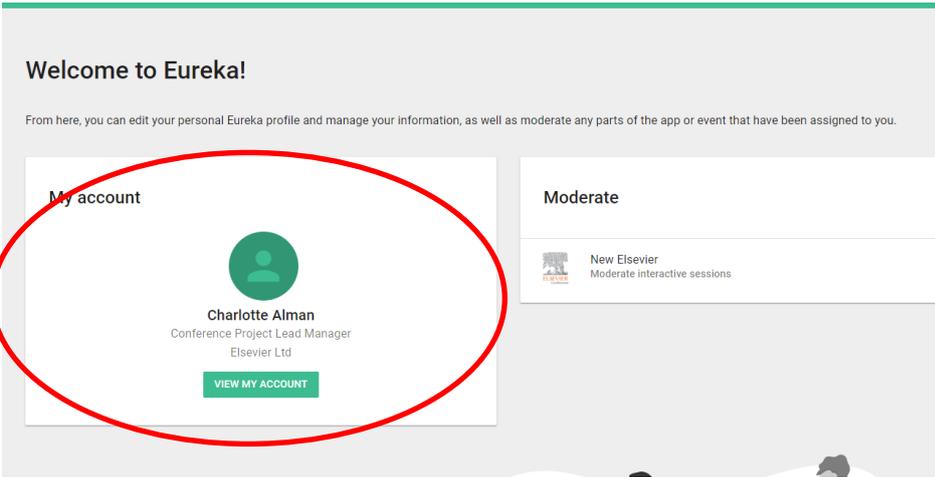
We hope this document will help you to prepare your online presentation at Oxford Dysfluency Conference 2021 by sharing information and instructions about the features of the Conference platform.

Please confirm to [k.russell@elsevier.com](mailto:k.russell@elsevier.com) the chosen option for your 60-minute presentation.

1. NO CHANGE – you will pre-record your presentation by 31 December.
2. LIVE SPEAKER TALK – you will present live as a single speaker. No other authors will join you.
3. LIVE MULTIPLE PRESENTERS – up to 4 authors will present live on the “moderator/panel discussion” screen.

**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.



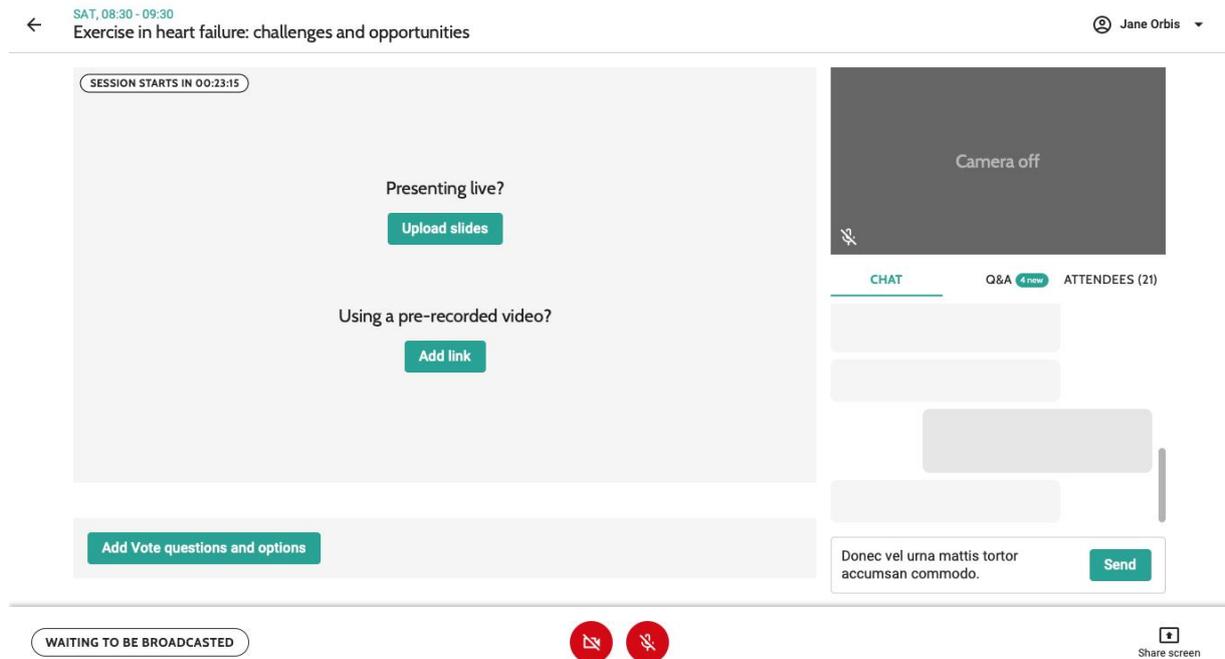
Create your profile here.



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](mailto: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.**

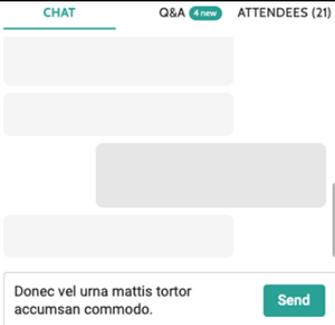
If your camera does not work, please check the pop ups at the top of your webpage (in Chrome) are not stopping it.

 **Share screen**

Present slides that can be uploaded as PDF file. You can click through them with the Next and Previous buttons; attendees will see the slide you are talking about as you record your presentation.

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

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, there is a navigation bar with a back arrow, the time 'SAT, 08:30 - 09:30', the session title 'Exercise in heart failure: challenges and opportunities', and the user name 'Jane Orbis'. Below this is a control bar with 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 a white background and a blue header. The slide text reads: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit' in red, followed by 'Donec nec tristique dolor, eu iaculis ipsum' in black. There are 'Previous' and 'Next' navigation buttons at the bottom of the slide, and an 'Edit slides' link below. On the right is a video feed of a woman with dark hair, smiling. Below the video feed are sections for 'CHAT', 'Q&A' (with a '4 New' indicator), and 'ATTENDEES (21)'. At the bottom of the chat area is a text input field with the placeholder text 'Donec vel urna mattis tortor accumsan commodo.' and a 'Send' button. At the very bottom of the interface is a control bar with a 'Start pre-recording' button, camera and microphone icons, 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 window contains the following text: 'Pre-recording records both your camera and your slides. Audio and camera are turned on, if they were off.' followed by 'You can view your recording afterwards. To start a new recording, delete the previous one first.' and 'When clicking 'Start recording', recording will start in 5 seconds.' At the bottom of the window 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 50 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.

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.**

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](mailto: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](mailto:onlineconferenceinfo@elsevier.com) and a member of the Elsevier conference team will assist you as quickly as possible.