

SPEAKER READY ROOM

INSTRUCTIONS FOR FACULTY: MODERATORS, SPEAKERS AND PANELISTS

- The meeting proceedings can be watched in the Meeting Room (accessible via the lobby), where the live feed from Washington will be streamed.
- When your session starts, keep an eye out on the time and the order.
- You must quit the Meeting Room and go to the Speaker Ready Room (via the lobby or navigation bar: Speakers) no later than 20 minutes ahead of the live segment.
- You will find your session listed under **My Sessions**.
- Please click on the **Join Live Meeting** button which corresponds to your upcoming session and it will open a Zoom window. You can consider this the live studio where the broadcast will take place from.
- You will be greeted by an Overcome staff member in the waiting room who will test your microphone and camera and will send you to the Live Room (which is being transmitted onto the platform).
- At the end of your session, you may quit the zoom and go back to the platform to watch the rest of the meeting.
- **Session Moderators:** there is no need to introduce the session or speakers as there are intersession slides which will do this. You will go live only in the beginning of the live panel discussion and you will take over along with your co-moderator. In the beginning of the session, please encourage the participants to actively engage in the discussions by sending their questions and remarks in the comments box (on the right hand side of the video window). We will send you these questions in the Zoom chat box, so you will not need to monitor them on the platform.

For your live intervention, please ensure:

- You have a strong internet connection, preferably wired as it is more reliable than WIFI.
- Your webcam and microphone are enabled, and of strong quality. Your camera should be at eye level with you in the middle of the frame.
- Sit in a neat and quiet space without outside noises or interruptions.
- The lighting should come from behind you, you can sit facing a window or small LED lamp.
- Please ensure you have completed an authorization form (via the registration portal or the word document received) prior to connecting live.
- **Important:** Before connecting live, please make sure all sounds from your computer are switched off, this includes the video player of the plenary room. You will be able to watch the live proceedings in the Zoom window so you will not miss out on anything.

Thank you for your participation.