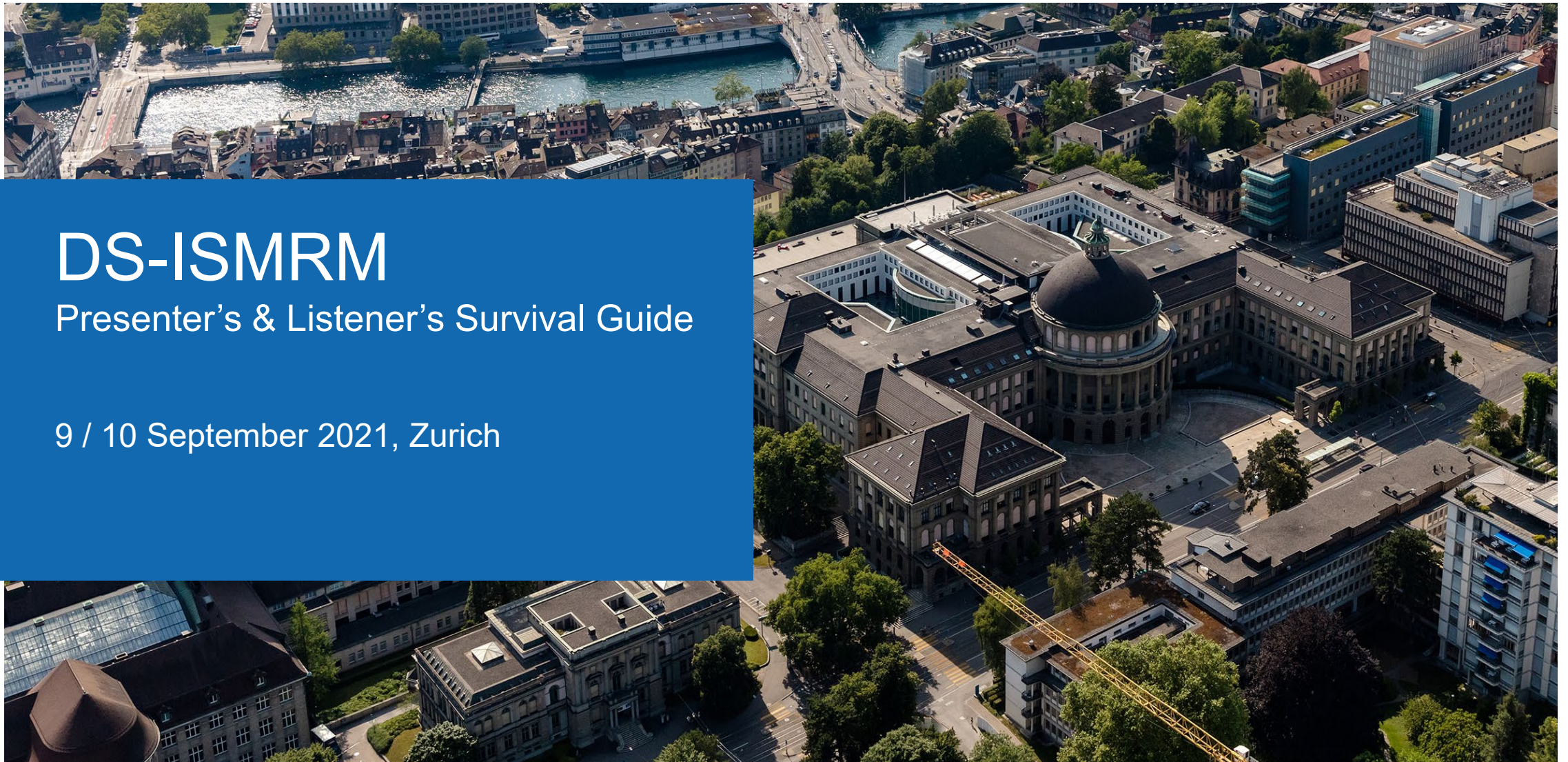


DS-ISMRM

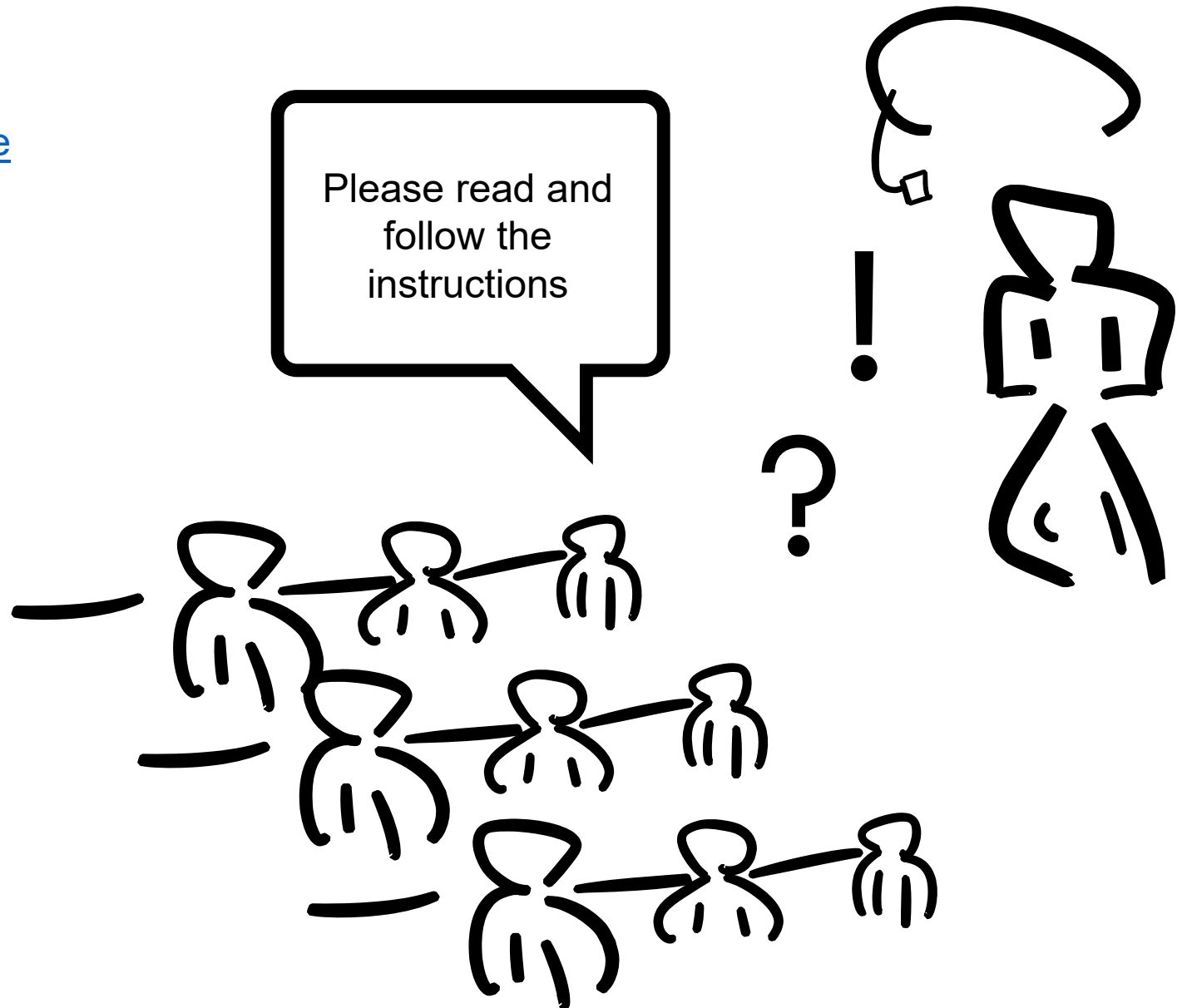
Presenter's & Listener's Survival Guide

9 / 10 September 2021, Zurich



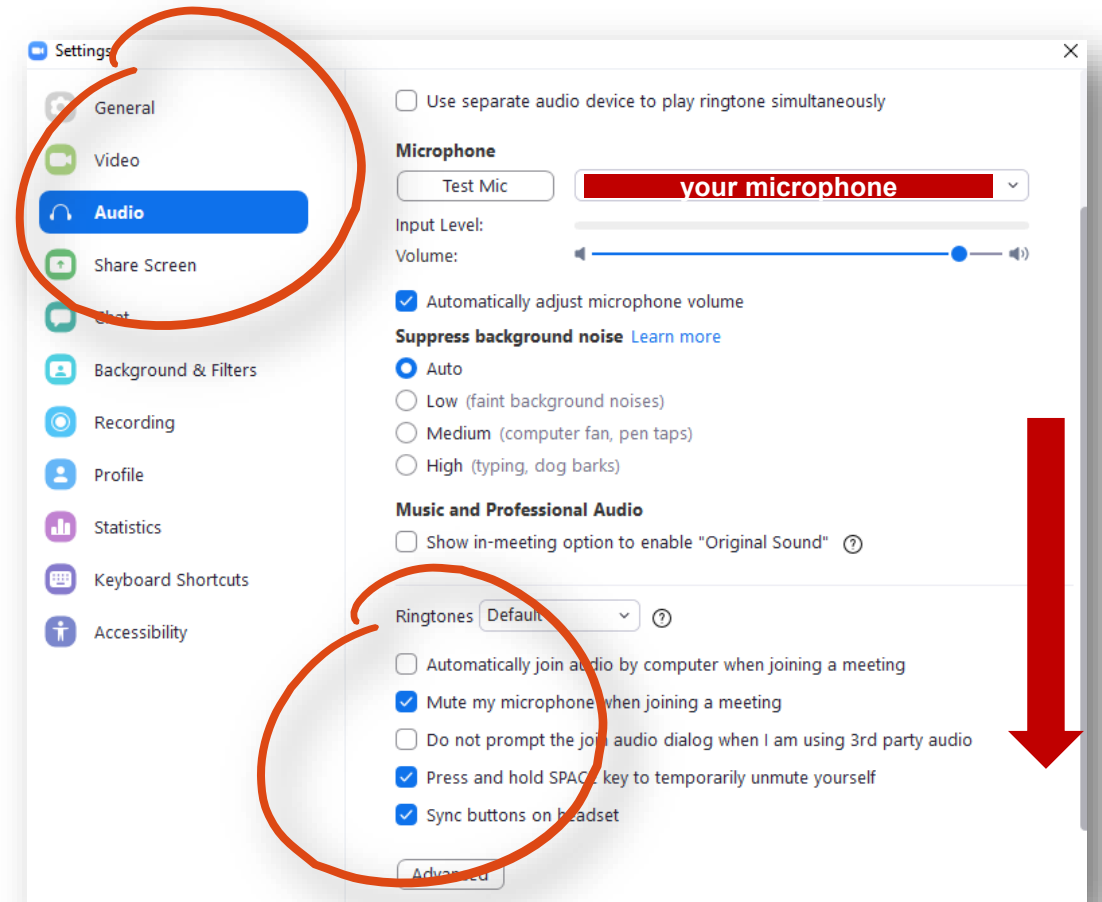
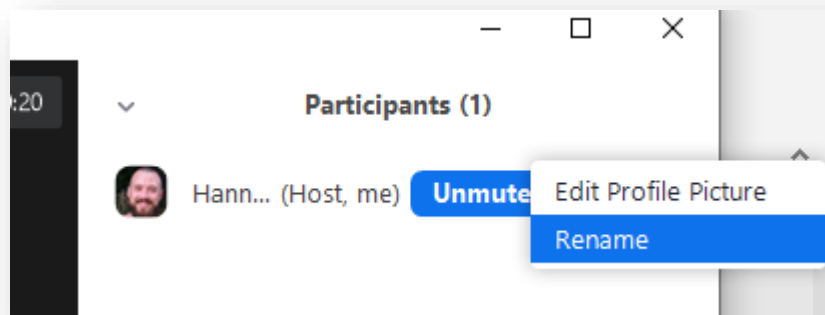
Presenter's & Listener's Survival Guide

- Zoom and COVID information [here](#)
- On Site Abstract Presenter
 - informations [here](#)
- Virtual Abstract Presenter
 - informations [here](#)
- On Site Audience
 - informations [here](#)
- Virtual Audience
 - informations [here](#)



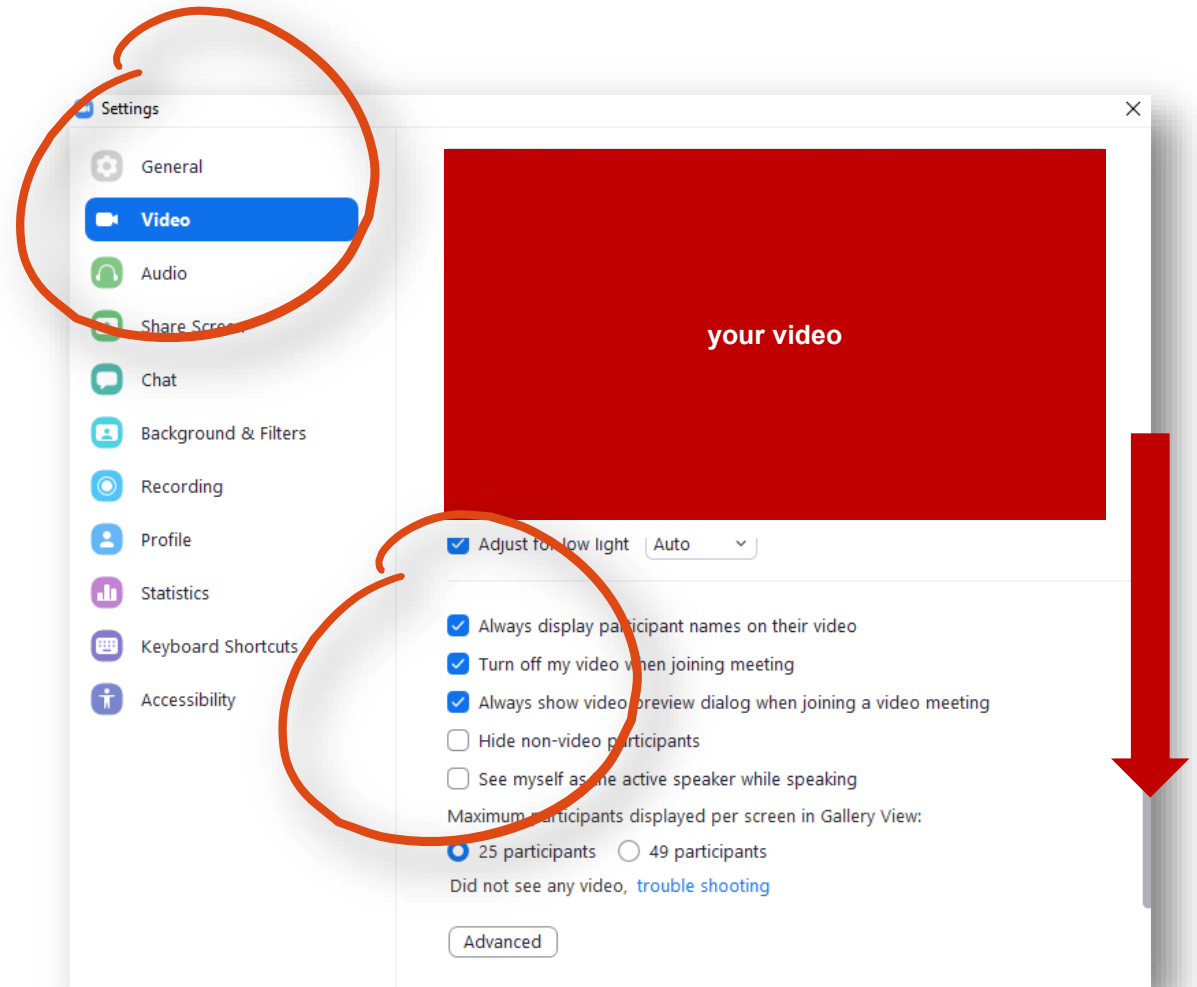
ZOOM Audio Related Information

- **Use a headset** (microphone + headphones)
- **Use your full name in the zoom meeting**
 - Participants ► you ► rename
- Settings ► Audio ► scroll down ►
 - mute my microphone when joining a meeting ► on



ZOOM Video Related Information

- **Use a headset** (microphone + headphones)
- **Use your full name in the zoom meeting**
 - Participants ► you ► rename
- Settings ► Video ► scroll down ►
 - turn off my video when joining meeting ► on

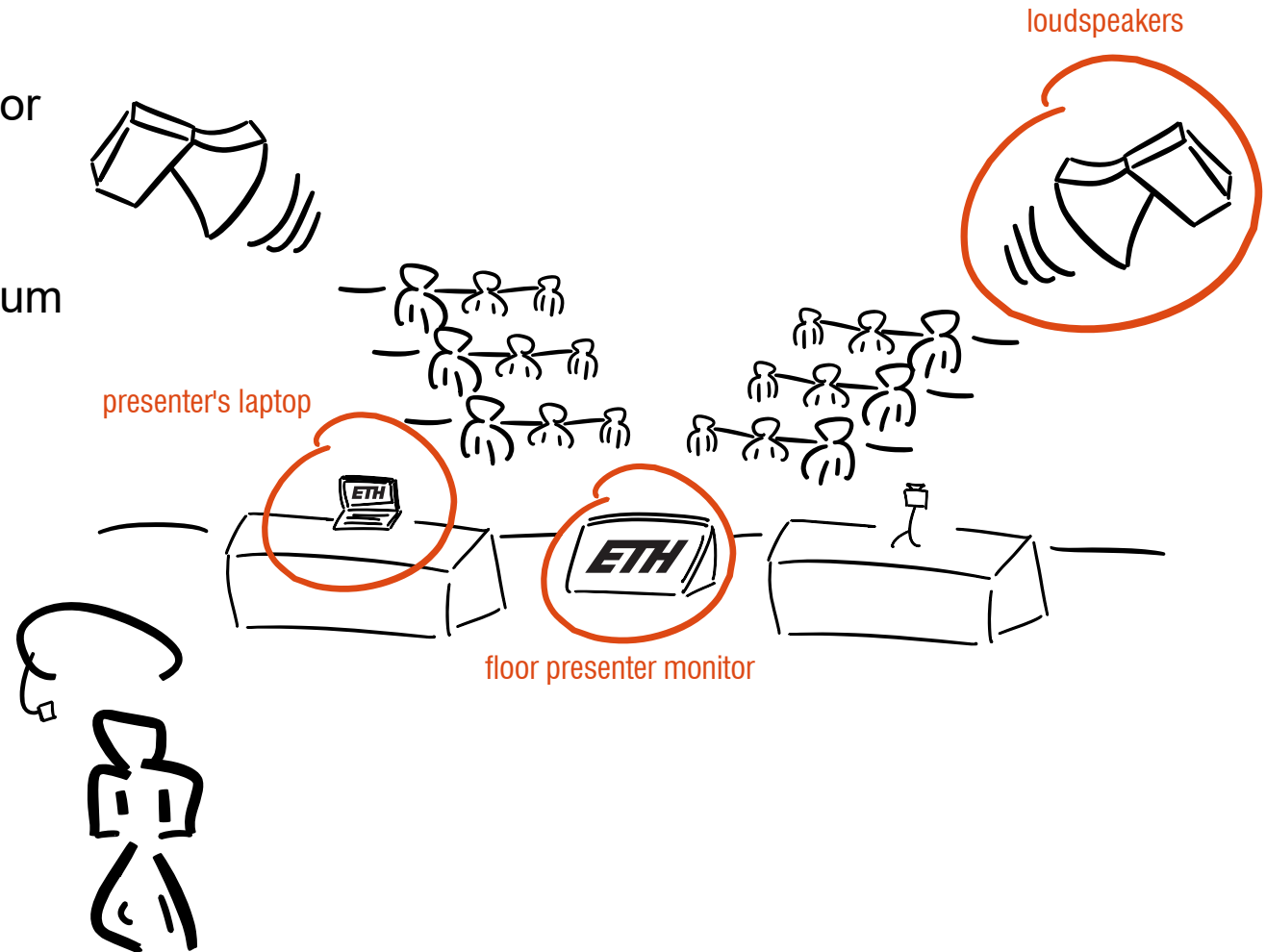


COVID-19 Related Information

- On-site participants should wear a face mask and keep a 1.5 m distance from each other all the time inside the building.
- The speaker may put off the mask while staying behind the transparent shield (in front of the presentation laptop).
- Masks are not required at the outside terrace, but the 1.5 distance should still be kept.
- Eating is allowed only at the terrace. Food and drinks will be served there.
- Use the hand disinfectant when entering the building.
- Stay at home if you have cold or flu symptoms.
- Please follow all instructions of the Organizers regarding COVID-19 safety measures.

On Site Abstract Presenter

- your presentation will be ready on the presenter's laptop
- your presentation will be mirrored on the floor presenter monitor (no PPT presenter view available)
- your voice will be transmitted to the auditorium and the zoom session via a head mounted microphone



On Site Abstract Presenter Checklist

Preliminary

1. check your schedule
2. approach the podium
3. put on microphone
4. turn on microphone

Presentation

1. go to presenter's laptop
2. you may take off your mask while behind the transparent shield
3. present your abstract
4. do not end PPT presentation

Q&A

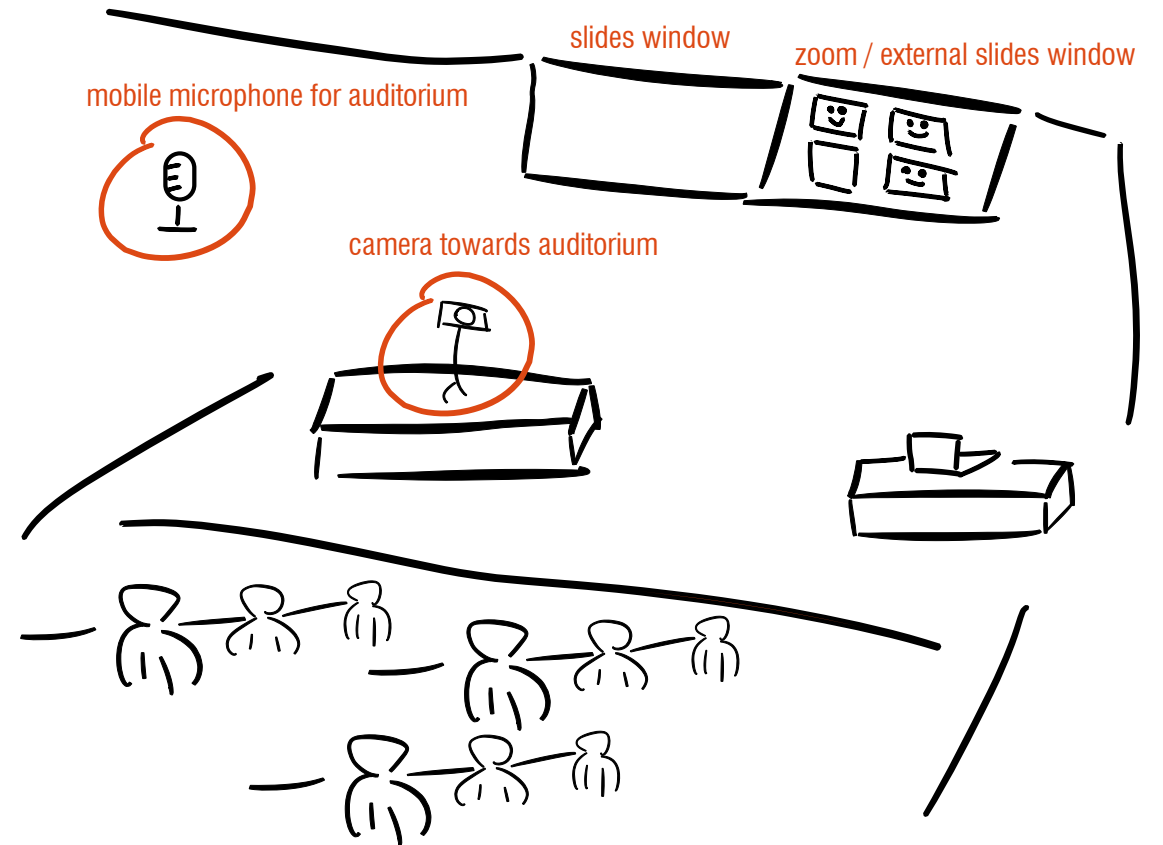
1. put on mask
2. approach first seating row (you will be able to hear virtual participants better)
3. take questions from both on site and virtual participants

Finish

1. turn off microphone
2. return microphone to organizers
3. enjoy the other talks

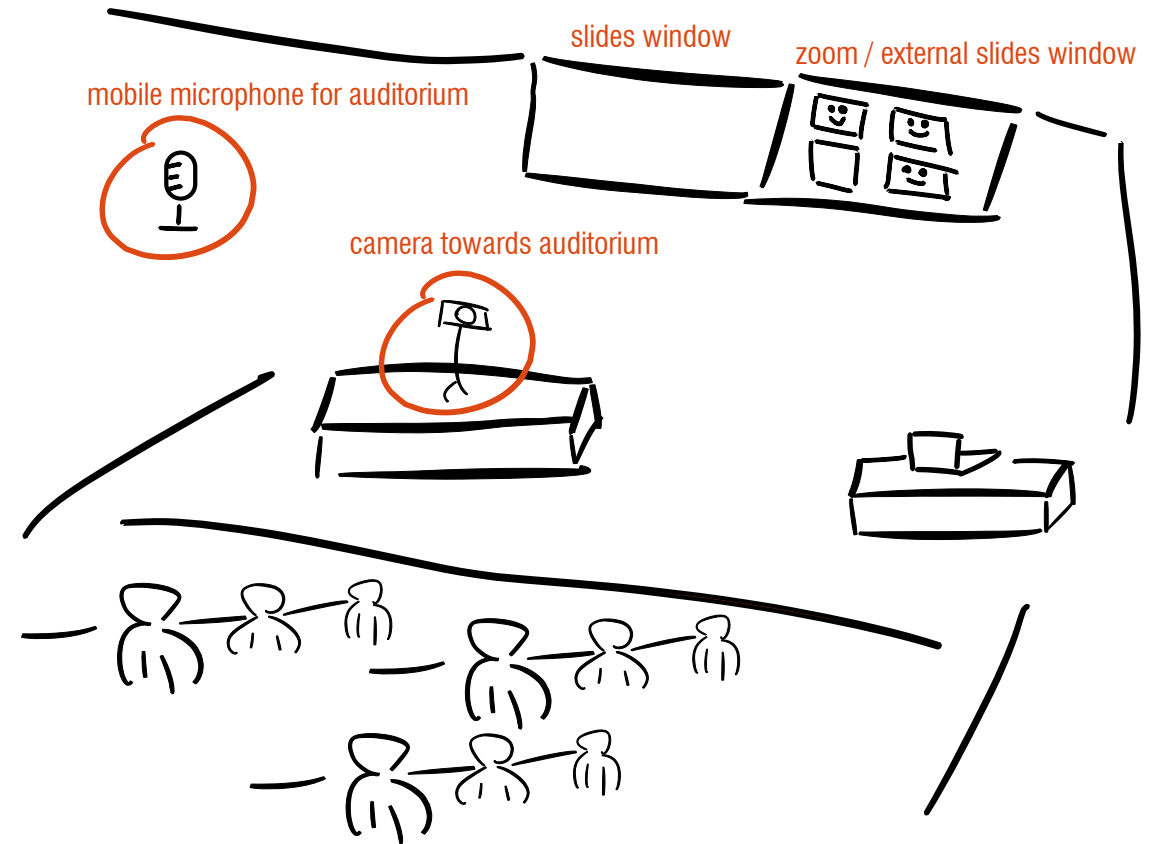
Virtual Abstract Presenter

- your presentation will be ready via screen sharing (no need for own screen share)
- important: unmute yourself and turn video on BEFORE continuing with the next step
- please request remote control for the screen share (<https://support.zoom.us/hc/en-us/articles/201362673-Requesting-or-giving-remote-control>)
- you will be able to control the slides



Virtual Abstract Presenter, continued

- auditorium will see your slides and video projected
- you will see the auditorium via 360° camera
- after the presentation, questions from the audience will be possible via mobile microphone
- you can interact with the auditorium just as you would in any other zoom meeting
- please note that while one party is speaking the other party will be automatically muted by zoom
- give up remote control



Virtual Abstract Presenter Checklist

Preliminary

1. check your schedule
2. check your zoom settings

Presentation

1. unmute yourself
2. turn on your video
3. request remote control
(<https://support.zoom.us/hc/en-us/articles/201362673-Requesting-or-giving-remote-control>)
4. (do not press ESC key during presentation)
5. do not end PPT presentation
6. give up remote control

Q&A

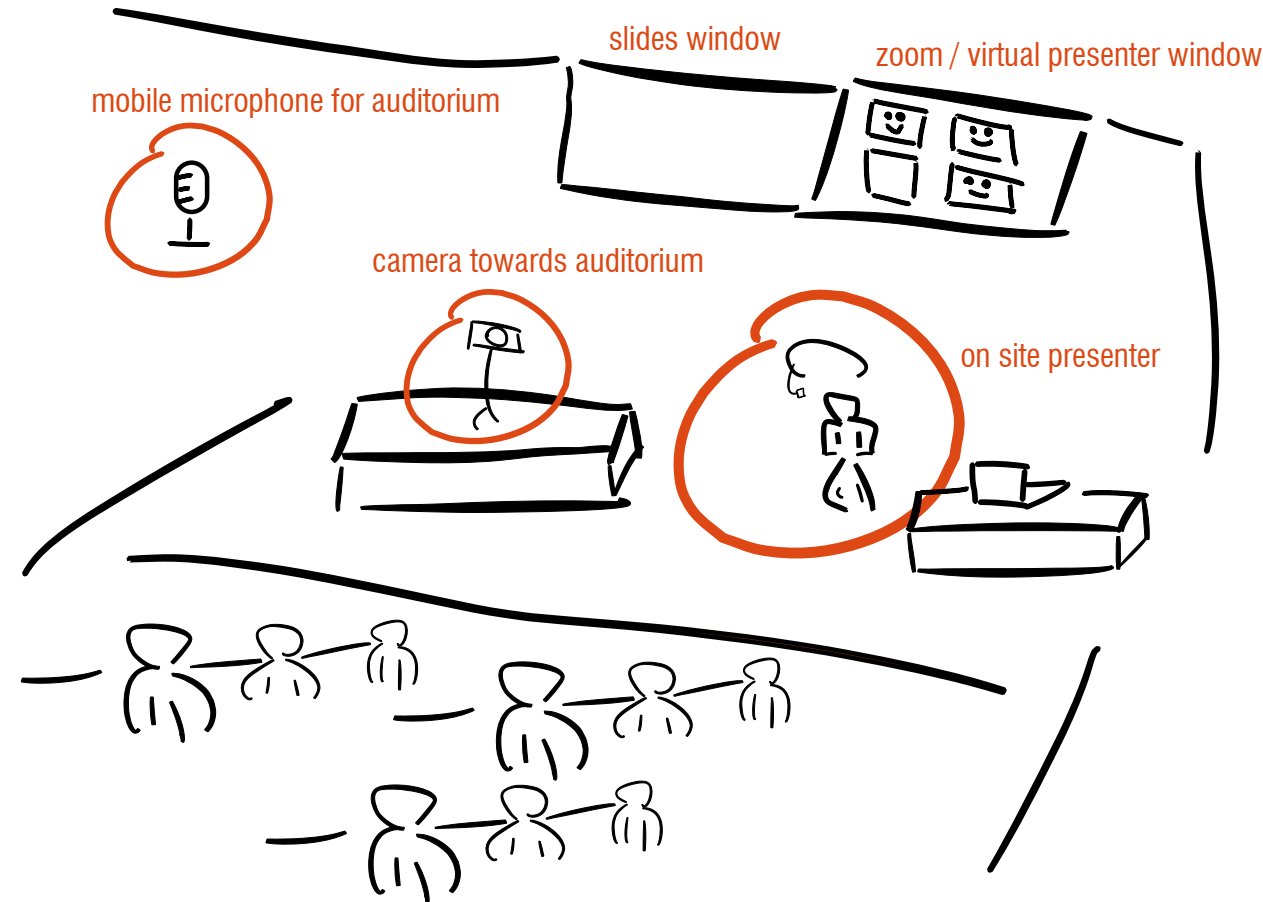
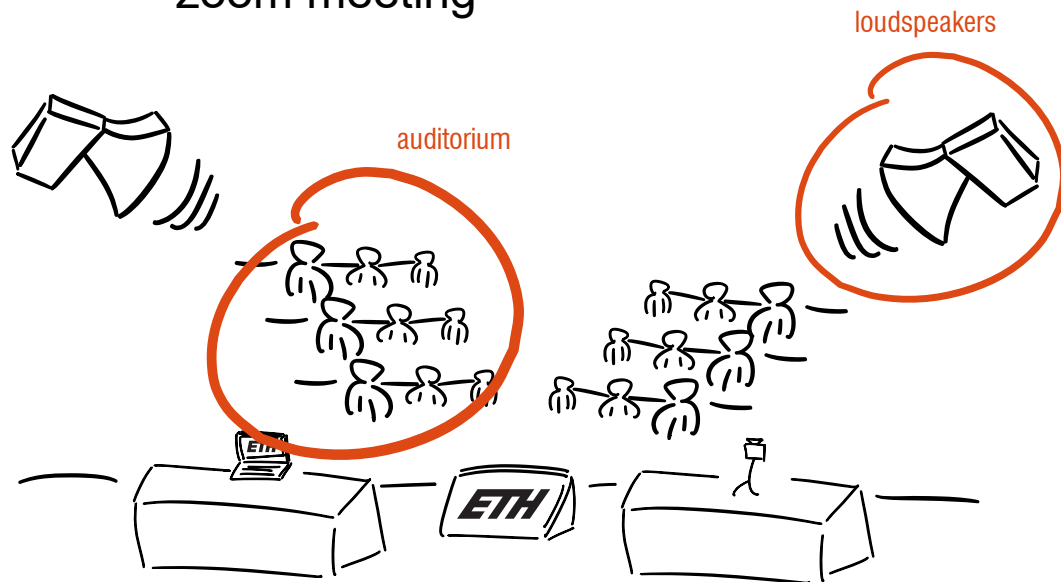
1. questions from on site audience will be transmitted to zoom meeting
2. questions from virtual audience transmitted as in standard zoom meetings

Finish

1. turn off your video
2. mute yourself
3. enjoy the other talks

On Site Audience

- on site presenters' and virtual presenters' voices will be amplified via loudspeakers
- you will be able to ask questions via a mobile microphone that will be transmitted to both the auditorium and the zoom meeting
- auditorium video will be transmitted to the zoom meeting



On Site Audience Checklist

Preliminary

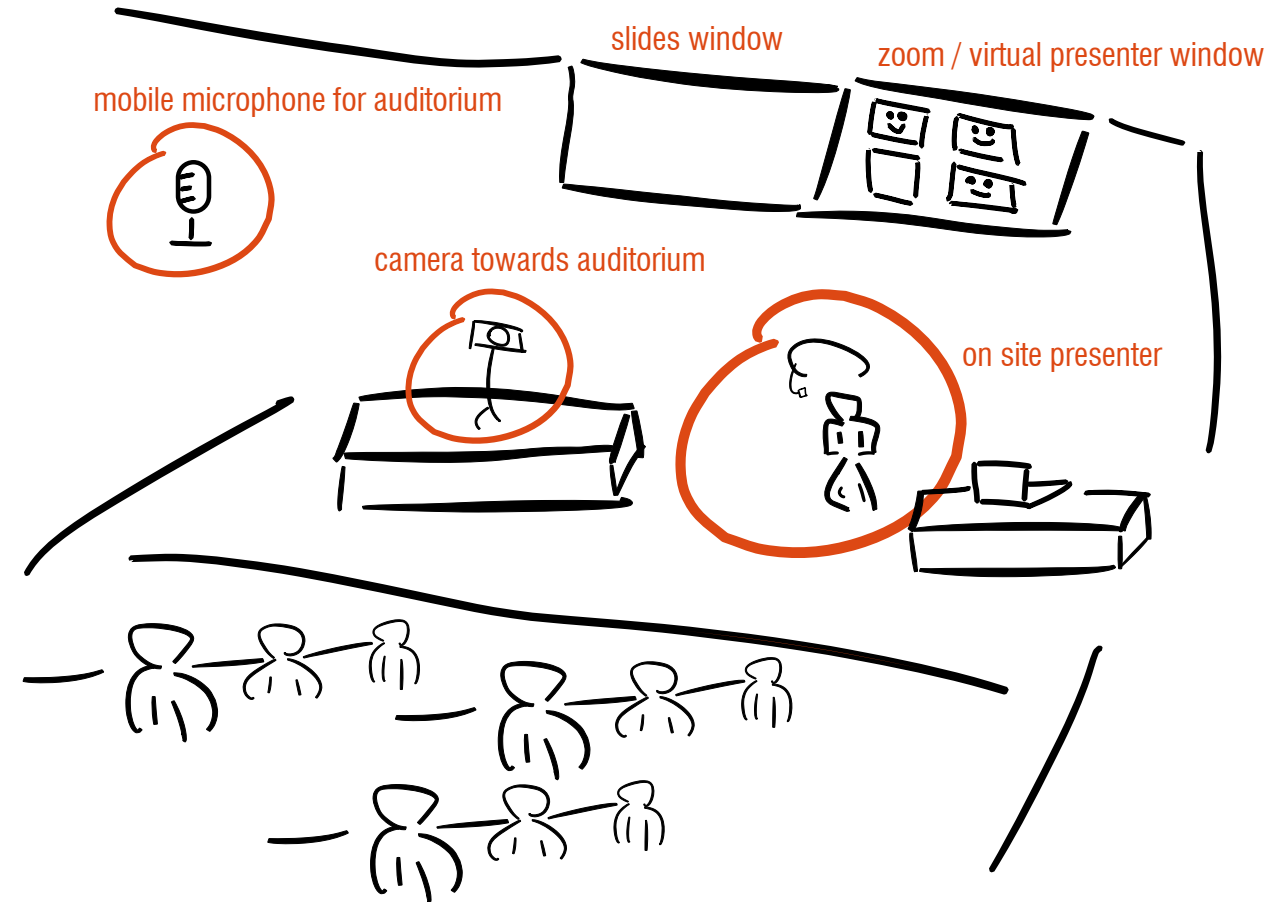
1. auditorium video will be streamed to the zoom meeting during the talks

Q&A

1. raise your hand if you have a question to the presenter
2. we will approach you with a microphone
3. on site presenters / auditorium and virtual presenters will be able to hear your question

Virtual Audience

- you will be able to see a 360° view of the auditorium and the presentation slides
- questions by on site audience will be transmitted to the zoom meeting
- if you want to ask a question, turn your video on and unmute yourself
- your voice will be transmitted to the auditorium and your video will be projected
- when done mute yourself



Virtual Audience Checklist

Preliminary

1. check your zoom settings

Presentation

1. please stay muted and turn off your video

Q&A

1. raise hand
2. turn on your video
3. unmute yourself
4. ask question



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