


## Instructions for speakers


In the first weeks of March you will receive an email with a link to the virtual dashboard.

You will need to sign in when you are already registered, or create an account when you have not registered yet. After that, you will see all sessions and presentations to which you have access on your dashboard.

On entering the speaker dashboard for a session for the first time, it looks as follows:

Participate in a virtual session Inbox x Print Share

 **Virtual Congress 2020** <eureka@get-eureka.com> 11:09 AM (0 minutes ago) ☆ ↶ ⋮  
to me ▾



## Participate in a virtual session

You have been invited as a speaker, moderator or host for a virtual session at the following event: Virtual Congress 2020. Click the button below to go to your dashboard.

[View my sessions](#)

Or use this link:  
<https://ccdemo.backend.get-eureka.com>

After that, you will see all sessions and presentations to which you have access on your dashboard. Click on one of the sessions and you will see this:

← Focus on diabetes in heart failure Jane Orbis

Present live  Pre-record presentation  Audience view of session

No slides uploaded yet

Drag your PDF containing slides here  
- or -

Upload slides

Camera off

Chat Q&A Attendees

Welcome!  
Anouck Pijpstra 08:59

We will start in a few minutes.  
Anouck Pijpstra 13:56

Type a message...

Use timer  20 seconds

**NOT LIVE**  
Other speakers can hear you if your mic is on

The following features are available:

## Views Switch

At the top, you can switch between 3 views:

- **Present live:** This view is used to present your slides live during the session. You can hear and be heard by others.
- **Pre-record presentation:** During the ESSHC, we do not make use of this option.
- **Audience view of session:** In this view, you can see the session like attendees see them, so you can use it to watch the presentations of other speakers in the same session. Please note that this option is only available when the session is broadcasting; otherwise it is greyed out. In this tab you can be heard by others. While you are in the *Audience view* when the moderator selects you to be the active speaker, you are automatically switched to the *Present Live* tab.

## Slides and Camera Frame

- **Present slides** that can be uploaded as a PDF file. You can click through them with the Next and Previous buttons; attendees will see the slide you are currently at. Alternatively you could share your screen, see the instructions below under Bottom Toolbar > Share your screen.

## Vote Section

You can use the *Vote* feature to get the attendees' response on a certain question. You can find the *Vote* section below the slides frame. Please note that only the current active speaker can select a voting question and start voting. This works as follows:

- To add a question, select *Add question*. Questions can be prepared in advance.
- To enable a question, select it from the list by clicking the dot on the left. Attendees now see the question in the slide frame, however they cannot submit their vote yet.
- To allow attendees to vote, click *Start voting*. When the timer is used, the voting ends automatically once the timer runs out. Otherwise, the voting ends when you click *Stop voting*. Attendees will see the results once they submit their vote, or when the voting ends. The speaker and moderators see the results coming in live. You can now discuss the results.
- To go back to your presentation, unselect the question by clicking the dot on the left again.

## Bottom Toolbar

- **See your and the room's status** in the bottom-left corner. If the room is open and broadcasting, there is a red tag saying *Live*. If it is not broadcasting, this tag is *Not live* and is white. If you are the active (presenting) speaker, another tag *You are presenting* is added next to it. If someone else is presenting, this tag shows *Another speaker is presenting*.
- **Turn on/off camera and microphone** using the buttons at the bottom of the screen. With the arrow on the side they are able to select another microphone or camera than the default.
- **Share your screen** with the button in the bottom toolbar. If the screen share button does not respond, check your browser settings:
  - Mac: click *System Preferences > Security & Privacy > Privacy > Screen Recording* and add Chrome.
  - Windows: if screen sharing is not working, this might be due to a missing screen sharing extension in your browser. You can check this by typing *chrome://extensions/* into the address bar of your browser. If the screen sharing extension is already there, it might be enabled. In that case, you can switch it on. If the screen sharing extension is not there, please visit the Chrome Web Store to install one for free via [this link](#).

## Interactive Features

Depending on the settings of the virtual room that the moderator has set, you can:

- **See the messages in the chat** and send chat messages yourself.
- **See the questions** asked in the Q&A and submit questions.
- **See the attendee list** of the session.

Please check the FAQ section: <https://esshc2021-conpass.web.indrina.com/faq>

As well as the trouble shooting section: <http://support.conferences.cc/en/articles/4778143-troubleshooting-the-virtual-event-platform>

If you have questions on the Platform, send an e-mail to [esshc@iisg.nl](mailto:esshc@iisg.nl) while mentioning 'platform' in the title.