Technical instructions for the EBS Online conference 2021

1) You will get a Webex link in order to participate in the EBS. Please install the Webex App in order to take part. There is another option to take part via the Browser, but we do not recommend this.

2) When you enter the meeting then your microphone should be muted. When you want to say something in the discussion please use the function "raising hand". This function can be found when you click under "participants" on your screen since then the list of all participants appear. You will find you name and besides there is the hand icon where you can click on. You can also go to the emoji button at the bottom of the screen and find the hand symbol there. Alternatively you can also send a message in the chat to the moderator.

3) We recommend that you switch off the camera, when you are not presenting or taking part in the discussion. But when you have a question then please do not forget to switch on your camera!

4) For speakers:
   a) Please prepare your presentations as power point or as pdf and test it on the computer which you want to use during the conference. Before your presentation you will get the right from the host to share your screen. So please take part in the conference with your clear name that we can identify you as a speaker!
   b) When you use Webex for the first time then it might be good to check whether you can handle the technical aspects. For this we offer a test session on Monday 8.3.2021 from 11:00 to 14:00. For this you will get a separate link.
   Please limit your speech to the allocated time (25min for keynotes and 15min for oral contributions). You do not need to plan time for questions during this time – just 1min for exchange of systems. Please stop sharing content at the end of your presentation.
   c) After 3-4 oral presentations there will 15min time for discussion.
   Here you do not only need to wait for questions, but you can also give comments and questions to the other 2-3 presentations in this discussion.

5) For poster presenters:
   a) Please prepare your poster in A0 format and convert it into a pdf. Send this file to the conference e-mail no later then **March 2nd 2021** !
   This pdf will be used for the permanent display of your poster during the conference.
   b) Please prepare a power point or pdf of your poster for the poster discussion. Every poster has a number and a schedule is given on the website on which day of the symposium your poster will be discussed.
   c) The posters will be discussed individually in so called "Breakout sessions" which are named with your poster number. So please remind your poster number from the programme!
   d) After the oral programme has finished, the host will start the breakout sessions. This is visible above the list of participants. You have to click there to get an overview of all the poster breakout sessions. You have to enter this "room" first and then you will have the right to present your poster. The poster will be presented on a normal computer screen. So you need to think how you want to make your poster visible during the discussion

(e.g. magnified version which you scroll up and down or dividing the poster into 2-3 slides).

e) When somebody was entering before you have entered the room for your poster then please make this person aware to return to the main meeting, that you will get the rights to present (If this is not working, return to the main meeting and contact the host).

f) All participants can enter your room and may start a discussion. You have to guide this. If too many people are entering at the same time you may give advice that they can have a look at another poster first and can return later. There is no automatic limit of participants, but participants can see the number of people who are currently discussing one poster.