

Speaker Information – ECC2021

Below you will find the information required for speakers during the ECC2021 conference.

The virtual event platform only works with Chrome or Edge; Safari and Firefox are not supported.

Please note that there are two separate applications:

1. Speaker dashboard (used when you are presenting in one of the virtual rooms)
2. Web app: here you will find all general information about the conference and you can follow the full programme when you are not presenting.
3. When you are presenting you can follow the presentation in your session via “Audience view”.

Speaker dashboard/virtual room

You have received an invitation for the sessions in which you will present. You can access the sessions via the link in the invitation email. **Please note this is different from the regular webapp.** You can access the regular web app here: <https://ecc21-tudelft.web.indrina.com/>

Each virtual room will have a Technical Moderator.

The technical moderator gives room support in the virtual session:

- The moderator will give a 30 minutes briefing before the session starts to make sure all speakers and chairs are connected and knows what to do and expect during the session.
- The moderator will control and monitor the session.

So please make sure you logon to your Speaker dashboard **30 minutes before** your session starts.

Who will be in the virtual room of the session?

- 1 Technical moderator
- 2 (co-)chairs (speaker dashboard)
- 6 speakers (speaker dashboard)
- 1 CC Floor manager (moderator dashboard)

Session flow

Time	Activity	Who should be visible (actions technical moderator)
Before session		
35 minutes before session starts	Open your dashboard.	
30 minutes before session starts	The Tech. Moderator will open the panel mode so speakers, chairs and moderators can communicate with each other without being heard by the attendees. You will receive a short briefing from the moderator.	Panel mode with everyone
10 minutes before session starts	The moderator will open the room. This allows attendees to enter the room. They cannot see and hear you yet.	Panel mode with everyone
Before broadcasting	The chat will be disabled, Attendees can only ask questions via the Q&A. All speakers will be asked to disable their microphone and camera. Only the chair and co-chair should appear on the grid.	Chair and co-chair on panel mode
Session start time	The moderator will disable his camera, counts down from 3 and will start the broadcasting showing the chair and/or co-chair*.	Chair and co-chair on panel mode

During Session		
1 min	The chair welcomes audience and speaker introductions.	Chair and co-chair on panel mode
1 min	General notes by chair	Chair and co-chair on panel mode
30 sec	Chair introduces the first speaker	Chair and co-chair on panel mode
15 min	<p>The moderator starts the pre-recording of first speaker.</p> <p>Incoming question will be made visible for all.</p> <p>Once your presentation is finished you can turn on your camera and microphone to answer questions.</p> <p>Please note that you have to do this yourself. The moderator can mute you, but cannot unmute you.</p>	<p>Switch to Speaker mode</p> <p>> Start Pre-recording of first speaker</p>
5 min	<p>QA with first speaker, chair and/or co-chair.</p> <ul style="list-style-type: none"> - During the QA, incoming questions will be made visible. - Questions that are answered can be made invisible again. <p><i>Note: if the speaker is not online during the QA, the chair needs to fill these 5 minutes so the next presentation can start at the correct time.</i></p> <p>Chair thanks speaker and introduces the next speaker.</p>	<p>Pre-recording stops</p> <p>The moderator will select the Chair on Speaker mode</p>

***I would like to remind you that from the moment that the session is broadcasted, everyone can be heard by the audience. Unless you mute yourself.**

Chairs: please leave your camera enabled at all times, but your microphone off when a pre-recording is playing.

Speakers: please leave your camera and microphone off, until it's your time to join the Panel discussion.

Making sure your set-up is correct

The moderator will:

- Ask everyone to **enable their video and microphone** to make sure they can be heard and seen by everybody. Remind everyone that since you are not broadcasting, the audience is not able to see or hear them.
- Confirm if everyone is using Chrome or Edge **browser**. Safari and Firefox are not supported.
- Suggest everyone to please **quit any other applications** on their computers and close all other tabs on their browsers to have a smooth session flow.
- Suggest everyone to **turn off their notifications** on their computers and silencing their mobiles and tablets to not be distracted.

Helpful video to better understand the session flow and speaker dashboard

Video Speaker/chair instruction