



Guidelines for Online Presenters

Welcome!

We look forward to welcoming you to the **World Congress on Genetics Applied to Livestock Production (WCGALP)**! As an online presenter, your participation is key to the success of the Congress and we want you to feel ready for it. To help you, we have put together this guide. We kindly ask you to carefully read it ahead of the event.

WCGALP will be hosted in-person in Rotterdam, The Netherlands, as well as on an event platform called OnAIR. In this online platform, participants can access the online programme and view a list, per day, of all the online sessions taking place, connect with other participants and much more.

Congress Dates

WCGALP takes place from Sunday, 3 July to Friday, 8 July 2022.

Congress Programme

The full programme can be found [here](#).

Presentation Requirements

Your presentation should follow the below guidelines:

- Prepare your presentation in PowerPoint, in **16:9 ratio (widescreen)**. Include the title of your presentation, as it appears in the final program, on your first slide.
All online speakers are kindly asked to upload a recording of their presentation as backup, but you should also upload your PowerPoint presentation. On the day of your session, you will present live via Zoom and the recording will only be used if there are connectivity problems. For further instructions on how to record your presentation, please visit the [congress website](#).
- **Upload your presentation and recording** via the upload link sent to you before July 1st, 2022. If you haven't received the upload link, please contact us at wcgalp@congressbydesign.com.
- **Rehearse** your presentation, be sure it's the **proper length in time**.
 - Plenary Session - 40 minute presentation followed by 20 minutes Q&A
 - 30 minute Presentation – 25 minute presentation followed by 5 minutes Q&A
 - 15 minute Presentation – 12 minute presentation followed by 3 minutes Q&APlease respect these time limits.

Preparing yourself to Present via Zoom

How to join the session via Zoom:

- You will receive the Zoom link to join your session by Wednesday 29 June latest. Please join the session via the Zoom link provided **30 minutes before the scheduled start of the session** for a sound and camera check.

Tips:

- Make sure your laptop is fully charged or connected to electricity.
- Make sure you have Internet connection – ideally cable connection.
- Make sure to test your system and ensure your computer and browser have the latest updates.
- Sit in a quiet space where you won't be distracted.

- Make sure there is no background noise (music or people talking in the background).
- Preferably use a good HD camera and microphone (modern laptops usually have them).
- Close all unnecessary windows to avoid confusion. Closing all unnecessary windows and apps open and running in the background will also improve your internet connection.
- Make sure you have the most recent desktop version of Zoom on your computer. You can download it [here](#) (please download the 'Zoom Client for Meetings').
- Turn your mobile phone and other devices on silent.

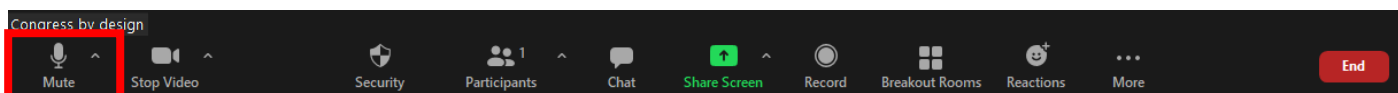
Adjusting your image and sound:

- Place your computer's camera at eye level (use a stack of books, for example) so you don't look down at the audience.
- Have a simple background, a busy background can be distracting for the audience.
- Do not sit in front of a light source such as a window or bright lamp, but make sure that the light source comes from behind your screen, so that your face is lit.
- Make sure you don't wear clothes with busy prints and noisy jewelry.

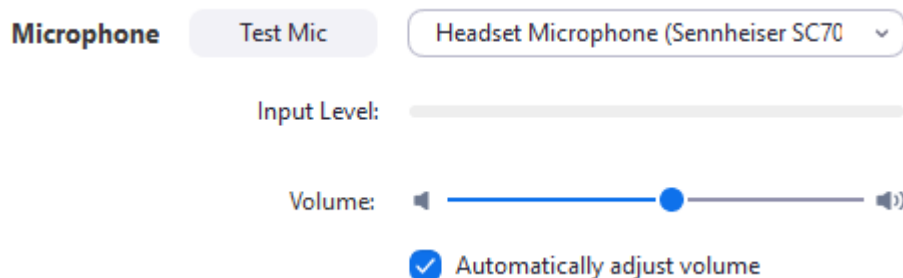
On the day of the session:

- Join the session via the Zoom link provided at least **30 minutes** prior to the scheduled start of the session.
- The AV team will perform a video and audio check. Please pay attention to background noises and mute yourself if there are any and if you are not speaking for a longer time.

If your audio is not working, click on the arrow next to the microphone icon and select Audio Settings from the menu that will appear.



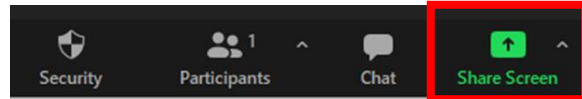
1. Click Test Speaker to play a test tone
2. If you cannot hear it, select a different speaker from the menu or adjust the Volume



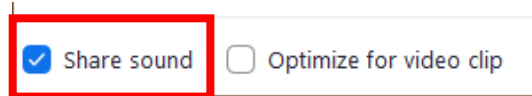
- Ensure unnecessary programs on your laptop are closed to avoid distraction and sounds. Other applications might affect your internet speed and quality of video.
- Turn mobile phones on silent.
- The AV team will place you on screen after you have been introduced by the onsite Session Chairs.

□ **Sharing your presentation:**

- To share your presentation, click the '**Share Screen**' button at the bottom of the video panel. Here, you can select the screen you would like to share and click on the blue **Share** button to confirm screen sharing. *You should have your file or PowerPoint presentation open on your laptop and set to presentation mode before you start sharing the screen.*



- If you decide to share an audio file, please make sure you tick the box '**Share sound**' in the share screen pop-up window (left bottom corner). If you are sharing a video, please also tick the '**Optimize for video clip**' box:



Tip: It is recommended to use 2 screens; on one screen you can put your presentation, on the other screen the Zoom meeting. **Note:** If you only have 1 screen at your disposal, the Zoom meetings screen will not be visible as soon as you put your presentation in presentation mode! If you need to switch screens while on presentation-mode, you can use the Alt + Tab keys to switch.

NOTE: We highly recommend using the **desktop version** of Zoom. Please make sure you have downloaded the most recent version to ensure all the functionalities work properly. To download the most recent version, please click this link: <https://zoom.us/download> (choose the download for **Zoom Client for Meetings**). Throughout the conference, we also recommend to frequently check for updates.

- Once the session is over, please leave the Zoom meeting by clicking on Leave Meeting in the bottom right corner.
- Please note that session recordings will be made available to participants.

Tip: Wear clothes without prints or patterns, as the session will be live streamed. Opt for solids over patterns and prints. Prints can be distracting, and patterns don't always show up well on camera. Try not to wear plain white or black and avoid shiny jewelry that may catch or reflect light or that will make noise as you move.

WCGALP Online Platform

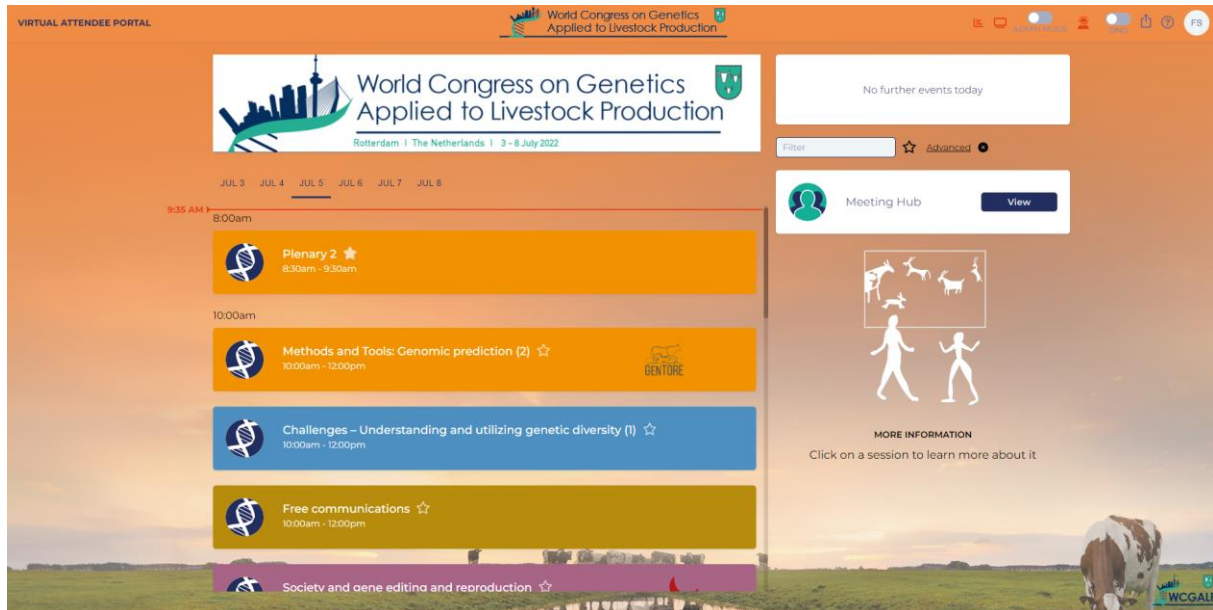
If you wish to engage with the audience in the Discussion Forum (online platform chat) or view the questions submitted by the audience, we encourage you to login to the congress online platform. Online platform login details have been shared on 23 June 2022.

Below a short explanation with screenshots of how the online platform speaker view and Q&A works.

Online platform Timeline:

In the Timeline, sessions are listed in chronological order per day.

- By clicking on a session in the programme overview, more information on the selected session will appear in the Information box on the right-hand side.

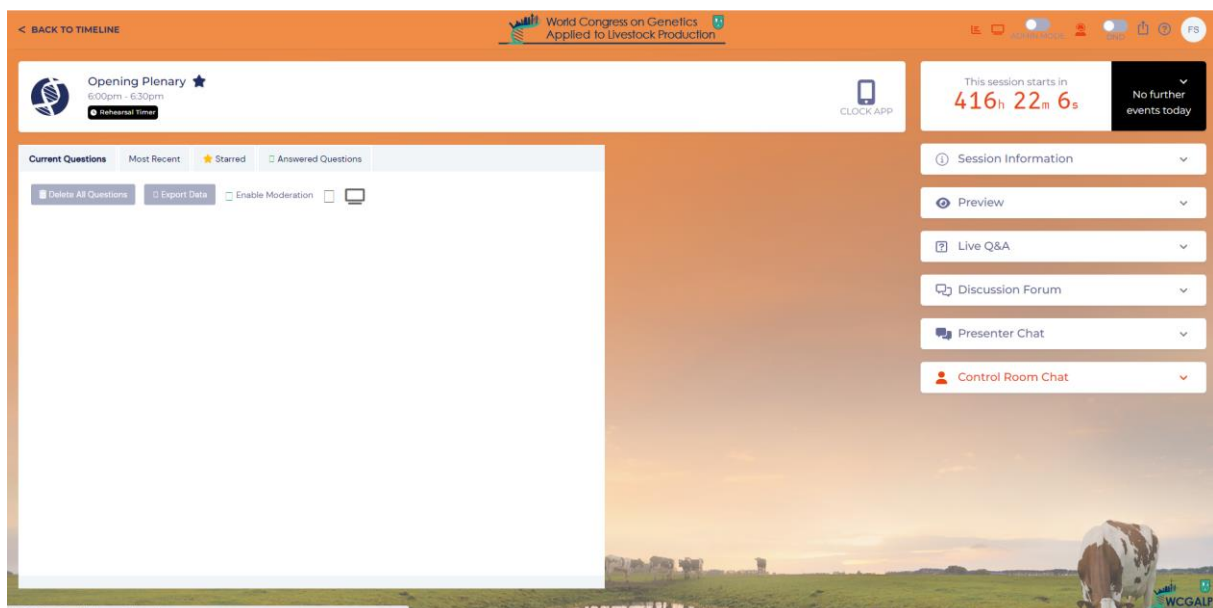


How to Join the Sessions:

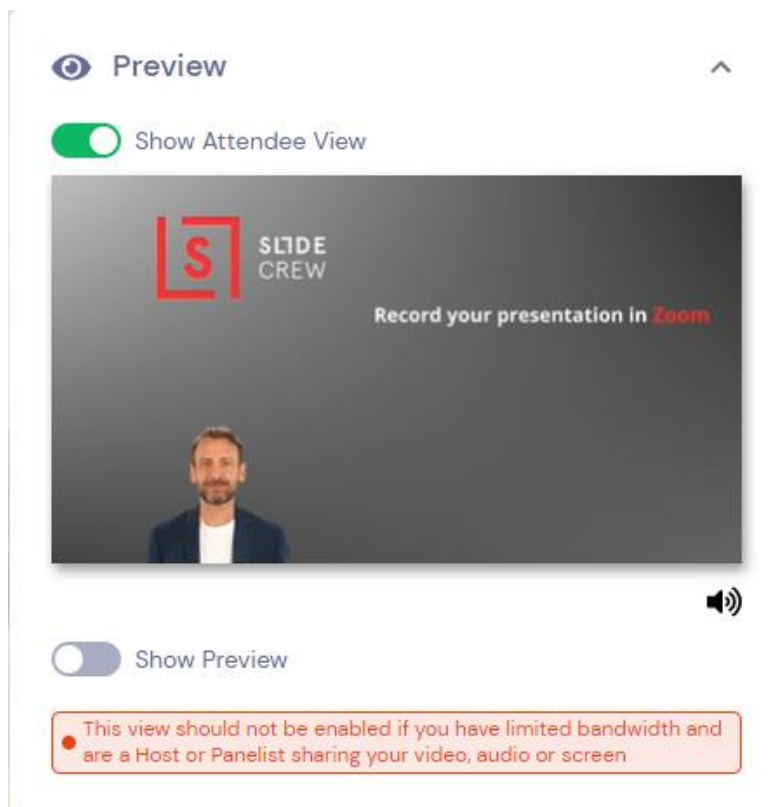
- On the day of your session, click on the 'Join' button next to the session title.



- Once inside that session, you will find the Live Q&A on the left-hand side and the Discussion Forum (online platform chat) and other functionalities on the right-hand side. Click on the arrows next to the various functionalities to expand the windows.

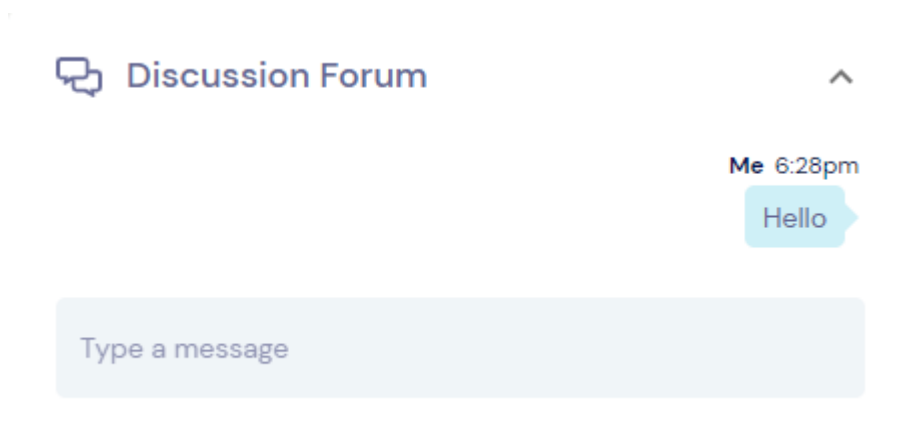


- To watch the session, expand the Preview option on the right-hand side and select Show Attendee View.

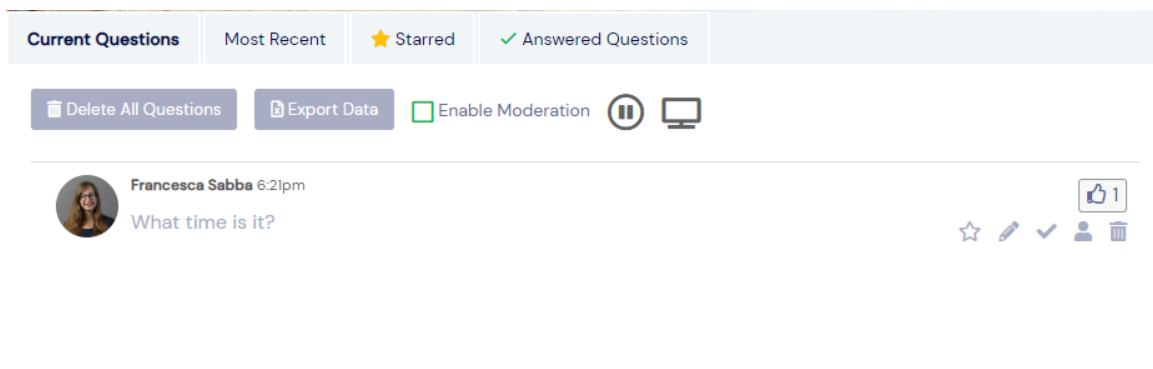


Note: If you wish to engage in the Discussion Forum/chat with the online audience during your session, please open the OnAIR platform on a separate browser page (other than Zoom) or ideally on a second screen. Please remember to **mute** the live stream otherwise it will cause interference with your Zoom call audio. Please also note that there is a slight delay between what you see in Zoom and the live stream.

- You can chat with the online audience by expanding the Discussion Forum functionality on the right-hand side.



- Questions from the online audience will appear on your screen as they come in. Please stay on the 'Current Questions' tab to see all questions.



Please note that the questions will be moderated by the onsite Session Chair. The Session Chair will decide what questions to ask you live. If there are questions addressed to you left unanswered due to lack of time, feel free to answer them in writing. The Q&A controls are as follows:

- Green box – if ticked, the question will be visible to participants in the online platform and conference app. This will be managed by the Session Chair.
 - Star icon – moves a question to the Starred tab
 - Pencil – to answer a question in writing. Once answered the question will move to the Answered Questions tab
 - Tick – to mark a question that has been answered live. The question will move to the Answered Questions tab
 - Person icon (send to presenter) – not used for this event
 - Bin icon – to delete a question. Deleted questions cannot be retrieved
- Once your session is over, go back to the timeline to follow other sessions or visit the Meeting Hub to connect with other participants.

01 Pre-Session Tips: Prepare!

- **Prepare** your presentation in PowerPoint, in 16:9 ratio (widescreen) and upload it together with the backup recording via the upload link provided before July 1st, 2022.
- **Rehearse** your presentation, be sure it's the proper length in time.
- Please join the Zoom meeting **30 minutes before session start** for a sound and camera check and to test sharing your presentation.
- **Wear** clothes without prints or patterns, as the session will be live streamed. Opt for solids over patterns and prints. Prints can be distracting, and patterns don't always show well on camera. Try not to wear plain white or black and avoid shiny jewelry that may catch or reflect light or that will make noise as you move.

02 Start Session Tips: You are on!

- **Welcome the participants** (live and online), address the online participants as well by asking them to submit questions via the platform Live Q&A box.