



## FAQ – Frequently asked questions for EUMASS & SIM Faculty

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### What are the technical requirements needed to hold my lecture online?

The software ZOOM is used for your lecture. It is reliable, easy to use and has modern interactive tools. One week before the start of the conference, the organisers will send you a link to ZOOM for panellists to log in to your session.

For the best experience, please also note the following recommendations:

#### Check the technology

Before starting or participating in a videoconference, make sure you are familiar with the technology used.

#### Check your equipment:

- The Zoom software is used. Download the latest [Zoom Client](#) on your computer in order to make sure you are up to date with all the features. Important: Check that your network administrator does not block the ZOOM Client. Joining through the ZOOM Web Client is possible, but not required.
- Zoom provides a test platform where you can try out participating in a meeting. We recommend that you test the software prior to the meeting at <https://zoom.us/test>. This way you can install the software and check the function of the camera and microphone.
- Is the internet connection strong enough? Ideally, you should use a wired connection to the Internet (WLAN should be avoided if possible).
- Do the microphone and video camera work without problems? Are the sound and picture clear? We recommend you use professional headset with microphone to get the best audio quality.

#### Eliminate disruptive factors

Avoid interruptions or other disruptive factors. Inform third parties that you are in a video conference so as not to be disturbed. Choose a quiet room where you will not be disturbed and where there is no background noise. Switch your mobile phone or other sources to mute.

#### First impression counts - even virtually

When video conferencing, pay attention to clothing and gestures. Avoid garish colours or checked/patterned clothing as these can cause distracting image effects.

When speaking, avoid gestures that could be misunderstood by other cultures. In addition, the camera should be set so that you are looking directly into the lens. This makes the audience feel personally addressed.

It also makes sense to choose a suitable background and that the light is right (no light source from behind, ideally frontal or slightly lateral). It is best to choose a neutral and calm background. The use of virtual background is also possible and recommended. The conference organiser does not provide a default background.

#### Use the mute function of the microphone

Any breathing or throat clearing will be transmitted loudly, and not only in headsets with a microphone right in front of the mouth.



Therefore, press the mute button of the Zoom application while others are presenting or lecturing.

**Will there be any test session in order that I can get familiar with the technology and clear open questions**

Yes, there will be several test sessions. You will get more information directly by e-mail from the organizers.

**Will the participants have the possibility to ask questions?**

Yes, participants have the possibility to ask questions in writing through the Q&A-Function integrated in the ZOOM application. The Q&A will be led by the session moderator.

**I will hold a workshop/mini-symposium: How can I interact with the audience? Can I organize breakout session?**

All sessions will be broadcast in ZOOM webinar mode. This means that interaction with the participants will only take place in the Q&A function.

Of course, the ZOOM application offers numerous possibilities for interaction with the participants (surveys, allocation in breakout sessions, etc.). Due to the high number of participants expected and the density and complexity of the sessions, the desired interactions must be discussed in detail with the organisers in advance ([registration@medworld.ch](mailto:registration@medworld.ch)). In this way, a possible implementation can be weighed up and planned. Thank you for your understanding.

**When will we find out the number of participants attending the sessions?**

You will only know this when the workshop starts. Due to the online congress, participants do not have to register for the sessions in advance.

**I would like to send information before my session to those interested, how do I need to proceed?**

All relevant information to your session is published on the official conference website in the section "[Programme](#)". If you want to publish additional relevant information, please send the text, download files, etc. until the 1<sup>st</sup> of September 2021 to [registration@medworld.ch](mailto:registration@medworld.ch).

**When do I have to submit my presentation file to the organizers (deadline)?**

You do not have to send your presentation to the organizers in advance. As you will be presenting via ZOOM, you are responsible for sharing it online directly from your computer.

If you want to make your presentation available to the participants as a handout after the congress, send it directly after the congress to [registration@medworld.ch](mailto:registration@medworld.ch) so that the file can be uploaded in a password-protected area on the website.

**We have more than one presenter in our session. We will have several presentation files, do we need merge them into one presentation? Will it be possible to move the control over the presentation from one presenter to another?**

The design of your session is entirely up to you and you only need to consider the technical requirements and possibilities of online transmission via ZOOM. If the speakers are in different rooms, it is recommended that everyone locally shares their presentation file from their computer.