



Thank you for your contribution to the **ISAPS WORLD on March 27-28, 2021**.
Please read this document carefully.

You will have received one personal E-Mail (One for each lecture/moderation) detailing the zoom link to join your session.

Instructions

- Please join the session 5 minutes prior to the start time.
- There will be a waiting room if the session is running late and we will message you there if so. Thank you for your patience.
- To attend ISAPS WORLD as a participant (when not giving a lecture), you need to visit the Conference PLATFORM. Details also can be found below.
- All lectures will be broadcasted as pre-recorded lectures but speakers should be present for Q&A.
- Chairs are responsible for introducing and moderating the sessions, including selecting questions from the audience.

Important:

- All speakers should be present even if their talk is pre-recorded.
- Mute your microphone while moderation/other lectures are taking place.
- Do not open the livestream from the platform whilst in the zoom call as this might cause interferences.
- Please ensure you have a high-quality internet connection
- Please ensure your camera is correctly position so that your head and shoulders are visible to the audience.
- You can directly communicate with chairs through the Zoom chat box.
- **Please see our speaker and moderator check list (page 3) for details on how to set up your live stream environment**

For any urgent matters on the event days, please contact the technical team directly:
Email: contact@vrangelsandpartners.com

We hope you enjoy ISAPS World!



Platform Login Instructions

To login to the live sessions you can find the instructions below.

- Go to **WEBSITE**.
- Click on **LOGIN** at the bottom of the page or directly enter <https://vrangelsandpartners.com/login> to your explorer browser.

Notes

- You can see the scientific program divided to continents by **CLICKING HERE**.
- All scientific program is based on **UTC** time. Please check you local time according to this information. Time clocks across regions are shown at the top of the page, and you can check you local time by **CLICKING HERE**.
- REMEMBER: on Sunday, March 28th daylight savings time goes into effect in certain parts of the world. Please double check the time if you are participating on Sunday.
- Most lectures are based on pre-recorded lecture broadcasting but all discussions will take place live.
- Questions to speakers are written on the chatbox of each Hall and forwarded forwarded to Session Chairs. Chairs are have the rights of asking the related questions to lecturers at the end of each session.
- Our event has an area for **SPONSORS & EXHIBITORS**. You can visit their booth area through our platform or by **CLICKING HERE**.
- Each SPONSOR has its own dedicated page with their booth areas, flyers and reletated details. Also you can ask questions to them by using their Chatbox on their booths.
- You can contact us during the event by click on our chat box located on the bottom right of the platform screen.
- If you have any issues getting into the platform you need to contact contact@angelandpartners.com using the email address you registered with.



Check list for speakers and moderators: Setting up your livestream environment

Connecting to the session:

Please use the direct zoom link provided in the email. DO NOT log in to the registration system viewing page at all during the event. The stream on the page is 20 seconds or more delayed so will cause confusion and interference. Stay on the Zoom call where you will see and hear everything real-time.

Computer:

Your system should be good quality, fairly recent, laptop or desktop computer which is connected to a high-speed broadband. This needs to be a good, fast and reliable connection. Close down all applications and notifications.

Camera:

Most speakers have to use webcams built into laptops or computers. Make sure that you are not too close to the computer and that it is slightly higher than you.

Microphone:

Ensure that you have a good quality microphone. If you are not speaking please mute the call or the audience will be able to hear your typing and mouse clicks.

Location:

You need to be in a quiet room where you will be undisturbed. Tell people in the same area and put a sign on your door saying that you cannot be disturbed.

Phone:

Put your phone on silent and not on vibrate. It is best to not have your phone near you as it will be distracting.

Lighting:

The better the lighting; the better the end result. Daylight is not good, as it can vary a lot, which is distracting. Try to find a room without natural light but with good lighting on you. If this is not possible, ensure that you have lighting in the room to counteract the changes in the natural light.

Background:

Consider your background. A clear wall or plain curtain is best. Avoid having a window behind you. There should be nothing distracting or moving in the background.

Clothes:

It is best to wear plain colors but not white or black. Please do not wear any visible logos or company brands. Remove dangly jewelry watches that could be distracting and could make a noise.