



Zoom and Congress Guidelines

Introduction

All Congress sessions and meetings will be held in hybrid format, i.e., physically and virtually via the Zoom platform.

Plenary sessions, study group sessions, panel sessions and the book launch will be recorded (if consent is provided by the speakers), and made available for congress participants during a limited a period of time after the Congress. In this way, you will be able to catch up on sessions that you were not able to attend.

During sessions you will be able to listen to distinguished speakers, and pose questions via the chat function. There will be further possibilities for interaction and engaged discussion, and you can pose questions and make comments using either the venue microphone or device microphone (also using your camera if you want) and the chat function.

Zoom General Technical Information

Please make sure that you have an updated version of Zoom installed on your computer. If it is not possible to download the Zoom software on your computer then you can access Zoom via the Zoom web-login, <https://zoom.us/signin>. Google Chrome is the only recommended web browser for the web login.

Please make sure to use a good microphone for presentations, questions, and discussions. We recommend that you use an external microphone or a headset with a microphone.

Focus on adjusting your camera for a well-framed image on the screen. Avoid light from behind. We recommend that digital background images are not used.

We recommend using a fixed internet connection when possible. If this is not an option, then ensure that you have access to a stable wireless internet connection.

Zoom Test Workshop

We will offer a workshop session for all participants who want to understand how Zoom works. This will be held on **20 September 2021 at 10h00 South African time.**

Accessing Zoom Sessions

All the Zoom-links, Zoom Meeting-IDs and passwords necessary to join the different sessions during the ILERA Congress can be accessed in the final congress programme in PDF format, which is accessible via the online area on the ILERA Congress Portal on the LERASA website, <http://www.lerasa.org.za/index.php/ilera-africa-2021>.

The zoom links will also be emailed to registered participants.

Use the Zoom-link to access a session. When using the link, it may also be necessary for you to enter the specific password for the Zoom-session in question.

All sessions are open for registered congress participants, only.

Additional Information about Zoom –

See: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials>

Format for Sessions and Guidelines for Participants

We recommend that participants join sessions at least 5 minutes before the session commences.

All sessions will take place in a hybrid format using Zoom. You will not be able to start your camera or microphone.

Guidelines for Chairs and Speakers using Zoom

In addition to the prescribed guidelines to chairpersons and speakers, this section prescribes guidelines while using the zoom platform.

All chairs and speakers should join their session using their Zoom link 15 minutes before for a pre-session meeting and test together with the technical assistant.

All sessions are 90 minutes long (a few exceptions are clearly marked in the final congress programme).

After a brief introduction, all presentations by the speakers will follow. After the presentations, a joint Q&A and discussion will take place.

Chairs

Technical assistant moderators will be available to assist with any technical challenges that may be experienced.

If you chair a Special Session, please contact the speakers before the congress starts in order to inform them of the outline and time-allocation of the Special Session (panel sessions, study groups and book launch).

Speakers

Speakers will be able to share their screen. The Secretariat will provide a prescribed PowerPoint template for speakers to utilise. The PowerPoint presentation will be beamed when speaking commences. The time allocated for presentation is generally 10 minutes, unless in a panel discussion or other, as prescribed in the programme. Separate time is allocated for discussions, questions and answers, and this is provided for in the programme.

We ask you to please respect these time constraints, in order to enable fruitful discussion after the presentations. Strict timekeeping is essential.

If you are a speaker at a Special Session (panel session, study group, book launch): Please contact your chair, who will inform you of the outline and time allocation of your specific Session.

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