

## 31<sup>st</sup> EBES Conference

### Online/Virtual Presentation Guide

Participants of the 31<sup>st</sup> EBES Conference have two options for presentation: **PowerPoint Virtual Presentation** and **Online (Live) Presentation via Zoom Software**.

#### 1. PowerPoint Virtual Presentation

If you are unable to attend the online (live) conference for any reason, you only need to send us your PowerPoint Presentation (with audio embedded to the presentation). Your virtual presentation will be live screened during the online session and all participants will be able to watch and listen your presentation. However, there will be no Q&A since it is pre-recorded.

Please note the following details for your PowerPoint Virtual Presentation:

- Make sure to test your microphone/headset before starting to record.
- A presentation should be 20 minutes at most.
- You are required to send the presentation with a proper title and a name on it to [ebes@ebesweb.org](mailto:ebes@ebesweb.org) (in case the file size is very large, you may use WeTransfer) latest on 12<sup>nd</sup> of April. If you send your presentation via WeTransfer, please kindly inform us. We will be confirming you in shortly after we successfully receive your presentation (For a useful guide about the making of PowerPoint Virtual Presentation, please take a look at [this tutorial video](#). If you have any technical problems, please do not hesitate to contact [demir@ebesweb.org](mailto:demir@ebesweb.org)).

Even if you choose to do PowerPoint Virtual Presentation, you will be able to watch each and every online session including your own presentation live on Zoom Software. You will receive a link via e-mail prior to the conference to join the sessions.

#### 2. Online (Live) Presentation via Zoom Software

Online (live) presentation option will give you the means to communicate with other participants and session chair of the respective session during Q&A. Each Q&A will be moderated by the session chair. You will also be able to attend other sessions during the conferences.

For this online presentation mode, you need to download [Zoom](#) client (it is free of charge), which is a platform designed to allow web based seminars and conferences. After successfully downloading and installing the software on your laptop or desktop, you will receive an invitation e-mail from EBES prior to the conference date. The link in the invitation will automatically take you to the webinar room via Zoom Software. The session chair will provide you the further details before the start of each session once you successfully join the webinar. Therefore, it is advised to attend the session ten minutes prior to the scheduled time.

In case you are not familiar with the Zoom Software or have any questions, we strongly advise you to have a trial live presentation with one of our EBES officers. This will give you the

technical knowledge to do the presentation smoothly. The trial live presentations will be held on 10<sup>th</sup> and 11<sup>th</sup> of April. The invitation for the trial session will be sent to you couple days prior to the aforementioned dates.

Please note the following details for your Online (Live) Presentation:

- You will be presenting your paper via screen sharing to the conference audience.
- Make sure to have a stable internet connection.
- You will be needing a laptop or desktop with a microphone or a headset. Using a webcam is not obligatory, however it is advised.
- A presentation should be 20 minutes.
- Anti-Virus programs are needed to be paused/disabled before the start of the live conference, if not it might block the webcam.

We strongly advise you to attend to the trial session with EBES officers, however if you cannot join the trial session, please refer to the following links: How to [download](#), how to join a [webinar](#), how to [screen share](#).