

Instructions for invited speakers, oral communication presenters, and moderated poster presenters

ICCBH
VIRTUAL
FORUM

Bone Fragility Disorders in Children

18-20 November 2020

Workshop & MTE Presenters please refer to the separate [Workshop Instruction Sheet](#)

Timings

Please be online 15 minutes prior to the beginning of your session and you will need to stay online for the entire duration of your session, including during the pre-recorded talks. Please refer to the [programme overview](#) for the timings.

Equipment

The following are a couple of steps you can take to ensure the best possible connection and help prevent loss in audio and video quality:

- Use a **wired connection** to your internet rather than WiFi
- **Close all other applications** on your computer for the duration of the session

The Main Stage

Once you have logged on to the Event portal (using the link and unique access PIN number sent to you via email) find your session on the **Timeline** page and click 'Join'. The system will recognise you from your log in details and will take you straight into the AIRCast Studio or 'Main Stage'. The screenshot below will give you a good idea of what you will see when you log on.

Once you are in the Main Stage click on the green 'Present' button on the control panel at the bottom of the screen and that will open up the 'Green Room' window. In the Green Room you can chat with others involved in the session. You will also be able to check your audio levels and talk with the event managers.

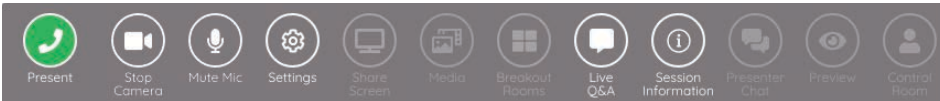


For more comprehensive instructions please check out the [ICCBH Speaker and Moderator Training video](#)

You can log in from **Monday 16 November** to familiarise yourself with its layout

SCREENSHOT OF THE MAIN STAGE

The screenshot shows the AIRCast Studio interface. At the top left, a label 'Number of attendees in session' points to a small icon with a person and a number. At the top right, a label 'Time remaining in session' points to 'End in 53m' and a label 'Clock App' points to a clock icon. The main area is split into 'MAIN STAGE LIVE' (showing 'LIVE PRESENTATION as viewed by attendees displays here') and 'GREEN ROOM'. At the bottom, a 'Control Panel' contains various icons for Present, Mute, Settings, Video, Audio, Chat, and others. A label 'Green Room Window' points to the 'GREEN ROOM' area.



Control Panel

Using the control panel at the bottom of the window you can:

- Access the Green Room
- Turn off your camera
- Mute your microphone
- Change your camera & audio settings
- Open the Live Q&A window
- See the session information

For more comprehensive instructions please check out the [ICCBH Speaker and Moderator Training video](#)

Clock App

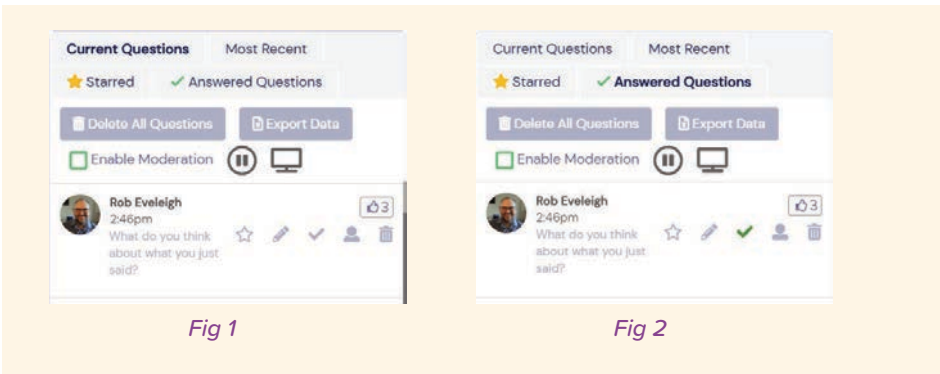


Click on the Clock App icon in the top right hand corner and a QR code will pop up. Scan the code with your mobile device and it will load a countdown timer for your session onto your phone or tablet.

Live Q&A Panel

During the session, attendees will be able to ask questions through the live Q&A box. Other attendees will be able to see these questions as well and can 'like' them using the thumb icon. Questions are then ranked by the most number of likes.

The moderators will ask you aloud any questions at the end during the dedicated time (fig 1). If there is not enough time and lots of questions, you will be able to send a written reply after the session has finished. Once they have been answered click on the tick icon under the question, the tick will turn green and it will move to the Answered Questions section (fig 2).



In case of any queries at all please do not hesitate to contact us at iccbh@brightelm.co.uk

During your session

- Please **mute your microphone** when you are not speaking.
- Please do not close, minimise or refresh your browser
- The Organisers will move you to the Main Stage at the appropriate time for discussion and to start and stop your pre-recorded presentation
- The moderators will monitor the Q&A whilst your session is running and ask you aloud any questions at the end during the dedicated time.
- If there is not enough time and lots of questions, you will be able to send a written reply after the session has finished.

Poster presenter and moderated poster presenter summary:

	PDF poster in poster gallery	3-minute video in poster gallery (via YouTube link)	3-minute video uploaded for moderated poster sessions	Online to answer Q&A at moderated poster session	Online to answer audience questions at ODD or EVEN poster sessions
Moderated poster (P1-P18)	REQUIRED*	OPTIONAL	REQUIRED	REQUIRED	REQUIRED
Poster only (P19 onwards)	REQUIRED	OPTIONAL	NOT REQUIRED	OPTIONAL (as attendee)	REQUIRED
DEADLINE	Tuesday 17 November 18:00 CET	Tuesday 17 November 18:00 CET	Thursday 12 November (midnight)	As per programme	As per programme

*If you have a moderated poster (P1-P18), please also view the instructions for poster presenters

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Session Format

INVITED SPEAKER TALKS

Wednesday 18 November: **15:00-16:00** and **18:30-19:00**

Thursday 19 November: **15:00-16:00** and **18:30-19:00**

Friday 20 November: **15:00-16:00** and **19:30-20:00**

*30 minutes each: 25 minutes for the pre-recorded talk + 5 minutes for live questions
Questions/discussion at end of session*

ORAL COMMUNICATIONS

Wednesday 18 November: **16:15-17:15**

Thursday 19 November: **16:15-17:15**

Friday 20 November: **16:15-17:15**

*10 minutes each: 7 minutes for the pre-recorded talk + 3 minutes for live questions
Questions after each individual talk*

MODERATED POSTER SESSIONS (P1 - P18)

Thursday 19 November: **17:30-18:15**

Friday 20 November: **17:30-18:15**

5 minutes each: 3 minutes for the pre-recorded talk + 2 minutes for live questions

ATTENDED POSTER SESSIONS (P1 - P58) – within the poster gallery

Thursday 19 November: ODD posters: **16:00-16:15, 17:15-17:30** and **18:15-18:30**

Friday 20 November: EVEN posters: **16:00-16:15, 17:15-17:30** and **18:15-18:30**

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