



GUIDELINES FOR EPOSTER PRESENTERS

All ePoster presentations have been assigned to one of the 5 Poster Sessions. Please check the times you are required to be online and 'live' for. The Poster Sessions will give you the chance to present live to your audience. Your materials will be available in the 'Resource Gallery' as well as within your ePoster presentation space.

Poster Sessions Date and Times

Poster Session I

Monday 20th September, 5:45 PM - 7:15 PM EEST (UTC/GMT +3 hrs/Greece, Athens time)

Poster Session II

Tuesday 21st September, 7:15 PM - 8:45 PM EEST (UTC/GMT +3 hrs/Greece, Athens time)

Poster Session III

Wednesday 22nd September, 7:15 PM - 8:45 PM EEST (UTC/GMT +3 hrs/Greece, Athens time)

Poster Session IV

Thursday 23rd September, 5:15 PM - 6:45 PM EEST (UTC/GMT +3 hrs/Greece, Athens time)

Poster Session V

Friday 24th September, 4:00 PM - 5:30 PM EEST (UTC/GMT +3 hrs/Greece, Athens time)

CLICK TO CONVERT THESE TIMES

We strongly recommend watching the following instructional videos and read the guidelines below.

- ✓ [Virtual Platform Guide](#)
- ✓ [ePoster Presenters Guide](#)

LIVE POSTER SESSIONS

During the congress, you will have the opportunity to present your poster live. **Live Poster Sessions** will run for 90 minutes every day.

During the **Live Posters Session**, you will be able to present to a live audience and share your screen to present a set of slides or your display poster.

The Live Poster Sessions use a queuing system, where you can bring a maximum of **50 audience members** into your presentation at any one time.

We recommend planning your ePoster presentation to last for approximately 8-10 minutes so that you can present it to several audience groups throughout the total assigned time of 90 minutes. Thus, you would be able to present your poster to approximately 9 different groups of audience for the entire 90-minute duration of the session. *Please note that this is entirely at your discretion, and you may allocate your 90 minutes as you prefer.*

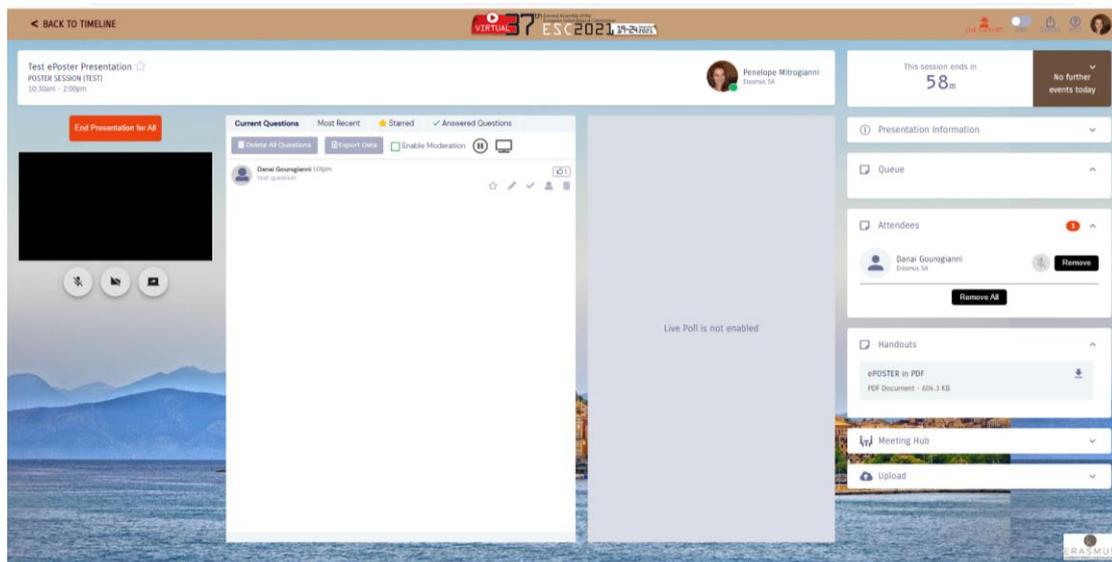
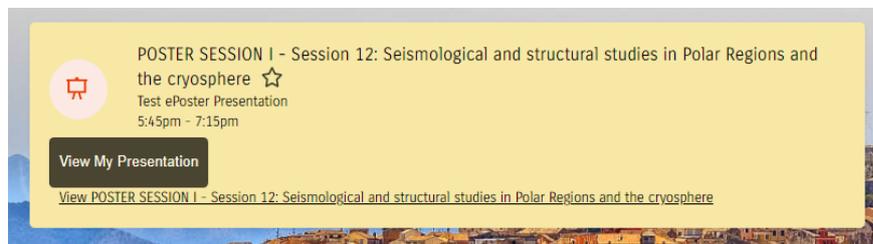
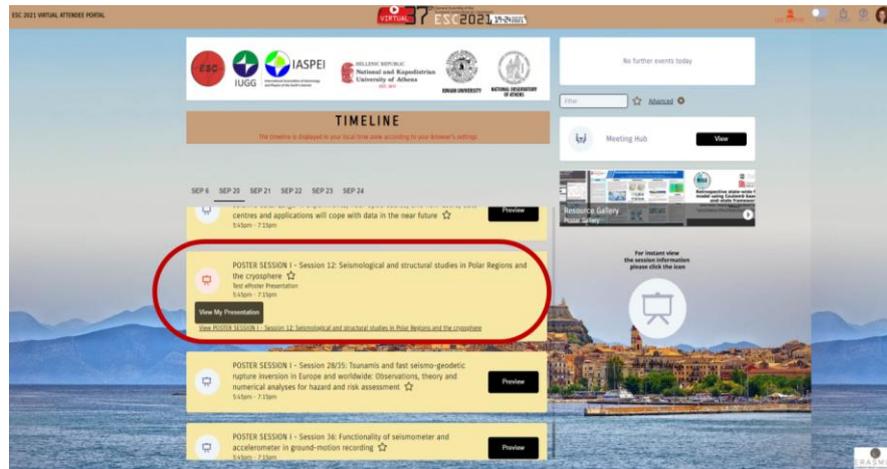


Audience members have the option to speak directly to you, but only you as the presenter will have video capabilities.

How to Access the Poster Session as an ePoster Presenter

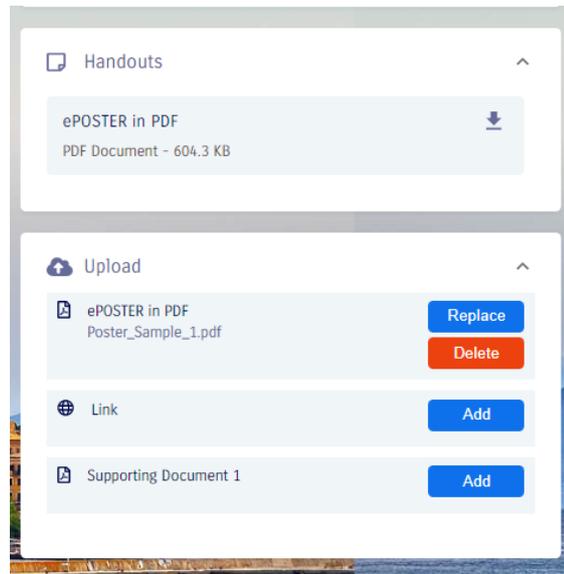
You can access your poster presentation in the **ESC 2021** Virtual Platform in your assigned Poster Session (I, II, III, IV, or V).

- ✓ To access your presentation space after logging in to OnAIR, click '**View My Presentation**' on the timeline (you can also view all the other presentations by clicking 'View Poster Session')



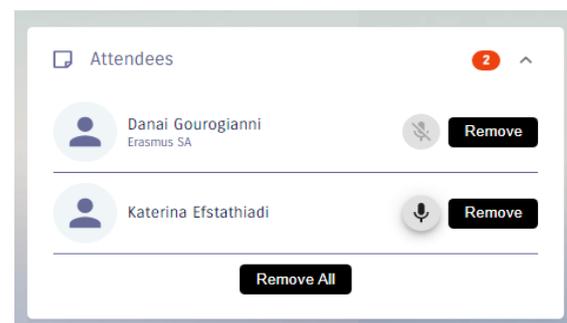
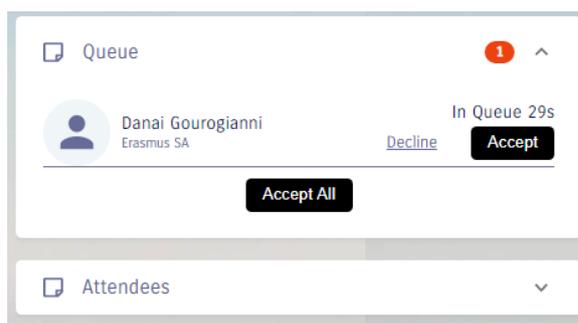
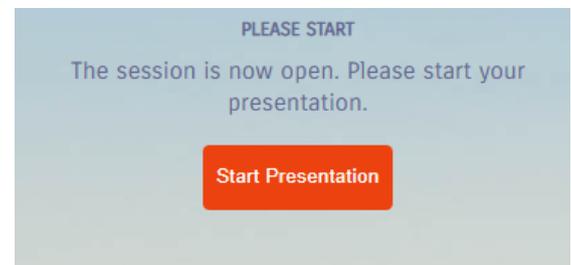


You can familiarize yourself with the control panel, check and upload any document that you want to be available during your session in the 'Upload' field. Attendees will be able to upload any files you have available in the "Handouts" and "Upload" field.



Presenting Live

- ✓ Attendees can either browse your materials or engage in live discussion with you.
- ✓ Once you have clicked 'Start Presentation', attendees will be able to join your 'queue' and wait for you to add them into your live presentation.
- ✓ If you wish to leave your presentation prior to the end of the session, then click 'End Presentation For All'. You can accept multiple attendees to listen to you at the same time (up to 50). Attendees will be able to talk to you and you will be able to hear them in real-time.
- ✓ You may limit the number of attendees in one session, or you may accept all waiting in queue (maximum 50 people). We recommend that you advise attendees to keep their microphones muted unless they have a question. Please note that as a presenter you will be able to mute an attendee's microphone but only the attendee can unmute it on their own.





- ✓ As soon as you click to accept the attendee, they can hear you and you can start talking to them. They will be moved from your Queue to your Attendees list in the side panel.
- ✓ Once you are done with your presentation, remove all attendees and accept the next group. You may then repeat the process until the Virtual Poster Session comes to an end. Once the session is finished, click **'End Presentation'**.

Technical Tips for Presenters

- ✓ Do not use a VPN connection. Institutions and other facilities may use a VPN that blocks access to the platform
- ✓ Ensure you have a strong, stable internet connection (hardwire if possible, and close other applications or streaming sites that may strain your connection)
- ✓ Use a headset with microphone (if available)
- ✓ Have a secondary laptop on standby (if available)
- ✓ If using a laptop or a small screen. Update your Display Settings – Scale and Layout to 100% to better fit your screen (standard default is 125%)
- ✓ Log into the Online Event Portal using Google Chrome (recommended), Edge or Firefox at least 15 minutes prior to the scheduled start time.
- ✓ Disable any pop-up blockers
- ✓ Have your PowerPoint Presentation or video (if any) open and test your screen sharing to ensure this is working correctly prior to your presentation start time

ADDITIONAL NOTES

Length of poster presentation within the Live Poster Sessions

There is no set cut off for the time you have the attendees accepted in the video chat function of the live poster session.

Availability

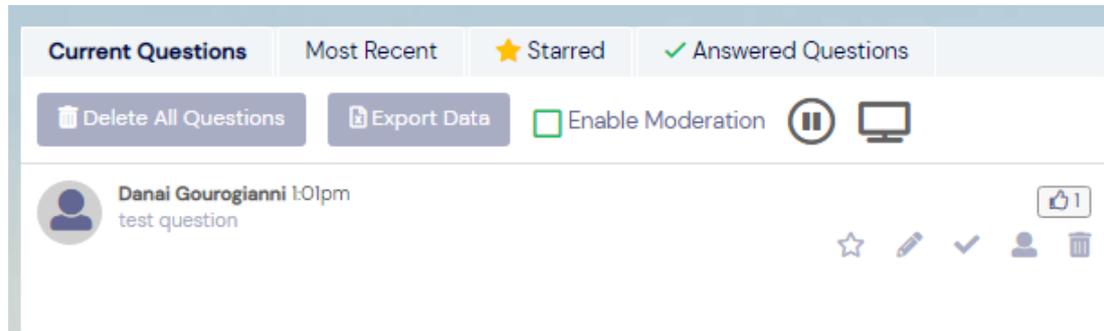
We recommend you are available for the full time of the Live Poster Session your work belongs to, to be able to accept attendees and give your talk.

Will I be recorded?

There will be no recordings of the live component of the sessions.

Live Q&A

Throughout the presentation participants will be able to submit questions via the Live Q&A Feed in the Online Event. These questions will feed through to the Q&A Panel in the presenter view of the session.



- ✓ You can answer questions verbally during your presentation or you can text reply by selecting the pencil icon when hovering over the questions.
- ✓ Attendees can also upvote questions, so it is beneficial to look out for questions with lots of thumb ups.
- ✓ If you do not get a chance to answer all the questions, once the session has concluded you are welcome to go back through the feed and answer the questions via text reply. If you decide to do so, it would be best to inform the attendees before leaving the session, that you are planning to answer all pending questions in the text function.
- ✓ You can also export the full Q&A feed (including your written responses) in an excel spreadsheet by clicking Export Data.

Please note that the live poll function will not be available during the ePoster sessions.

Live Support

No matter where you are in the ESC 2021 virtual platform, if you are having any issues with your audio, visual and access, click the red headset icon on the top right-hand-side of the top menu bar and send our Team a message to troubleshoot any issues as they arise.