Virtual Conference

Berlin, Germany
December 16–19, 2020

**European Conference
of Family Doctors**
DEGAM Annual Congress

Core Values of Family Medicine:
Threats and Opportunities

INSTRUCTIONS FOR SPEAKERS AND CHAIRS
THE VIRTUAL EUROPEAN CONFERENCE OF FAMILY DOCTORS

TECHNICAL PRE-REQUISITES

For correct function of the online Conference platform please follow the minimum system requirements:
- ➢ Microsoft Windows or Mac OS based device
- ➢ Latest Chrome and Microsoft Edge internet browsers (*other browsers are not fully supported*)
- ➢ Noise cancelling headphones with microphone to reduce background noise
- ➢ Stable Internet connection (minimum 10/10Mbps)

LOGIN

To attend the Virtual Conference, please visit the live conference website
(https://familydoctorseurope2020.gcon.cz) and click the **User Login** link in the top right corner of the page.

The site will request your login credentials *(email address and password)*
- ➢ On your first login attempt the site will ask you to provide your email address *(the e-mail address you were registering with)*, your password will be automatically sent to this address *(it is coming from the e-mail address info@gcon.cz)*.
- ➢ !! Please note the LOGIN to the LIVE part of the Conference will be available for SPEAKERS from **December 3**) !!
- ➢ !!! Please note the password for Virtual Library differs from the password for LIVE STREAM !!!

SPEAKERS READY ROOM AND SELF TESTING

Your equipment and the internet connectivity can influence the performance and quality of the virtual Conference stream. It is highly recommended to first test these in the **SPEAKERS READY ROOM**.

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http://www.woncaeurope2020.org

Organized by
DEGAM (WONCA Member)

DEGAM
Deutsche Gesellschaft für
Allgemeinmedizin und Familienmedizin

Wonca
World family doctors. Caring for people
EUROPE

GUARANT
INTERNATIONAL

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| HOME | LIVE STREAM VIRTUAL HALLS | LIVE WORKSHOPS | LIVE POSTER DISCUSSION | VIRTUAL LIBRARY |
| EXHIBITION & WONCA VILLAGE | HELPDESK | YOUR BOOTH | SPEAKERS READY ROOM | MY REMOTE PARTICIPATION |

1   2   3   4   5

Technical requirements for speakers and chairs

For a smooth running congress and a simple connection, we recommend implementing the following requirements.

- **internet connection:** at least 10Mbps upload and 10Mbps download
- **internet browser:** the latest version of browser Google Chrome or Microsoft Edge
- **network:** allowed UDP port 9000 for IP address 37.205.14.195
- **sound and video:** we recommend headphones with a microphone
- **tip for you:** make sure nothing disturbs you during your presentation
- **tip for you:** check the camera position and choose a room with proper lighting.

Next step

➢ Please make sure to visit the **SPEAKERS READY ROOM** no later than 30 minutes before your session starts, to cede us adequate amount of time to provide you support in case you are facing technical issues.

➢ To test the stream quality (only available for Chairs and Speakers):
   o Visit the **SPEAKERS READY ROOM**
   o The testing wizard will guide you through the process, to proceed through the test, press the Next step button

   o First test will check your internet connection speeds and browser version.

   o Be aware that the internet speed test is done against our virtual Conference platform directly and may not reflect the local internet speed guaranteed by your provider.

   o After testing your microphone, camera and screen sharing the final test will verify that your network has port 9000 enabled which is required for the screen sharing and live stream connection. If all is successfully tested, you will see a video stream confirming all tests went OK.

   o If any of these tests fail, please contact the technical support directly

Browser and network test

Please test your browser and internet connection.

- **Our tip:** Using LAN cable will give you a faster and more stable connection than wifi.
- **Our tip:** Plugging your laptop to the charger will also increase the performance of the device.
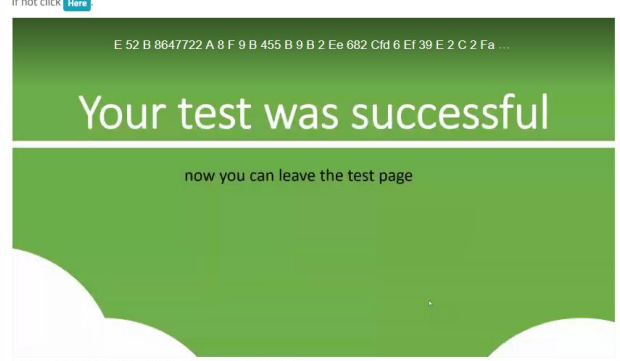
Start test

Browser:	**OK**
Download:	25.52 Mbps
Upload:	14.4 Mbps

Next step

The final test of your connection
This test is testing your current network, if you change your network you need to test your connection again.

Now you will be connected to the virtual room - **testing accessibility of port UDP 9000**
In front of you, you will see a green animated text telling you what to do next.
If not click **Here**.

E 52 B 8647722 A 8 F 9 B 455 B 9 B 2 Ee 682 Cfd 6 Ef 39 E 2 C 2 Fa …

Your test was successful

now you can leave the test page

In case your problems still persist, click on the button bellow.

Contact technical support

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ACTIVE PARTICIPATION (SPEAKERS, CHAIRS)

To participate in your session as **a speaker or a chair**, please navigate to **MY REMOTE PARTICIPATION**. This will enable you to actively contribute to the session, speak, present etc. after the technical chair enables these features to you.

After entering **MY REMOTE PARTICIPATION** section, you will see your assigned sessions only
- To join the session, click on: **Enter the Session** button
    o This button will be active only after the session is open for participation
    o Button is active 10 minutes before the start time of the session

A. **CHAIRS**
Your microphone is automatically activated as soon as you enter the session, and you are able to speak to the audience, to other chairs and all speakers in the session for the duration of the session.
    o You will also hear our technical support, who will be allowed to speak to current presenting speakers at your request.
    o Under the preview of the ongoing presentation, you can always see the schedule of the entire session and who is already remotely present in this session (their names are highlighted in green).
    o The chair moderates the session/ single presenter: he/she introduces the author and manages all questions during the life discussion of the sessions.

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- o The co-chair remains in the background and he/she is responsible to observe the chat box. He or she can always raise any of the questions in the Q&A box which was not answered yet. In case of technical problems, the co-chair informs the technical support of Guarant to provide help. He/she shell be also responsible for keeping the time of the session.

B. **SPEAKERS**
   After entering the session, you can hear the chairs and the current speaker and see a preview of currently running presentations.
   - o Your microphone and presentation sharing remain inactive until enabled by the chair.
   - o The technical support will automatically launch your pre-recorded presentation.
   - o Once your pre-recorded presentation is over and when enabled/prompted by the chair, a screen-sharing window will automatically appear on the screen and your microphone will be activated for discussion.

➢ Please make sure you have provided your pre-recorded presentation in advance by 7 **December 2020.**
➢ Before entering the session, please make sure that you have passed the Speakers Ready Room test.

LIVE STREAM AND Q&A

To attend the running sessions, you can find the full Conference program under the Live Stream button. Here find your desired section/hall and the list of sessions will be presented to you. Please click on the Room to enter the stream.

Under Live Stream there is a one Virtual Room available according to the program:
➢ Once you click on the room, you enter live stream Conference.
➢ For having open program next to the live streaming, we suggest to open program on another tab of the web browser.

! While attending the live stream of the Conference participants have the option to raise their questions in 2 ways !

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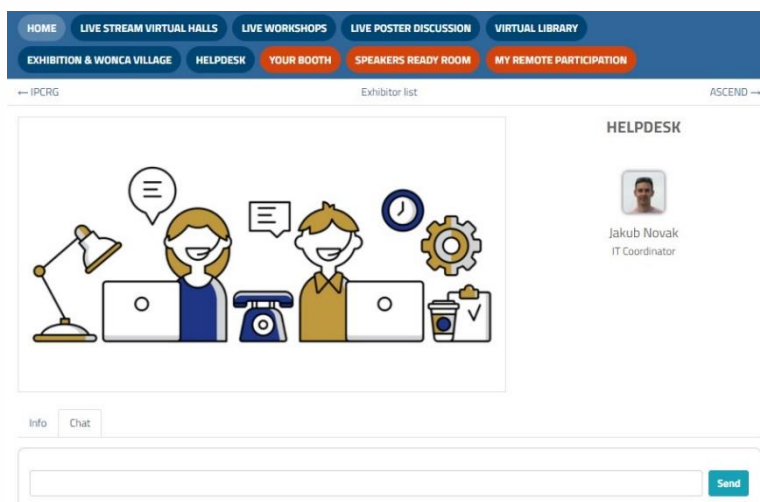**Threats and Opportunities**

Questions: Serves as chat for the currently running presentation. It is closed when the presentation ends and cleared before start of next presentation.

Discussion: Is open for the whole room and available through-out the full duration of the event for continuous discussion.

! During your presentation, the questions are reviewed by the chair and will be read by him/her after your presentation ends.

HELPDESK

In case you face technical difficulties and need support from our technical team, please contact us through the **Helpdesk** menu. Here you can find links to download system manuals or use the **Chat** option to communicate directly with our support personnel.
Type your message to the chat box and click **send,** this will add your chat in to our support queue and one of our agents will reply to you as soon as possible.

➢ You can leave the chat and return to it at any time, it will stay saved for you.
➢ You can have the chat open in separate browser window while still watching the live stream or visiting other part of the online event.
➢ The Helpdesk operating hours will be posted soon