



User Guide for Chairs

Download App „MyEASM“

The programme of the EASM conference including the links for the virtual rooms for attendees is only available online. For mobile devices, we recommend to download the EASM app "MyEASM". Please download the app and test the functionality. The app is available for both Apple and Android devices and as a web app for laptops.

For Android devices: <https://play.google.com/store/apps/details?id=cc.conferences.easmapp>

For Apple devices: <https://apps.apple.com/gb/app/myeasm/id1527093062>



Laptop and desktop users are advised to use the web app (<https://easmvirtualconference-easm.web.indrina.com/>).



General information for presenters

Please take note of the following information for your session:

- All presentations need to be **hold live**. Asynchronic presentations are not allowed.
- The time slot of 20 minutes for each presentation is divided into max. **12 minutes for oral presentation**, 5 minutes for questions and discussion, and 3 minutes for preparing the next presentation.
- Time management is of particular importance for every conference. All chairs are therefore requested to **strictly adhere to the time schedule**, not to deviate from it and to **ensure that the presenters keep to the scheduled times**.
- **Please log in at least 10 minutes before** the session starts. Please use the remaining 10 minutes to **coordinate with the presenters and the technical assistant** (host) and to test audio, video and presentation.
- Presentations will not be **recorded** due to European data protection regulations.
- Presentation files will not be stored. It is up to the presenters to share the presentation file with conference delegates on request.



Different roles, rights and responsibilities

Host (Technical assistant)

Each session is led and moderated by a chair. The chair is supported by a technical assistant who ensures a smooth technical process in the background and manages all access rights. These are primarily student volunteers from the German Sport University Cologne.

Chair (Co-Host)

The chair is responsible for the moderation of the session. They welcome the participants, briefly introduces the presenters and give the floor to the presenters. They also lead the discussion. The chair is also responsible for keeping the time and to the schedule. They also start and finish the session. Chairs have audio and video rights.

Presenter

Presenters have for their session audio and video rights. Shortly before they start their presentation, the technical assistant (host) will assign the presenter (only one) presentations rights, which allows sharing the screen with the conference delegates. If presenters attend any other session, they have the same rights as attendees.

Attendee (Conference delegate)

Conference delegates have no audio and video rights by default. For the discussion after presentations, the technical assistant can provide audio rights to attendees.



General technical information

Please take note of the following general technical information to ensure good video and audio quality:

- Choose a uniformly and **brightly lit place**.
- Align your **camera** so that you are clearly visible in the screen. The camera should be at about eye level.
- Make sure the **background** is well-ordered and calm.
- Use a **stable internet connection** via LAN with sufficient bandwidth, but at least 10 Mbit/s (ideally do not use wifi).
- Ideally use a **headset** for optimum audio quality.

Before you open the link for a virtual room of the EASM conference, please note the following specific technical information.

- To ensure the best possible quality via the Webex Event platform, you must download the Webex Meetings App. This applies for user of **mobile devices** and of **laptops or desktops**.
- Please download the Webex Meetings App and install the software on your device: <https://www.webex.com/downloads.html>.



Using laptop/desktop presenting @ EASM Virtual Conference

Using Webex Meetings App

Prior the start of conference you will receive a link for your session via email, which automatically assign you with audio and video rights, which is not the case for the link for attendees. Therefore, please do not share this link with someone else.

Click on the **link for panellists** (alternatively copy the link and paste it in your browser). You will be guided to the following page.

Webex Events

Event Information: ABC 123

The 28th EASM European Sport Management Virtual Conference
#EASM2020 www.easm2020.com

Event status: ✔ Started
Date and time: Tuesday, 8 September 2020 15:00
Europe Summer Time (Berlin, GMT+02:00)
[Change time zone](#)
Duration: 1 hour
Description:

By joining this event, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#).

Before you join the event, please [click here](#) to make sure that you have the appropriate players to view UCF (Universal Communications Format) rich media files in the event.

Join Event Now as Panelist

To join this event as a panelist, provide the following information.

First name:
Last name:
Email address:

[Submit](#)

If you are the host, [start your event](#).

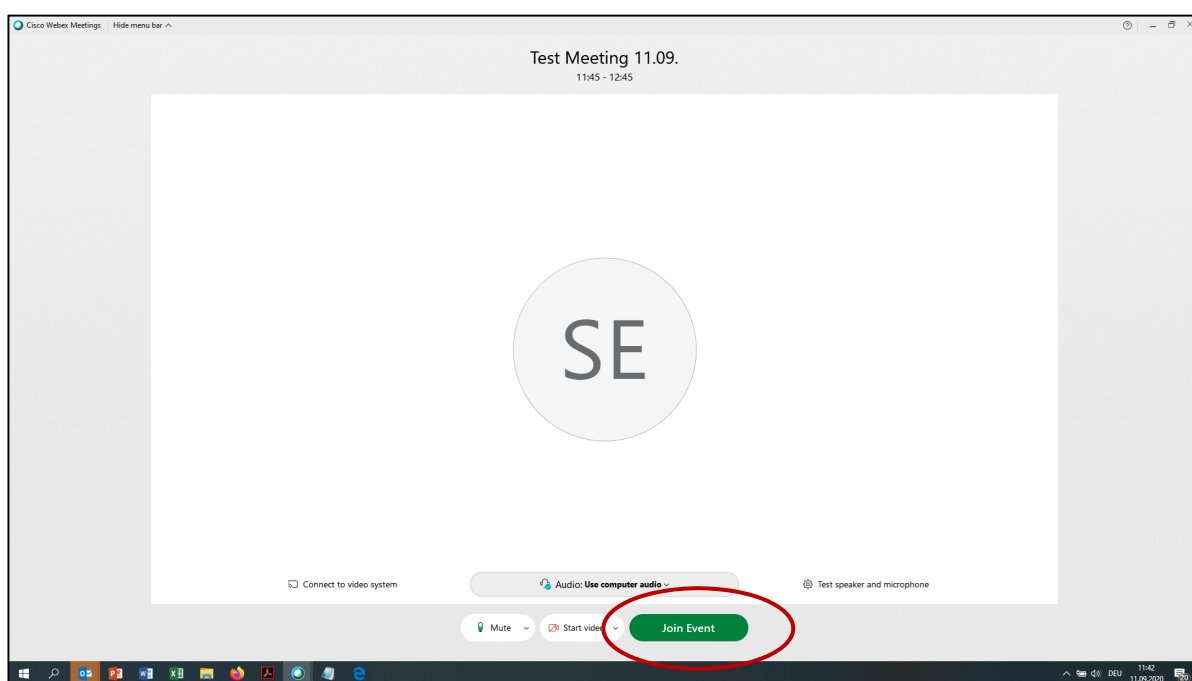
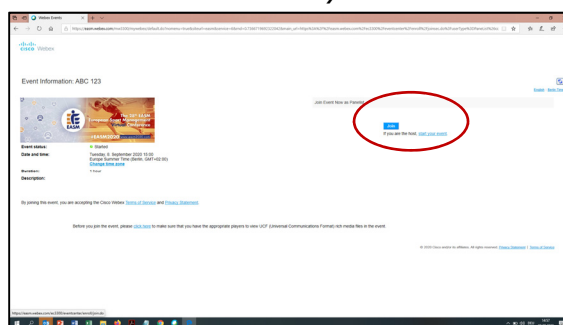
© 2020 Cisco and/or its affiliates. All rights reserved. [Privacy Statement](#) | [Terms of Service](#)



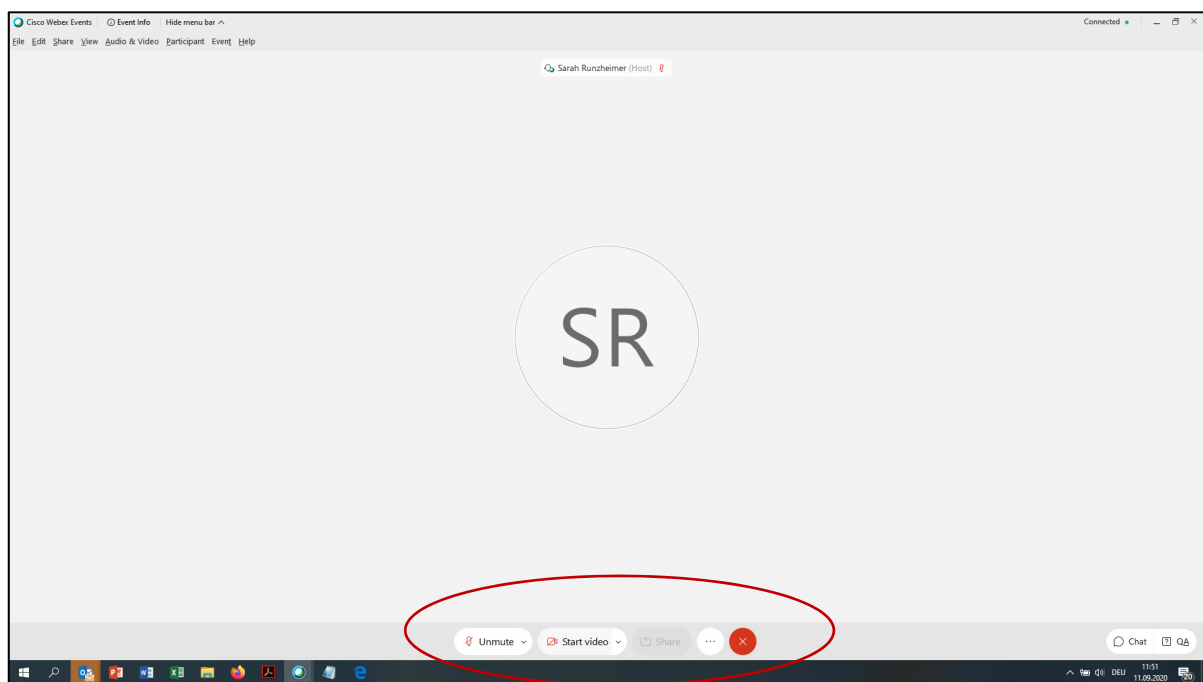
Please provide your full name and your email and click the button "Submit".

If you want to provide your affiliation use the field for the family name like this: [Family name] | [Affiliation].

After you pushed the "Submit" button please confirm by pressing "Join".

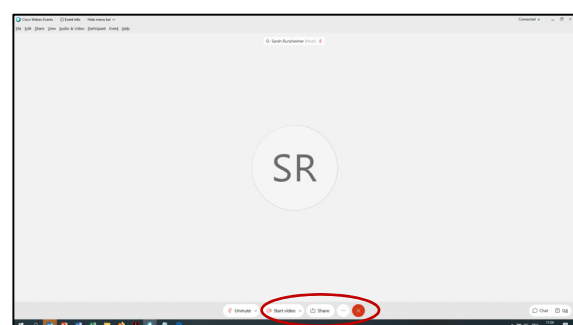


When you see the screen above, please click the green button "Join Event".



Now, you are in the virtual room of your session. In the centre of the bottom line, you see the main functions. Here you can mute and unmute your microphone and switch on and off your camera.

The technical assistant (host) of the meeting will assign the presenter with presenting rights. When the presenter can see the button **"Share"** then they are able to share their presentation with the audience. You will not have the right.





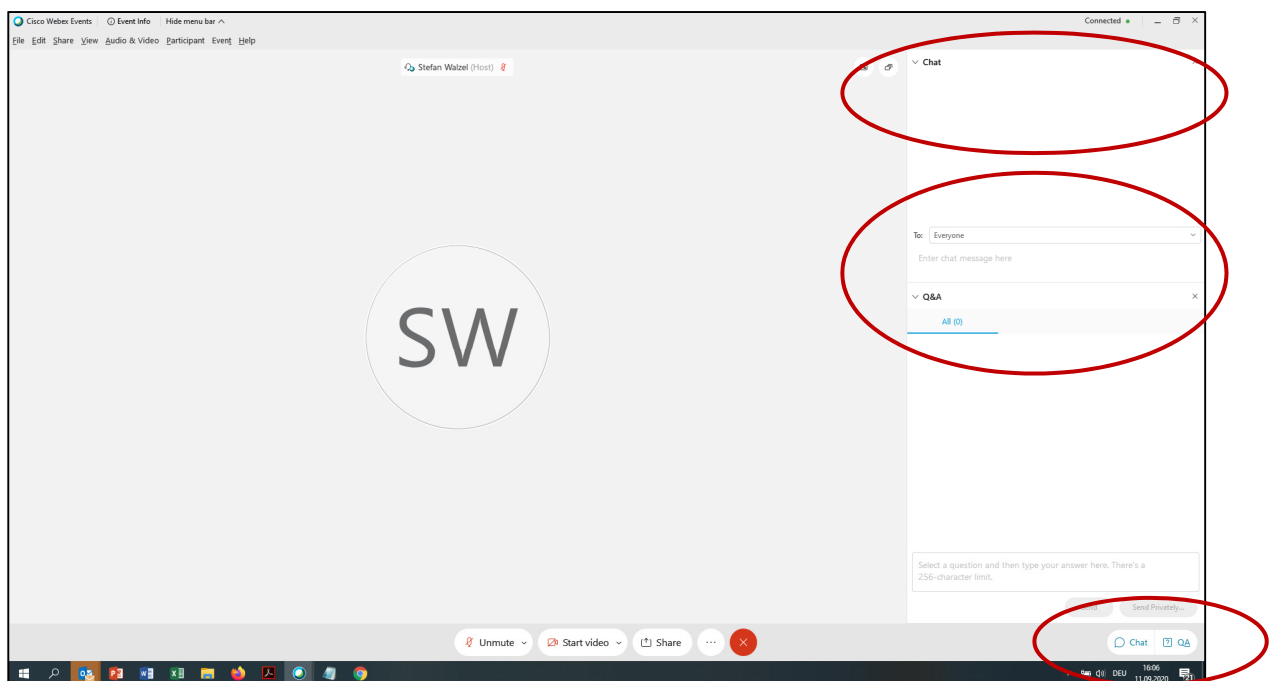
About two minutes before the next presentation will start, the next presenter will be assigned with the presentation rights by the technical assistant (host). The systems allows **only one person appointed as presenter** at the same time per session.

If a presenter wants to co-present with a co-author, please note that it takes too much time to switch the presentations rights among them. The presenters are informed about this and are asked to prepare themselves for this scenario.

Please remind the presenters of the same session, who are currently not presenting, **to mute their microphones and to switch off their cameras** via the buttons in menu bar at the bottom line, so that the focus is on the current presenter.

After the end of your session, please leave the session by pressing the button with red **"X"**. This is particular important for conference themes with several sessions. If you want to follow another session of this conference theme, please use the link for attendees in the conference programme. This helps the host to better overview and manage the individual sessions.

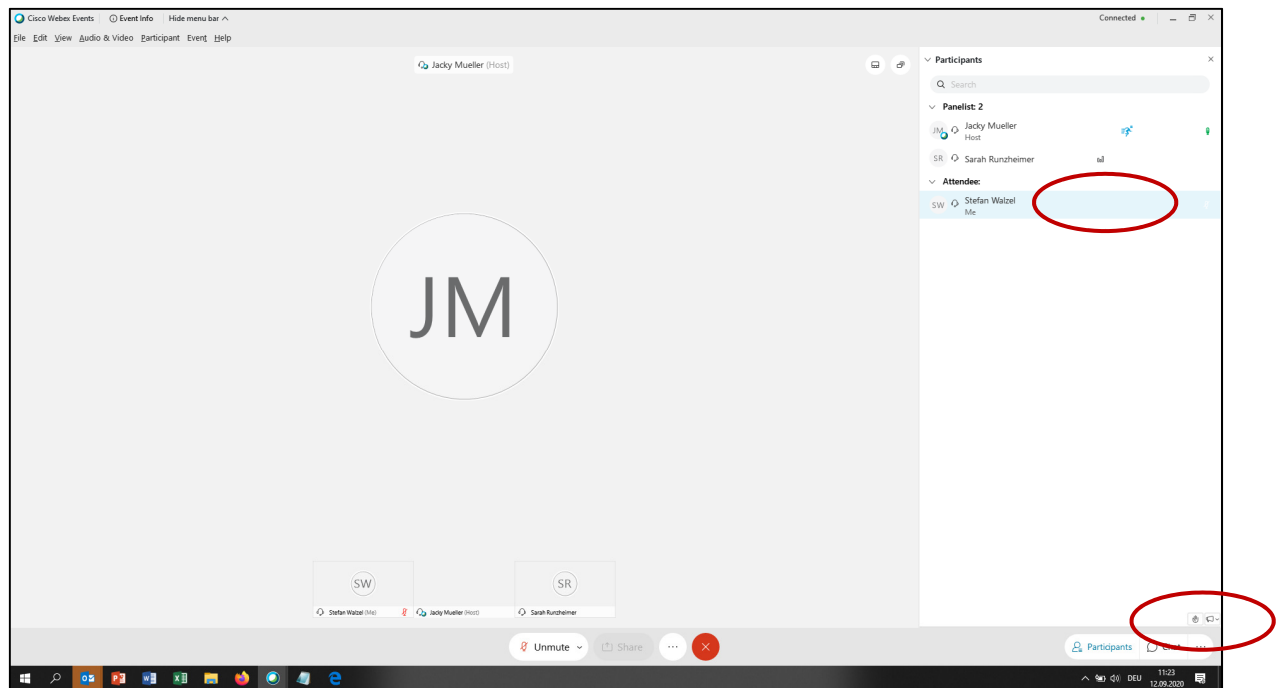
For the two workshops, there might be different rules. Please ask the workshop governors how they want to handle this.



Via the menu in the bottom line, you can open the chat and Q&A window (at your right hand side).

The **chat** is open for communication between attendees privately and publicly. The technical assistant (host) of each session will manage and supervise the chat, for example in case someone has any technical problem.

For questions and comments concerning the presentation, attendees are encouraged to only use the **Q&A** room and not the chat room. Depending on the number of questions and the available time, this is the perfect place for continuing the discussion.



Conference delegates (see their view in Webex Events above) are not assigned with audio and video rights, when they enter the session. After one presenter has finished their presentation, attendees can signal that they have a question or a comment by clicking the button with the hand (right hand side at the bottom). If this is the case, you see the hand next to the attendee. Please scroll down the list of attendees to check this.

You as the chair can call the person's name in order to ask their question or to comment on the presentation. At the same time, the technical assistant will provide this person with audio rights. Directly afterwards the audio right will be withdrawn. Another option for the discussion is to read out a question or comment from the Q&A.



Technical test prior the conference start

In order to secure a smooth process and to reduce technical issues to a minimum, we offer all chairs a technical test before the conference starts. Please **choose one of the provided dates below** and attend the test events via the provided links.

Please read the instructions above and download the Webex Meeting App **before you attend the test event.**

We strongly recommend **using the same device and environment**, which you will use for the conference.

Thu, 18th Sep 2020

08:00-09:00 am CET (SR)

<https://easm.webex.com/easm/onstage/g.php?MTID=e690ba9d187c79f780425a4e301b26295>

01:00-02:00 pm CET (JM)

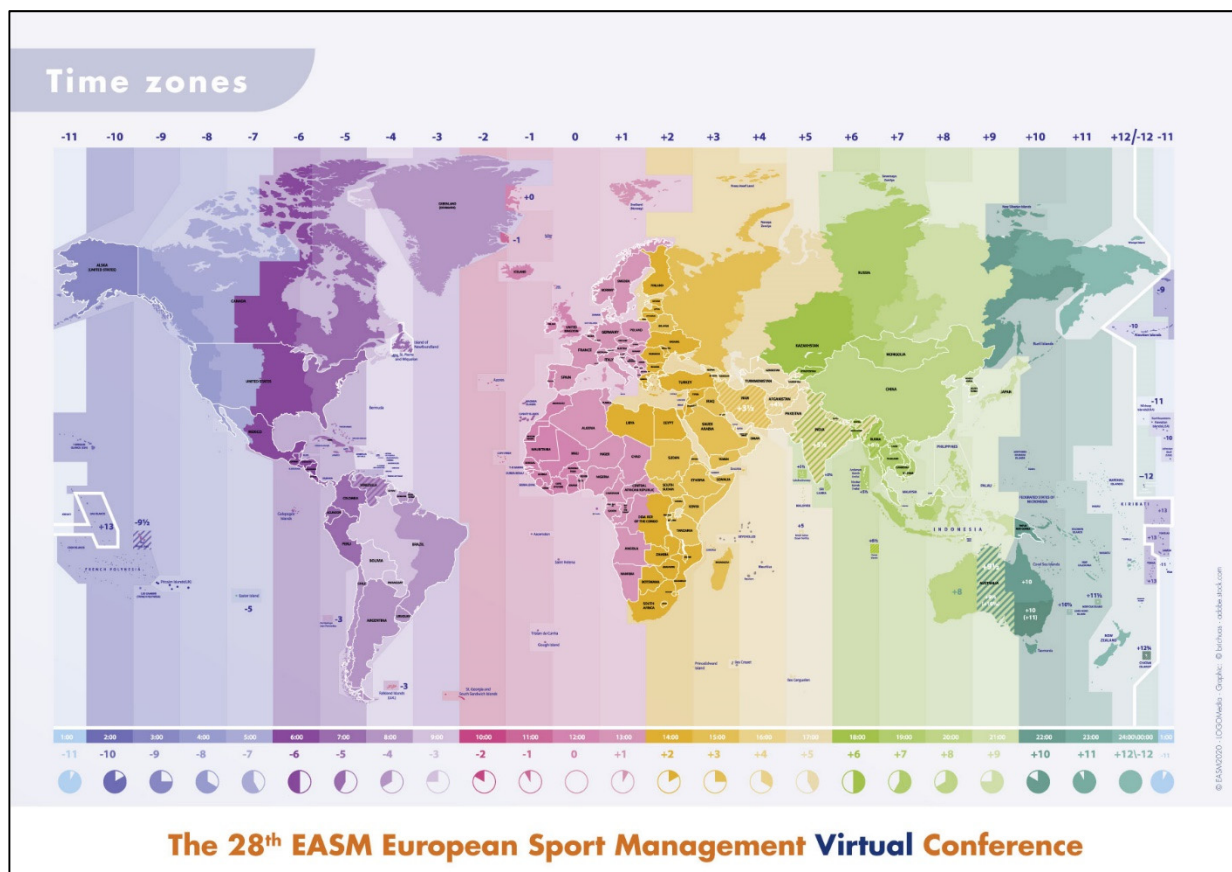
<https://easm.webex.com/easm/onstage/g.php?MTID=eda7eb1f9aa553918e3361f05918af2ee>

06:00-07:00 pm CET (JM)

<https://easm.webex.com/easm/onstage/g.php?MTID=e17a9ed464fcdec4428ce7edb33bd8a62>



Please note that all times refer to the Central European Time (CET) zone (Berlin, Brussels, etc.). Please check your local time again.





Useful links for technical problems with Webex Events:

- <https://help.webex.com/en-us/9eed9t/Get-Started-Joining-a-Meeting-Event-or-Training-Session-with-the-Webex-Web-App>
- https://help.webex.com/en-us/kwmj5eb/Join-a-Cisco-Webex-Event#task_967150A4B81C346545ADAFF4E87BAA25
- <https://help.webex.com/en-us/WBX9000018881/Troubleshooting-Meetings>