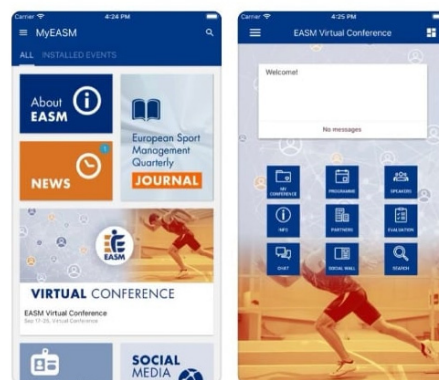# User Guide for Delegates

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 also 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 presentation:

- All presentations will 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.

- Please respect the **intellectual property** of the presented research. **Taking pictures** of slights or **record presentations** without approval is **illegal** and a serious matter, which can have **legal consequences**.

- Presentations will **not** be **recorded** due to European data protection regulations.

- Presentation files will not be storaged. If 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 presentation, 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 quality:

• 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.

• If you want to connect via a **mobile device**, you need to download the Webex Meetings App (https://www.webex.com/downloads.html).

• Users of **laptops or desktops** have the possibility to connect via an internet browser (Mozilla, Chrome and Safari are recommended by the provider) or the Webex Meetings App (https://www.webex.com/downloads.html).

Using laptop / desktop for attending EASM Virtual Conference

Option 1:

Using Webex Meetings App

Click on the link for the respective virtual room in the EASM App, you want to attend.

Now, you are in the virtual room of your session. In the centre of the bottom line, you see the main functions.

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

Option 2:

Attending via browser

Click on the link for the respective virtual room in the EASM App, you want to attend (alternatively copy the link and paste in your browser).

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].
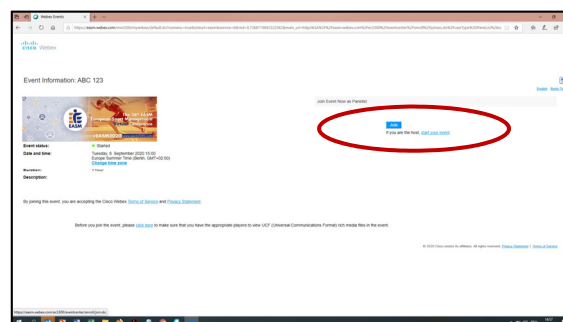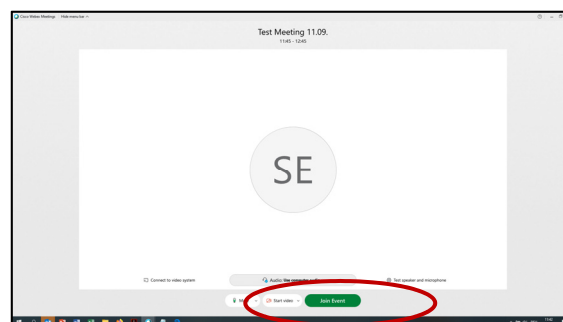
Using Webex Meetings App
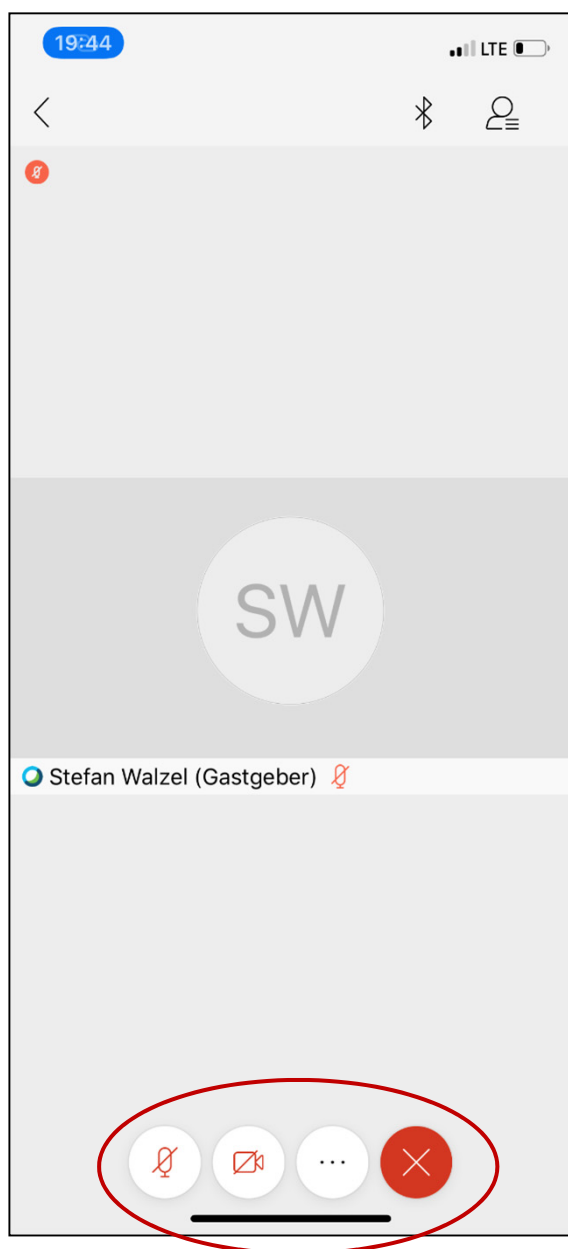
Attending via browser

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

When you see the screen above, please click the green button "Join Event".
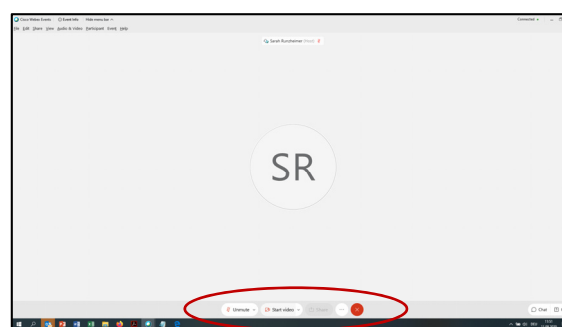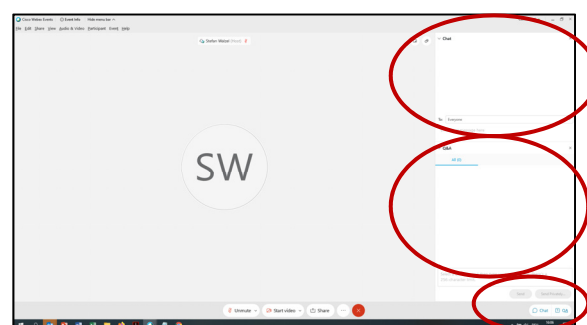
Using Webex Meetings App

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 you have any technical problem.

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

Attending via browser

Now, you are in the virtual room of your session. In the centre of the bottom line, you see the main functions.

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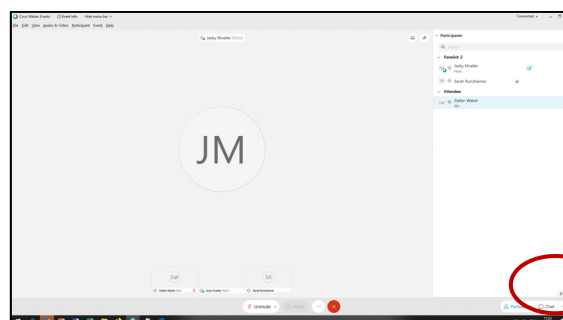
Using Webex Meetings App

Conferene delegates are not asisgned with audio and video rights by default. After the end of the presentation, attendees can signal the moderator that they have a question or a comment by clicking the button with the hand (right hand side at the bottom).

The session chair will 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 audio rights. Directly afterwards the audio right will be withdrawn.

Attending via browser

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 you have any technical problem.

For questions and comments concerning the presentation, please only use the **Q&A** room and not the chat room. Depending on the number of questions and the available time, this the perfect place for continuing the discussion.
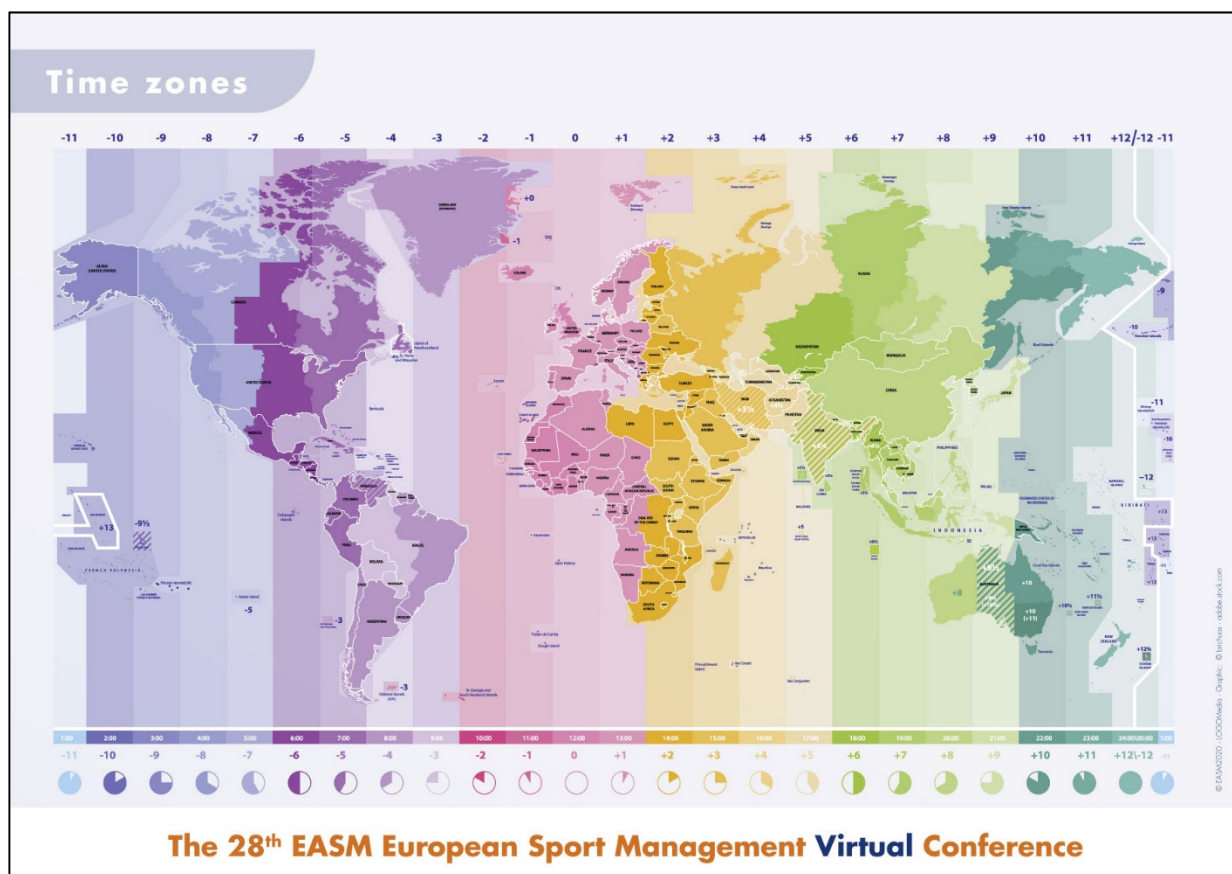
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The session chair will call the person's name in order to ask their question or to comment on the presentation. At the same time the technical assistant will provide this person audio rights. Directly afterwards the audio right will be withdrawn.

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