



User Guide for Presenters

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 as well 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 your presentation

Please take note of the following information for your presentation:

- All presentations need to be **held live**. Asynchronous presentations are not allowed.
- The time slot of 20 minutes for each presentations is divided into max. **12 minutes for oral presentation**, 5 minutes for questions and discussion, and 3 minutes for preparing the next presentation.
- We kindly ask you to login 10 minutes early to session in which you are presenting to ensure a smooth process
- Please take note that conference delegates can easily take pictures of your slides or record presentations without our approval. Therefore, we strongly recommend abstaining from **sensitive information**.
- 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 and rights

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 assigned 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 the presenter to share 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 for your presentation 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 assigns 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](#).

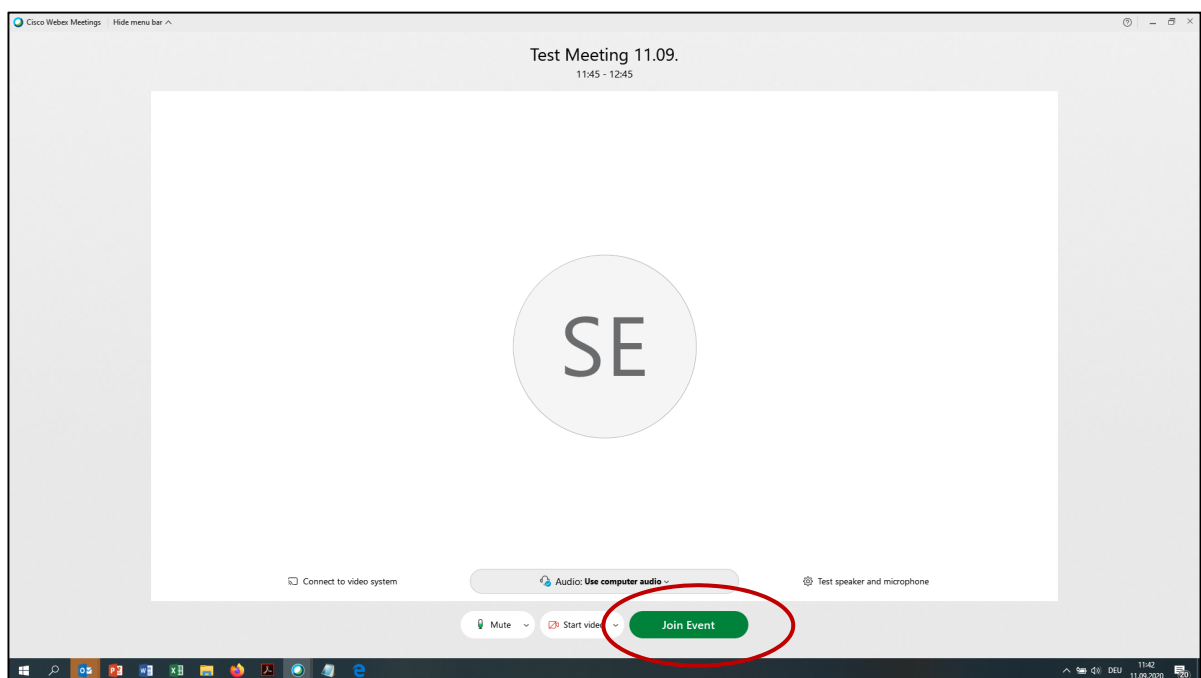
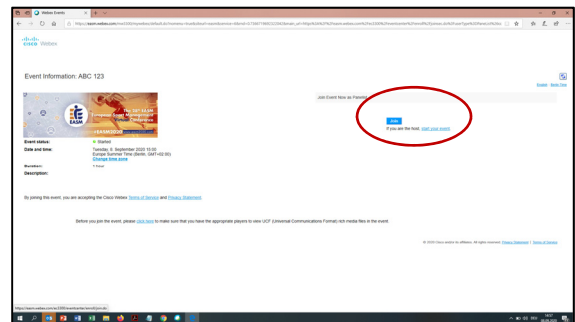
© 2020 Cisco and/or its affiliates. All rights reserved. [Privacy Statement](#) | [Terms of Service](#)



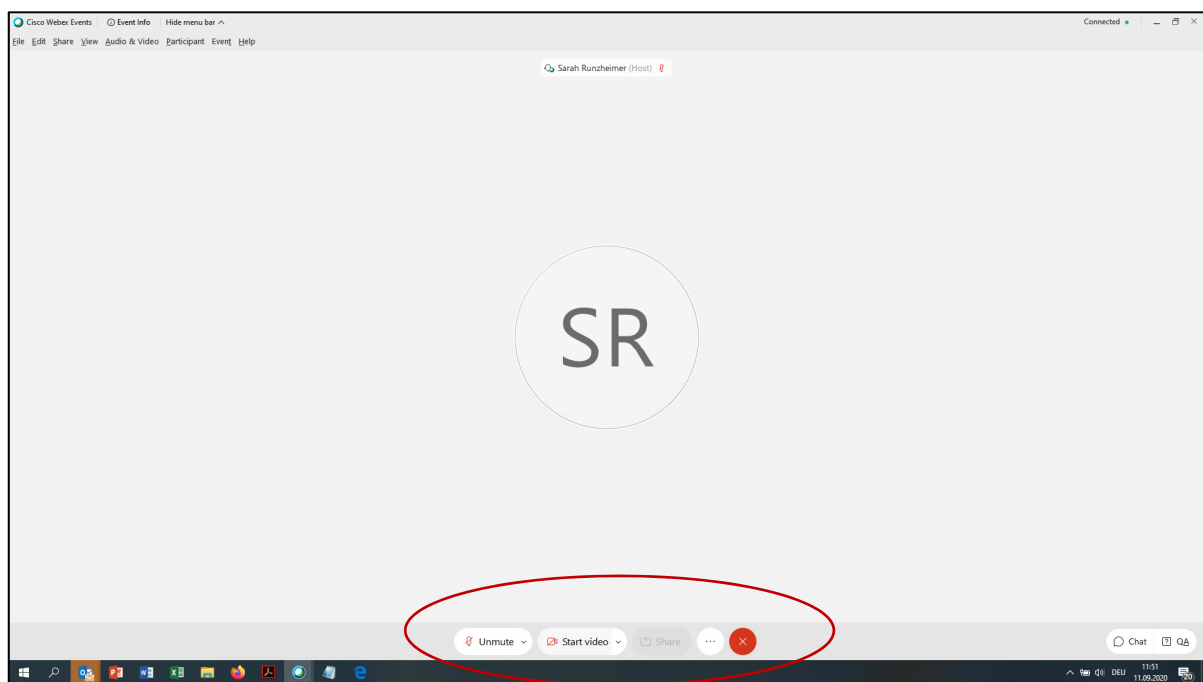
Please provide your full name and your email and click the button "Submit".

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".

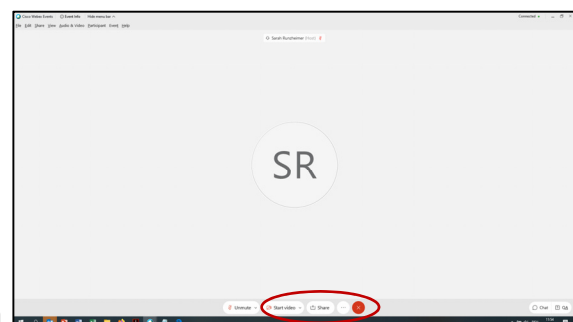


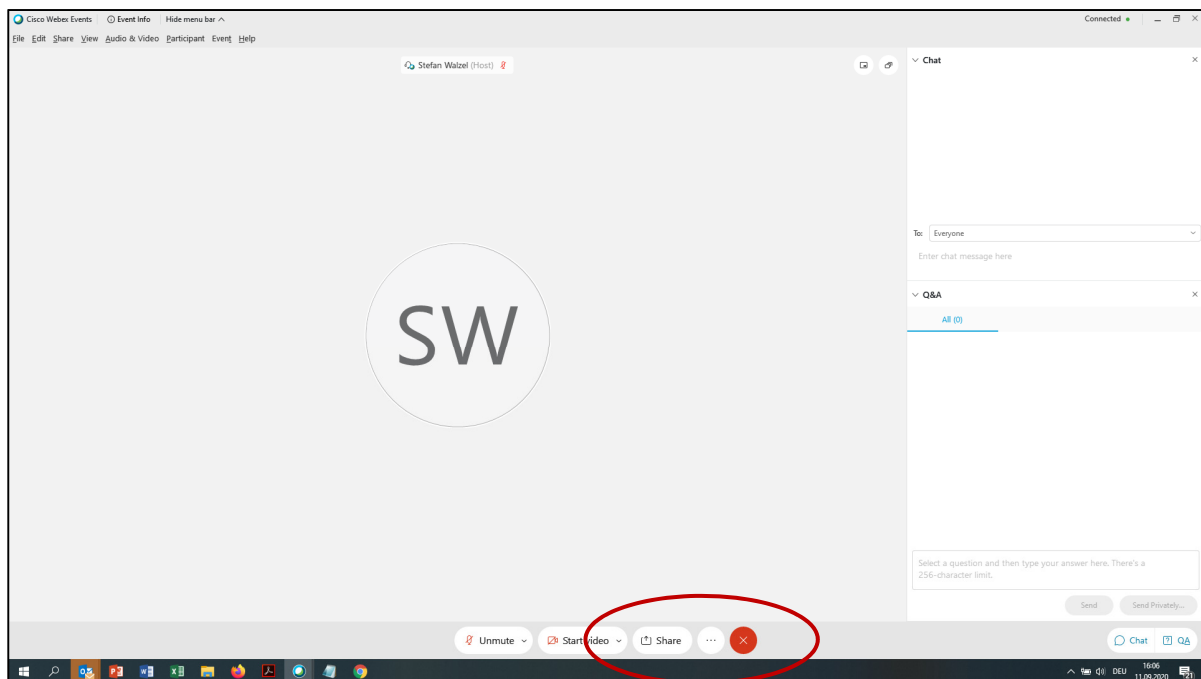
When you see the screen above, please click the green button "Join Event".



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 you with presenting rights. If this is the case, you can see the button "**Share**". Now you can share your presentation with the audience.





Please open your presentation on your own device before you click on the button **"Share"**. Then you will see all open windows on your computer. Please make sure you choose the window with your presentation. You are the only one during the presentation who has full control of your presentation.

When you have finished your presentation after max. 12 minutes, please **leave the presentation open** and visible for the audience, so that you can use your presentation for the discussion.



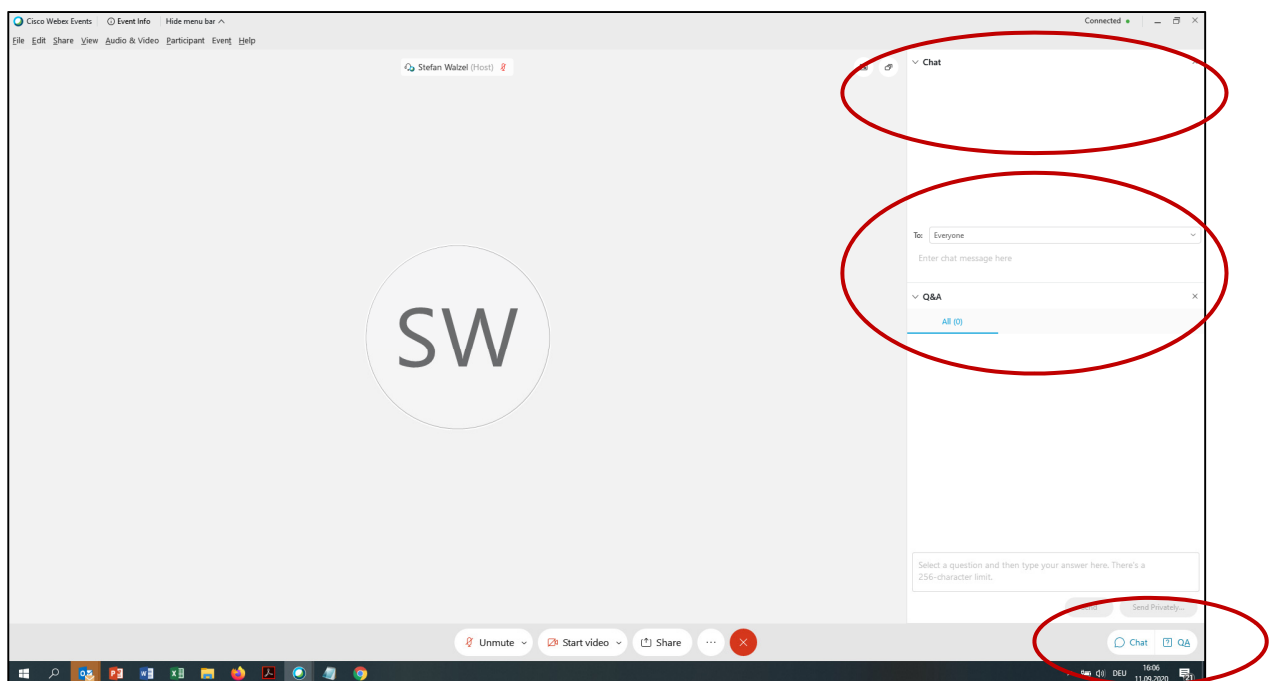
About two minutes before the next presentation will start; the next presenter will be assigned with the presentation rights. The systems allows **only one person appointed as presenter** at the same time per session.

If you intend to present with a co-author, please be aware that it takes too much time to switch the presentations rights among you. So please prepare yourself for this scenario.

Presenters of the same session, who are currently not presenting, are kindly asked **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 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.

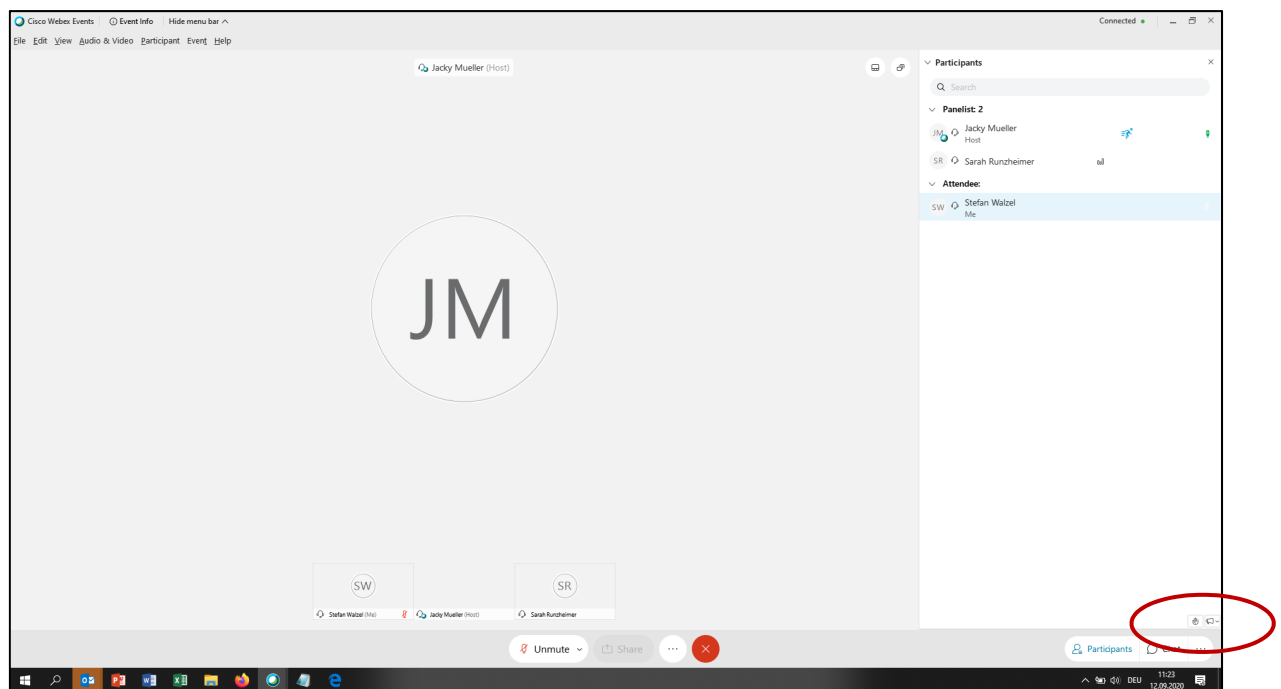
For the two workshops, there might be different rules. Please ask the workshop governors how they want to handle this.



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 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 is the perfect place to continue 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 you have finished your 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 his 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.



Technical test prior the conference start

In order to secure a smooth process and to reduce technical issues to a minimum, we offer all presenters 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, download the Webex Meeting App and open your presentation **before you attend the test event**.

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

Mon, 14th Sep 2020

09:00-10:00 am CET (JM)

<https://easm.webex.com/easm/onstage/g.php?MTID=e58c480b54e0c97f367376323d3bf79de>

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

<https://easm.webex.com/easm/onstage/g.php?MTID=e972e4874860508c2dea7ea075909135e>

Tue, 15th Sep 2020

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

<https://easm.webex.com/easm/onstage/g.php?MTID=e7bc9c85bf3c0afe0371a66080cf4b29e>

12:00-01:00 pm CET (SR)

<https://easm.webex.com/easm/onstage/g.php?MTID=e3329561a203c1aa7b09e7fc18e9f7c03>

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

<https://easm.webex.com/easm/onstage/g.php?MTID=e4ed50f81bfed876cdb51f990fbb7a080>



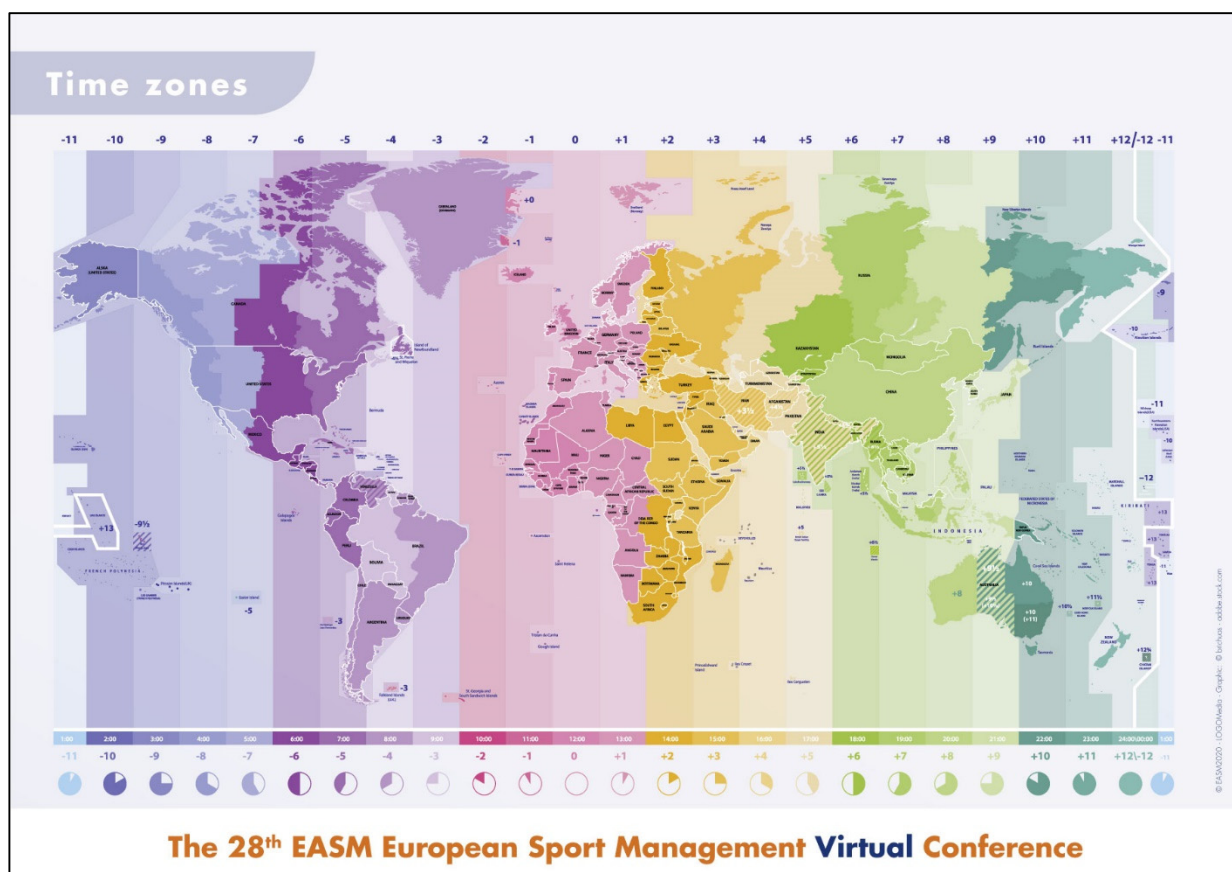
Wed, 16th Sep 2020

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

<https://easm.webex.com/easm/onstage/g.php?MTID=ee7e1621755ca55b36965f651f21f4bdf>

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

<https://easm.webex.com/easm/onstage/g.php?MTID=e6ea5b3cb00d0b1b1b7f35e4c9ccdbb32>



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>