



## Guidelines for ISAPS Masterclasses: Live Webinar series

### Webinar Format

- Short **introduction and welcome** of speaker(s) by the moderator. For Masterclasses organized in April 2020, moderators should mention that the Masterclasses are free for everyone but from May 2020 onwards will be free only for members in good standing. They would also mention that the program of the webinars has been structured by the EC Chair and the President Elect with whom speakers should come in contact for any information.
- Webinars will be organised in 2 Sessions followed by Q&A

#### Session 1:

If one speaker is invited, one 20 min talk

If 2 speakers are invited: One 15 min presentation from each speaker

**Discussion:** Audience questions to the speaker(s) from the moderator. The moderator can comment on the questions and also pose his own to the speaker(s)

In case of 2 speakers, both can comment on the questions asked to each of them

Total time of Q&A 15 min.

#### Session 2:

If one speaker is invited, one 20 min talk

If 2 speakers are invited: One 15 min presentation from each speaker

**Discussion:** As above

- **Closure** of the webinar. Moderator would thank the speaker(s) and the organization team and announce the date and time of the next webinar. Can also announce the number of registrations and countries that joined the webinar

### Guidelines for Speakers and Moderators

Presentations are in the same format as live events: Courses, Symposia, Congresses. (slides with text, photos or videos). You will be required to present from your own computer.

- **Disclosures or Conflicts:** all presenters must present a slide listing any at the beginning of the presentation
- **Consent to recording:** by agreeing to present on our masterclass series you acknowledge that all presentations are recorded for members to view on the ISAPS website after the event.
- **Timing:** Our Webinar series runs to a strict time limit of 90 minutes. We know that remote learning works best when talks are shorter. Please respect the time allocated for the talk so that the audience will be able to receive answers to their questions.

Thank you for your involvement with our ISAPS Live Webinar!



- **Rehearsal:** A rehearsal (by zoom call) is organized one or two days prior to the live webinar. In this rehearsal you will be briefed on the technical platform, test your presentations and computer set up, and discuss the moderation and programme delivery. Please join this call from the computer you will use to present and have an example presentation available to test.
- **Connection to the webinar:** On the day of the webinar, you will be invited to join a zoom call which connects you to the live stream delivery site. You will join 30 min early for a final run through before the webinar goes live.
- **Programme:** The programme for your Masterclass is coordinated by the moderator and overseen by the ISAPS Education committee. Questions are directed via the Whats App group that will be set up for the session.
- **Audience interaction:** The Webinars have built-in Q&A and polling functions. It helps the discussion and improves audience interaction if you are able to prepare for this by:
  - Preparing one poll per talk for the audience (Yes / No or MCQ style poll). These need to be agreed in advance with the moderators and set up on the system. Ideally you can include a slide in your talk with the question.
  - Two preferred questions for each talk that the moderator could address to you to facilitate further discussion.
- **Set up for presentation remotely:** Effective presentation during a livestream event requires careful planning and sometimes some adjustments to your environment if you are presenting from home. Please read our simple guide below to ensure the best possible quality for our webinars.

## **Moderators**

Moderators will:

- be responsible for time keeping and for the smooth running of the webinar
- select questions to be addressed to the speakers during the discussion time. A Q&A moderator will usually be identified to support this process. Questions from the audience can be seen only on a separate device and not on the one used for the live webinar. Polls are set up through admin access to this platform, so where possible should be provided to the Q&A moderator or admin team in advance.
- Previously agreed preferred questions by the speakers can also be addressed to trigger discussion.
- Questions suggested by the speakers, to be addressed to the audience in the format of polls, can go live by the moderator during each talk with technical details to be provided by the organizers.
- Results of the polls will briefly be presented by the moderators to the speakers and comments are welcome both from the speaker and the moderator

Thank you for your involvement with our ISAPS Live Webinar!



## Setting up your livestream environment for speaking

- **Connecting to the session:**  
**Please use the direct zoom link provided in the email**  
**DO NOT log in to the registration system viewing page** at all during the event. The stream on the page is 20 seconds or more delayed so will cause confusion and interference. Stay on the Zoom call where you will see and hear everything real-time.
- **Computer:** Your system should be good quality, fairly recent, laptop or desktop computer which is connected to a high speed broadband. This needs to be a good, fast and reliable connection. Close down all applications and notifications
- **Presenting:** If you are presenting, you will do so from your own computer and will need to share your screen. The audience views the session on a 20 second delay through a separate platform, but will see the presentation as you do, including video. Some resolution may be lost. Do not run embedded audio.
- **Camera:** Most speakers have to use webcams built into laptops or computers. Make sure that you are not too close to the computer and that it is slightly higher than you.
- **Microphone:** Ensure that you have a good quality microphone. If you are not speaking please mute the call or the audience will be able to hear your typing and mouse clicks.
- **Location:** You need to be in a quiet room where you will be undisturbed. Tell people in the same area and put a sign on your door saying that you cannot be disturbed.
- **Phone:** Put your phone on silent and not on vibrate. It is best to not have your phone near you as it will be distracting.
- **Lighting:** The better the lighting; the better the end result. Daylight is not good, as it can vary a lot, which is distracting. Try to find a room without natural light but with good lighting on you. If this is not possible, ensure that you have lighting in the room to counteract the changes in the natural light.
- **Background:** Consider your background. A clear wall or plain curtain is best. Avoid having a window behind you. There should be nothing distracting or moving in the background.
- **Clothes:** It is best to wear plain colours but not white or black. Please do not wear any visible logos or company brands. Remove dangly jewellery or watches that could be distracting and could make a noise.
- **Interact with the live stream audience :** the moderator may ask you to answer questions from the audience, you can also engage them by welcoming them / encouraging them to post. If you wish to see their questions login at [slido.com](https://www.slido.com), with the event code provided separately, on another device.

Thank you for your involvement with our ISAPS Live Webinar!