



Guidelines for ISAPS Resident Webinar series

Webinar Format

- Short introduction and welcome of speaker(s) by the moderator. 5-10mins. For all resident webinars organized in 2021, moderators should mention that the resident webinars are free for all ISAPS resident members, and small fee of \$50 for associate and active members. They would also mention that the program of the webinars has been structured by the Residents Committee Chair, Dr. Maria Wiedner whom speakers can contact for any information.

- Webinars will generally be organised as followed:

Speaker 1: 2 x 15 min presentations + 15min Q&A = 45mins

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

Speaker 2: 2 x 15min presentations + 15min Q+A = 45mins

Discussion: As above

Occasionally we may have a 3rd speaker, in which case not every speaker may do 2 x 15mins presentations. To be arranged with the organizers.

- **Closure** of the webinar. 5mins. 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 resident webinar series you acknowledge that all presentations are recorded for members to view on the ISAPS website and LMS after the event.
- **Timing:** Our webinar series runs to a strict time limit of 120 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.
- **Rehearsal:** A rehearsal (by zoom call) is organized 30-60mins 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.
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Thank you for your involvement with our ISAPS Residents Webinar!



- **Connection to the webinar:** Same zoom call as the rehearsal, please stay on the call for the webinar to start immediately after the rehearsal. This connects you through to the live stream delivery site.
- **Programme:** The programme for your Webinar is coordinated by the moderator and overseen by the ISAPS Residents Committee Chair. Questions from attendees to speakers can be seen on the 'live stream delivery site'.
- **Audience interaction:** The webinars have built-in questions 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 if you would like the poll question to go live at a specific time during your talk.

AND

- Two preferred questions for each talk that the moderator could address to you to facilitate further discussion from the audience.
- **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. To see the questions from the audience you will need a separate device than the one you are using for the zoom call/live webinar, and have a 'Slido' open. Polls are set up through admin access to Slido, 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

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.

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- **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 speakers to answer questions from the audience, speakers 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.

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