



# 34<sup>th</sup> International GEOGRAPHICAL Congress

16-20 AUGUST, 2021



**VIRTUAL**



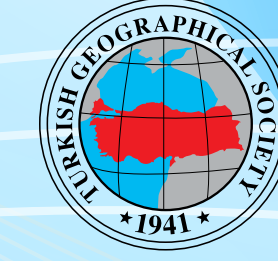
GEOGRAPHY: Bridging the **CONTINENTS**

**CONNECTION & LIVE PRESENTATION GUIDELINES**



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## Before you start



- All sessions will be held on the **ZOOM**. Please make sure you've installed ZOOM on your device. **(IF YOU DO NOT HAVE ZOOM, PLEASE DOWNLOAD ZOOM - <https://zoom.us/download> and SIGN UP)**
- Please prefer using your **laptop** and **please do NOT use a mobile phone**. We do not recommend using mobile devices for the online live presentations since your connection may be disconnected with incoming phone calls.
- **Tablets are also NOT preferred.**



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## How to Connect to the Congress?

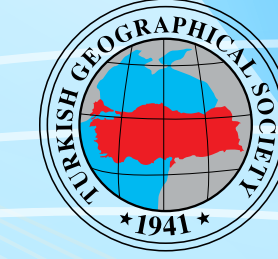
- 1** Sign in ZOOM
- 2** Enter Your email & password
- 3** Follow the instructions to test your speaker, microphone & camera
- 4** Please click on **"JOIN CONGRESS"** through IGC 2021 website <https://www.igc2020.org/en/> then Click to the **Join the Meeting** button.





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## Duties of Session Moderators

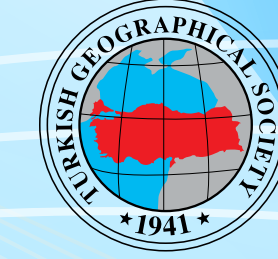
- 1 Introduction of the session with a short welcoming speech
- 2 Presenting the speakers
- 3 Collecting questions and asking chosen ones to presenters in the Q&A part.
- 4 Cooperating with the technical team to keep the flow of the session natural (Session chairs cooperation would be appreciated especially in unexpected cases e.g. fixing the audio misconnection of a speaker may require some extra time to the technical team or when a speaker is not present the session chair may present the next speaker of the session, etc.)
- 5 Ensuring that each speaker completes their presentation within the given time slot.
- 6 During the session, the participants may click on CHAT or Q&A button and post their questions.
- 7 Ensuring that each speaker completes their presentation within the given time slot.
- 8 These questions may only be seen by the all panelists.
- 9 Moderators/Chairs may select the questions and ask it live to the related speaker(s).
- 10 Please note that all Congress sessions will be held in Greenwich Mean Time (GMT).





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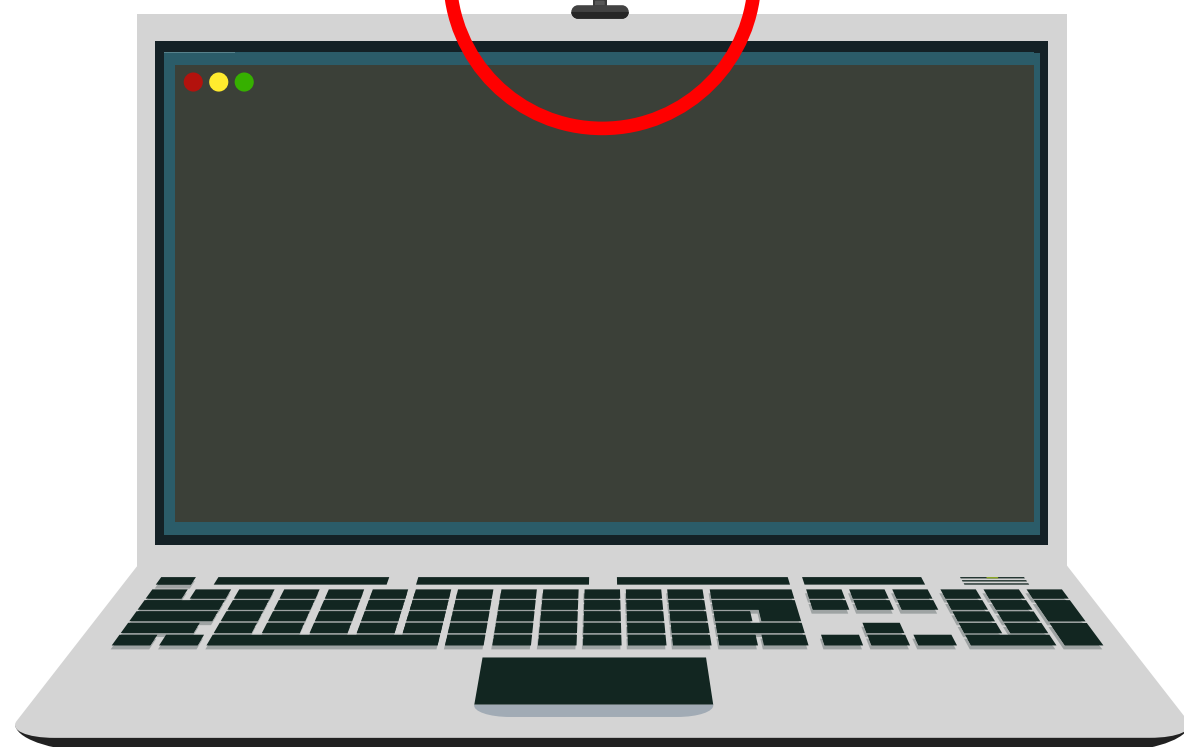
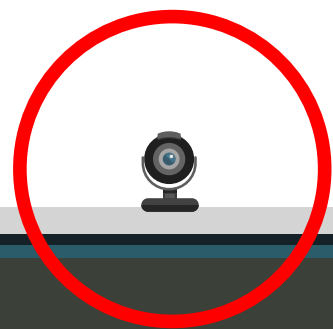
## Equipment

Please make sure all of these items are functioning and working efficiently.

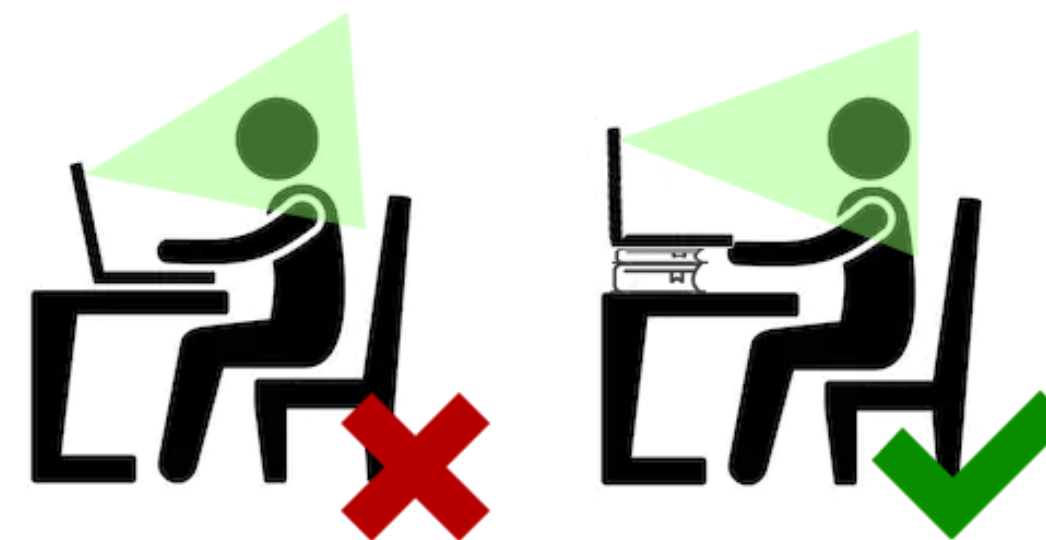
To present at the online meeting you will use;

- Your camera (built-in camera on your laptop or external camera)
- Your headphone (helps to avoid background noise)
- Your mic (built-in mic on your laptop or your headphone)
- Your connection (min 4-5 Mbps download/upload internet speed)

## Camera Tips



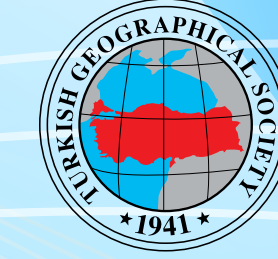
- Cams are usually located at the top of the screen (there are rare exceptions)
- Please avoid fingerprints or dust on the camera. Cleaning with a dry cloth often improves image quality
- **Camera Positioning:** place your PC to the level of your eyes





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## Lightning and background tips

- Please make sure the light is facing you and avoid being backlit with any light sources.

## Connection

- Please check your internet speed before the online live presentation. You may test your internet speed from the [speedtest.net](https://www.speedtest.net) website. To maintain an uninterrupted connection, you shall have at least 4-5 Mbps Download and Upload internet speed on your device.
- Please avoid the below items during the presentation since these may interrupt your connection;
  - Any video sharing sites including YouTube
  - PC or mobile games and game consoles
  - Internet TVs like Netflix
  - Broadcasts

