



34th International GEOGRAPHICAL Congress

16-20 AUGUST, 2021



VIRTUAL



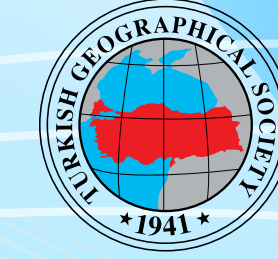
GEOGRAPHY: Bridging the **CONTINENTS**

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?

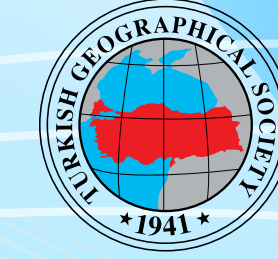
- 1** Sign in ZOOM
- 2** Enter Your email & password
- 3** Open Your Presentation on your computer
- 4** Follow the instructions to test your speaker, microphone & camera
- 5** Please click on **"JOIN CONGRESS"** through IGC 2021 website <https://www.igc2020.org/en/> then Click to the **Join the Meeting** button.
- 6** You are now connected to the Online Congress
- 7** Click on share screen at the bottom of the screen
- 8** Select the presentation to Screen Share & click on share
- 9** Your presentation is now seen by the audience
- 10** Please note that all Congress sessions will be held in Greenwich Mean Time (GMT).





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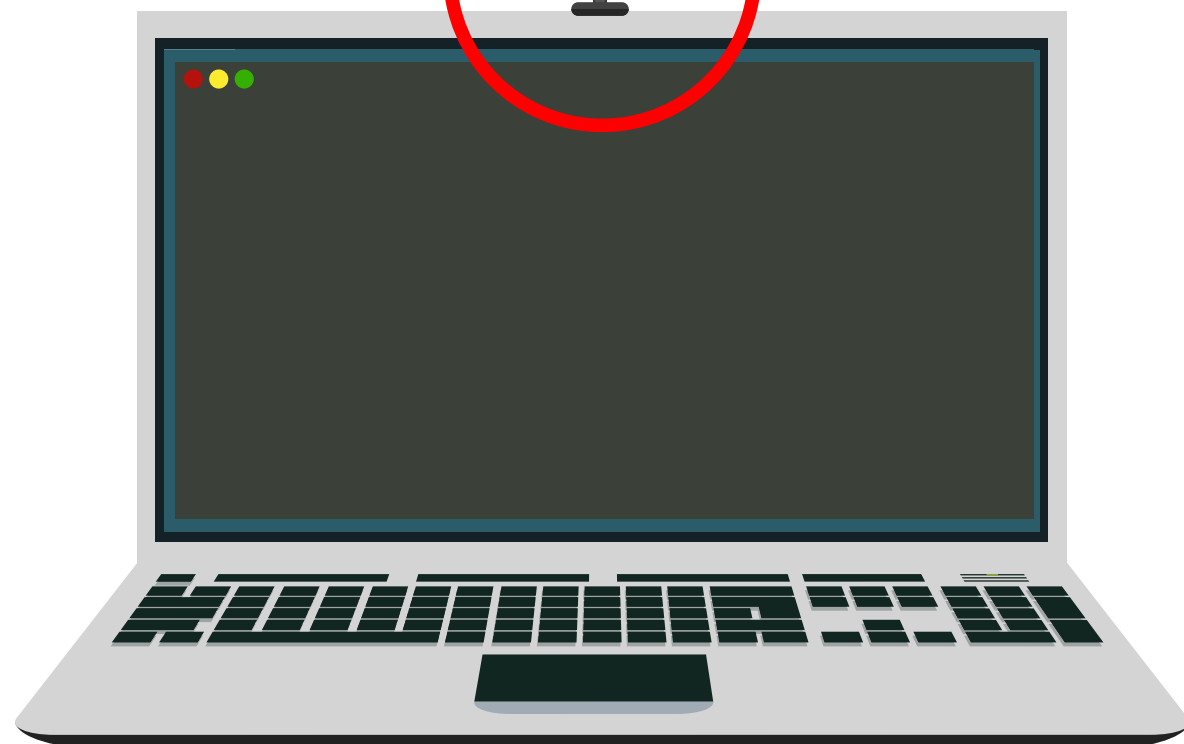
Equipment

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



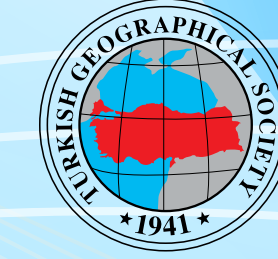
- Cams are usually located at the top of the screen (there are rare exceptions)
- Please avoid fingerprints or dust on the camera. Cleaning with a dry cloth often improves image quality
- **Camera Positioning:** place your PC to the level of your eyes





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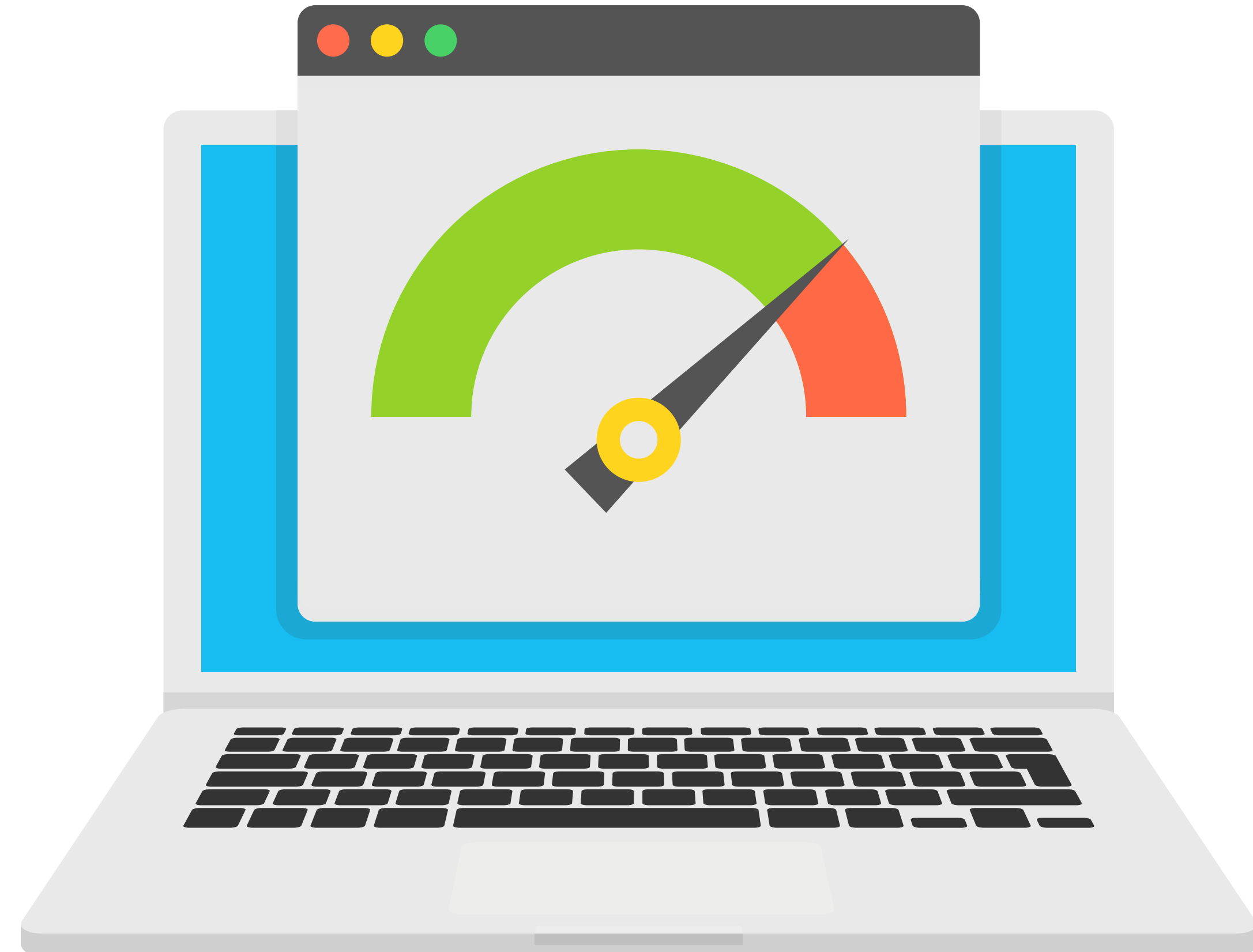


Lightning and background tips

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

Connection

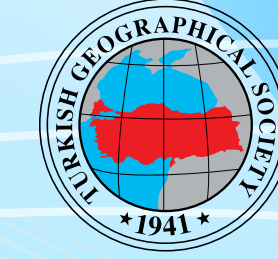
- Please check your internet speed before the online live presentation. You may test your internet speed from the [speedtest.net](https://www.speedtest.net) website. To maintain an uninterrupted connection, you shall have at least 4-5 Mbps Download and Upload internet speed on your device.
- Please avoid 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





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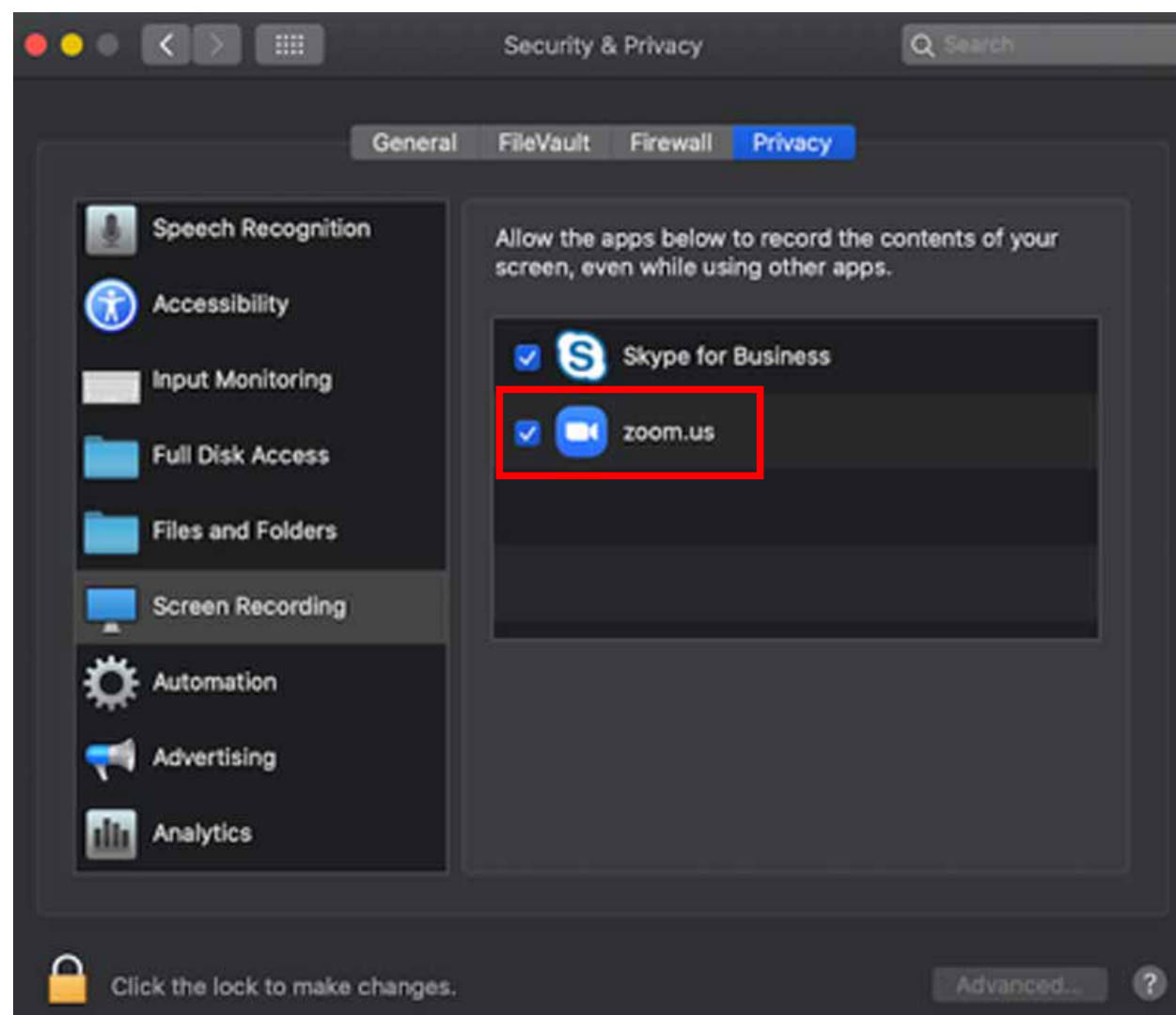
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Important for MAC users Before Screen Sharing

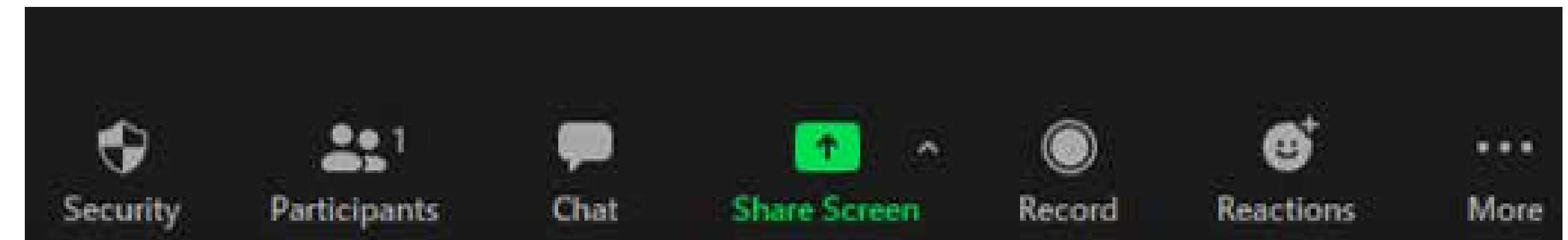
If you are using Mac OS

- Open **“System Preferences”** menü via clicking the Apple Icon on the top left
- Click the **“Security & Privacy”**
- Select the **“Privacy”** tab
- Choose **“Screen Recording”** label
- And allow by selecting the checkbox on the left side of **“zoom.us”**



Screen Sharing Step 1

- Open your presentation or video: Powerpoint, Keynote, movie player, etc.
- Please wait for the moderator to present you before starting the screen sharing.
- Click the green **“Share Screen”** button places on the bottom-center





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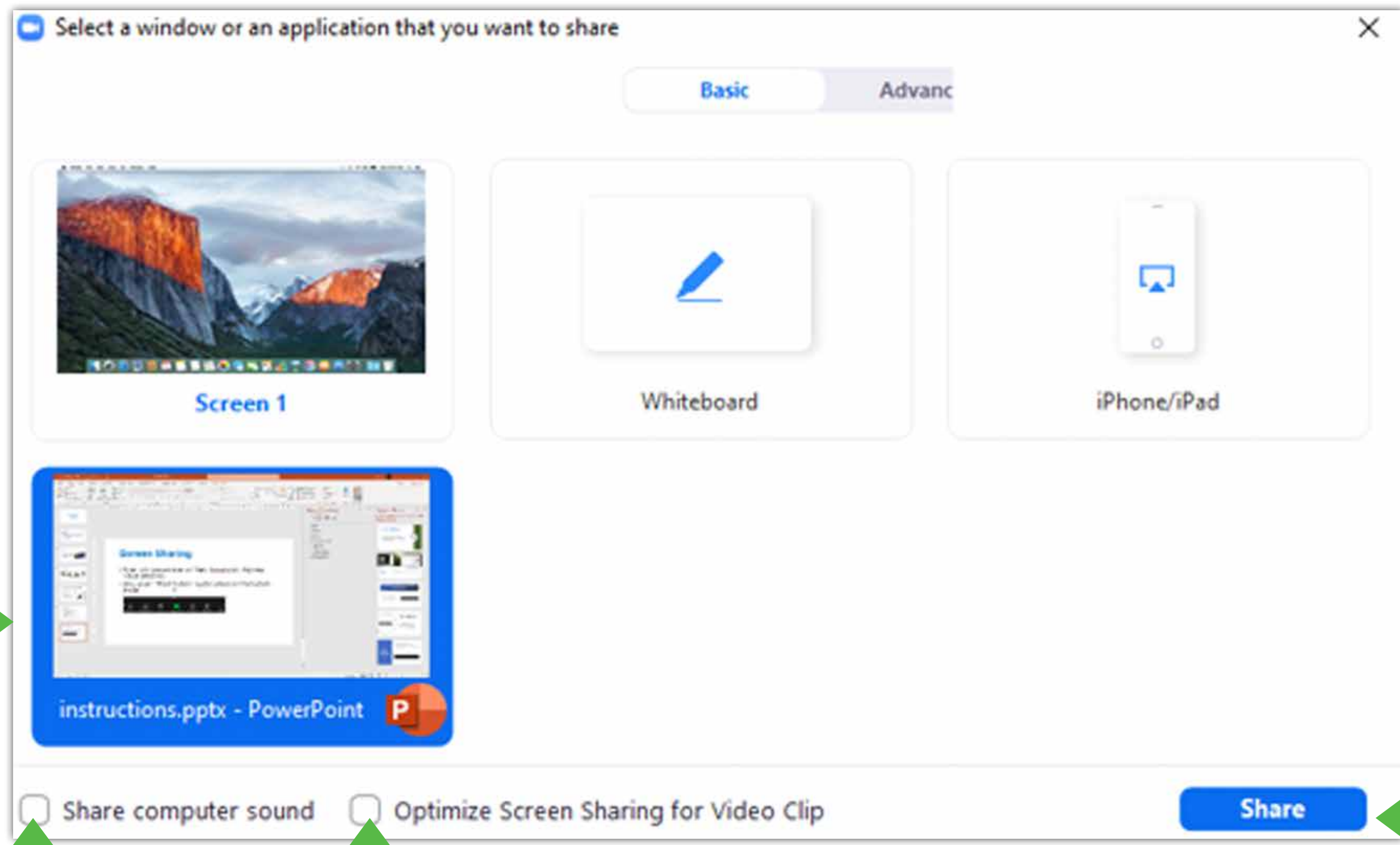
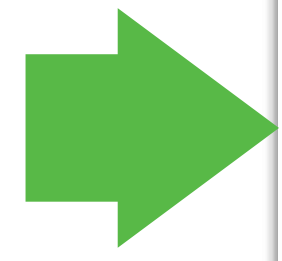


Important for MAC users Before Screen Sharing

Screen Sharing Step 2

2

Select (click on it) already opened presentation file



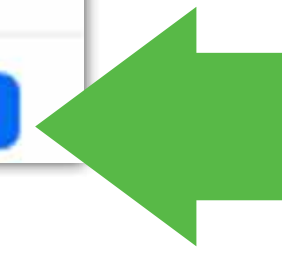
Select



Select: If any video in your presentation

3

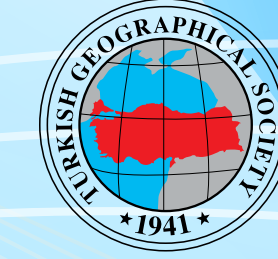
Then press Share





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Important for MAC users Before Screen Sharing

Screen Sharing Step 3



- If you see this on the top of your screen, you are sharing.
- If you minimize your presentation, screen sharing will be paused. Maximize/restore it to continue.
- Please stop screen sharing by clicking on **"Stop Share"** when you finish your presentation.

During live cast

- Please note that when you are on-air, your voice is being heard by the audience.
- The technical team will inform and assist you from the chat window. Please do not close the chat window, since the technical team may send you messages through the chat.

Follow the chat screen for important notes

