



2nd World Congress on Alcohol and Alcoholism  
September 17-20, 2022  
Cracow, Poland



## PRESENTER AND PARTICIPANT TOOLKIT

Dear Valued Presenter.

The Joint meeting of ISBRA and ESBRA, 2nd World Congress on Alcohol and Alcoholism – a hybrid event with as many authors and participants as possible attending personally and others attending virtually. Hybrid Conference combines a "live", in-person event with a "virtual", online component.

The "in person attendees" are cordially invited to view information **on the Congress Website** <https://isbra-esbra2022.com/congress>

**The attendees who are unable** to make a physical presence at the Congress can attend virtually. It will be organized on a conference platform to bring both the audience in the same frame.

We will be using a conference website <https://isbra-esbra2022.com/> to deliver online content. Please remember that you need to be logged in <https://isbra-esbra2022.com/login> **using the e-mail address and password provided during registration**

If you do not remember your password please use following link <https://isbra-esbra2022.com/remind-password>

All of the sessions will be transmitted via embedded stream – see link <https://isbra-esbra2022.com/livestream>

If you are ONLINE PRESENTER or YOU WANT TO TAKE PART IN Q&A please join to sessions via embedded **ZOOM meetings**, directly from <https://isbra-esbra2022.com/program> the Program > Date > Session number. **All sessions will be conducted in real time, time zone CEST (GMT+2 Warsaw).**

**FYI: All sessions will be recorded and will be posted to the site for on demand viewing within a few weeks after the conference. Remember, you must be logged in to view recorded sessions.**



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We encourage you to view **Posters Gallery** <https://isbra-esbra2022.com/posters>. Poster presentations will be held at the Congress Venue during lunch breaks on Sunday and Monday, as well as virtually, in the form of a Gallery, on the Congress website. Furthermore there will be possibility to connect with Authors via ZOOM – see link in the program <https://isbra-esbra2022.com/program> or just ask a question, the textbox at the bottom of each Poster Presentation.

### Roles

All sessions will have Chairs, Presenters and hosts – technical support. These are some basic guidelines for preparation.

**CHAIRS/SYMPOSIUM ORGANIZERS:** will facilitate the sessions by introducing the presenters, help keep the session on time, and manage the Q&A. Connection will be via **Zoom**.

**PRESENTERS:** will present live via **Zoom** and share your screen (i.e. run presentation).

### Advance Planning and Technology Tips & Tricks

- ✓ Disconnect from your VPN! There are often fire walls associated with VPN that can prevent proper connection to Zoom and/or the virtual event site.
- ✓ Don't compete with others in your household for bandwidth during your session. Cameras and screen sharing use a lot of bandwidth, so if you find you have weak internet, it is suggested to turn your camera off or provide pre-recording.
- ✓ Close out of all other functions to allow for a strong internet signal.
- ✓ Make sure that your audio/video works properly. Use the best mic setup you have.
- ✓ Be mindful of anything visually distracting in the background (or use the virtual background feature)
- ✓ Use a quiet space, away from distractions and away from pets, family members and others, if possible
- ✓ **Mute your audio and stop video when you are not the active speaker.** Remember to unmute and allow video when it is your turn to answer a question.
- ✓ Set your camera at eye level.
- ✓ Check your lighting. Avoid having a window or light behind you, as this may create a "witness protection program" effect.
- ✓ Silence the interruptions: Turn off your phone and exit any programs that might pop up notifications during your presentation (e.g., Slack, Outlook, Skype, etc.) Close down your email, notifications that pop up on your screen, and any program you do not need to use during the presentation. If you have pets or children, take precautions to ensure that they do not disturb your presentation.