

Guidelines for Presenters

Thank you very much again for accepting the invitation to speak at the Virtual SCSS-JSRM Symposium 2020, 9-11 December 2020 and sharing your excellent science with us and the delegates.

Below are some guidelines regarding the live streamed sessions and your presentation as well as guidelines to attend the symposium for sessions in which you don't speak. For a smooth and successful presentation, please carefully read and follow the guidelines.

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A. Preparation for your live-streamed presentation

NOTE - Technical Check with SCSS Secretariat: 2 December (Wed) – 8 December (Tues)

For safety purposes, you are encouraged to send us your pre-recorded presentation in a MP4 format in advance. As a default, however, you will be using the ZOOM APP for sharing your PowerPoint presentation live to the delegates of the symposium from your own computer.

Note that while we are requiring explicit agreements from the participants not to record live-streamed lectures, we nevertheless urge you to pay special attention when presenting unpublished data or images in your presentation.

- All sessions will be recorded and made available only to delegates of the symposium as on-demand presentation after the live-streamed talk for three months after the symposium ends. The session videos will be prevented from being downloaded.
- The sessions will be run as ZOOM webinars with speakers joining the session as panellists (see further instructions below)
- You are strongly recommended to
 - [Download Zoom](https://zoom.us/download) (<https://zoom.us/download>)
 - and/or [Update the Zoom Application](https://support.zoom.us/hc/en-us/articles/201362233-Upgrade-update-to-the-latest-version) (<https://support.zoom.us/hc/en-us/articles/201362233-Upgrade-update-to-the-latest-version>) on your PC in advance. Please refer to the embedded links for more information.
- **You will be contacted by the SCSS secretariat to schedule a technical check-up before the start of the symposium. The technical check should take place between 2 December (Wed) to 8 December (Tues) and should not take longer than 30 minutes.** This check is crucial as it helps to identify technical issues and rectify them before the symposium starts
- During the technical check, SCSS Secretariat will make sure your device is fully functional (volume, camera, screen sharing etc.), and will ensure your presentation works well.
- We recommend that you proceed with your live-streaming presentation in a well-lit and

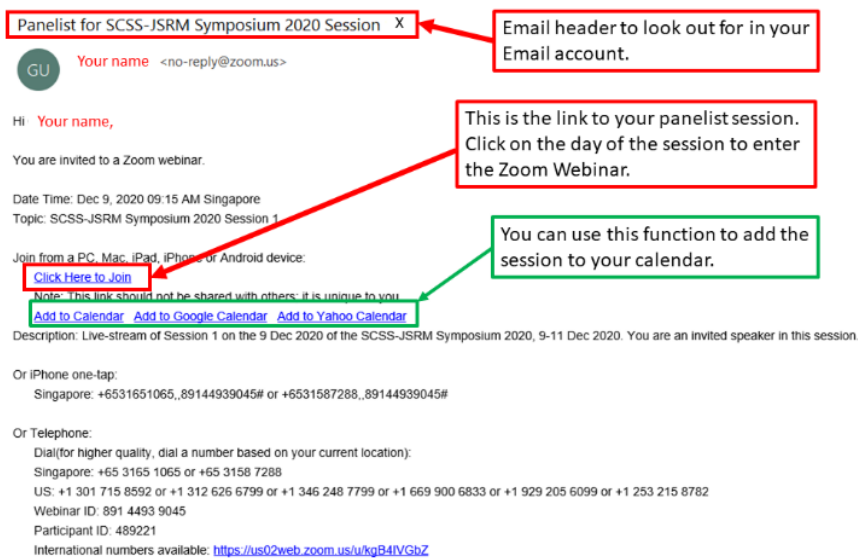
quiet room without any background noises and if possible, use a headset with integrated microphone. A wired internet connection (LAN) is recommended, but a good Wi-Fi connection can work as well.

- Please adhere to the presentation timing allotted to you in the session. The schedule is tight, and we do not wish to overrun the programme.

B. Live streaming of your presentation

Accessing the live-streamed session in which you speak as a panelist

- You will receive an email like the example shown below:



Panelist for SCSS-JSRM Symposium 2020 Session 1 X

GU Your name <no-reply@zoom.us>

Hi Your name,

You are invited to a Zoom webinar.

Date Time: Dec 9, 2020 09:15 AM Singapore
Topic: SCSS-JSRM Symposium 2020 Session 1

Join from a PC, Mac, iPad, iPhone or Android device:
[Click Here to Join](#)

Note: This link should not be shared with others; it is unique to you.
[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

Description: Live-stream of Session 1 on the 9 Dec 2020 of the SCSS-JSRM Symposium 2020, 9-11 Dec 2020. You are an invited speaker in this session.

Or iPhone one-tap:
Singapore: +6531651065,89144939045# or +6531587288,89144939045#

Or Telephone:
Dial (for higher quality, dial a number based on your current location):
Singapore: +65 3165 1065 or +65 3158 7288
US: +1 301 715 8592 or +1 312 626 6799 or +1 346 248 7799 or +1 669 900 6833 or +1 929 205 6099 or +1 253 215 8782
Webinar ID: 891 4493 9045
Participant ID: 489221
International numbers available: <https://us02web.zoom.us/j/kgB4fVGbZ>

- To join the Virtual SCSS-JSRM Symposium, click on **“Click Here to Join”** for the Webinar link (see above example Email). If you did not receive this email, please check your junk/spam folder. If you still did not get the Email, contact the SCSS Secretariat.
- On the day of your presentation, you will be asked to access the link and stand-by **30 minutes before the session starts**.
- Please ensure that all other windows, notifications and sounds not relating to your talk are turned off on your computer.
- You can approach the ZOOM host by unmuting your microphone or by using the chat function in ZOOM. Make sure you send the chat only to panellists and not to everyone.
- Just before your talk, you will be introduced by your Session Chair, who will then ask you to start to share your screen and begin with your presentation
- After your talk, unshare your screen
- When you are not speaking, please mute yourself and feel free to not share your video as well.

Question and Answer during the online live lecture

We will be using the Question & Answer (Q&A) feature of ZOOM during the Q&A session at the end of each talk. **The Session Chair will be leading the Q&A session and selecting the questions that are most appropriate or relevant for the speaker to answer live.**

Helpful ZOOM links and tutorials

The following links and documents may be useful as you prepare for your virtual presentation:

- [Starting your Zoom Client](#)
- [In-meeting Controls](#)
- [Sharing your screen](#)
- [Using webinar chat](#)
- [Zoom video tutorials](#)

C. Guide to attend other sessions on the programme

- You will receive an Email with a link to download and connect to the **WHOVA APP** approximately 2 weeks before the start of the symposium. If not, please check your junk folder or contact the SCSS secretariat.
- Just look out for this email and follow instructions. The **WHOVA App** allows for networking with all delegates and we would much appreciate if you make yourself available to chat and interact with delegates during the entire symposium. Beside excellent science, we also would like to present delegates with the opportunity to interact online with each other and the speakers. Also, virtual booths from our sponsors can be visited and representatives can be contacted. It would not be possible to embark on organizing an event like this without the major support of our sponsors. Please pay them a visit at their booths and watch their on-demand content made available in the *Whova APP*. Many thanks in advance for your support!
- The Email also contains a link to instructions on how to use the **WHOVA APP** for attending the symposium and maximising its use.
- To attend a session, navigate to the Agenda / Programme in the **WHOVA APP** and click on the respective link to log into the Zoom session as a delegate. Please note that each session has its own link accessible through the agenda.

D. Further inquiries & contacts

If you have any questions or need further information, please feel free to contact the SCSS secretariat at secretariat@stemcell.org.sg , or send a **WhatsApp** message to Gerald Udolph, +65 91395789.

Thank you for your kind cooperation and we look forward to your presentation and participation at the SCSS-JSRM Virtual Symposium 2020. We are glad to be able to network with you.

The 2020 SCSS-JSRM Organizing Committee