



Speakers/Chairs briefing

21 ISIC

30 August – 2 September 2021, Online Event

Virtual Rooms / Platforms for ISIC 21

Converia's Virtual Venue (CVV) will be used as interacting platform:

<https://isic21.virtual-venue.io>

- agenda leading to the lectures
- connect with other attendees, speakers and exhibitors
- visit the poster exhibition

Zoom

will be used for the live-streaming of your lecture

Wonder.me

will be used for networking:

<https://www.wonder.me/r?id=b601a9ed-3026-4097-80f5-dd0cb92838da>

Combination CVV ⇔ Zoom

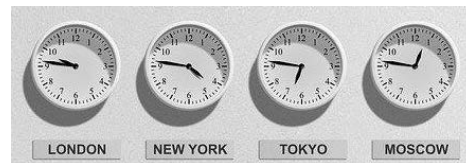
- Zoom as live-stream embedded in the CVV

Lecture details

- Session lectures: **20** min
- Keynote lectures: **25** min
- Plenary lectures: **40** min

In addition: discussion round at the **end** of **each session** (5 min per lecture scheduled)

- **Strict timekeeping is necessary**



Presentation format: recommended 16:9

Introduction of lectures

- **Session chairs**
 - introduces speakers to the audience
 - moderates the Q&A after the lectures
- **DECHEMA Co-hosts** (DECHEMA staff)
 - introduce the chair to the audience
 - responsible for technical support

☞ (questions will be transferred to Zoom by co-host)



Getting prepared

Checklist for speakers/chairs

Prior the conference

- ✓ **Check your internet connection and set-up**
 - ✓ If possible: Go wired instead of using WIFI
 - ✓ Use a USB-connected headset
(We do not recommend using the microphone on a laptop, as the audio quality is too low)
 - ✓ Use the same set-up and equipment for the conference as in this briefing session

- ✓ **Download the ZOOM App (recommended!)** (<https://zoom.us/download>)
 - ✓ Using the app: make sure that you have the latest version
 - ✓ Using Zoom via web browser: Google Chrome, Firefox

- ✓ Set-up your profile in **Converia Virtual Venue** (photo, e-mail, social media, interest fields)

- ✓ Set-up your profile in **wonder.me** (photo, name)
 - ✓ Using wonder.me via web browser: Google Chrome



Conference day

Before you log in to the Zoom meeting, you should

- ✓ **Close the browser window running CVV** and all other windows/apps, especially email programmes
- ✓ Speakers have the PPTX presentation open on their desktop, but NOT in presenter mode.

Log in Zoom via provided link

- ✓ **Please log in 10 minutes before your session starts**
- ✓ Please make sure that your audio & camera are turned off
- ✓ Name yourself in Zoom as following: **family name, first name, affiliation**
- ✓ Turn-on your audio & video **only during your moderation time**
(as soon as your camera is on, you will be visible for the audience)

Q & A – actively and passively

- ✓ Actively: discussion round after the session
- ✓ Passively: Q & A area below the live stream window, assigned to the lectures

Session–chair responsibility

- ✓ **DECHEMA Co-Hosts introduce the session chairs & technical advices**
 - **Session chair** (turns on camera & audio) announces the speaker
 - **Speaker** (turns on camera & audio) and starts to share the screen
- ✓ **Session chair** points out that **questions** can be written already during lecture time in the **Q&A** area below the live stream window (on the CVV platform)
- ✓ Please take care of **strict timekeeping** and **intervene if needed** (e.g. 1 minute before end of lecture turn-on the video)
- ✓ For the **Q&A slot** you will find questions in the Zoom chat, provided by DECHEMA co-host
- ✓ Please phrase questions simple and clearly
- ✓ Please have some questions prepared in case there is no question coming from the audience
- ✓ Please announce the networking area “wonder” which is accessible in the breaks via direct link on the virtual platform

Recording / Publication

➤ Recordings

As we expect participants from **different time zones**, we will **record** the sessions and give all participants the opportunity to view them after the conference (approx. 2 weeks)

Please let us actively know if you do not want your presentation to be recorded.

Otherwise, we assume that you agree.

➤ Special Issue “Recent Progress in Industrial Crystallization”

All authors (lectures & posters) are invited to contribute with a research article to a [Special Issue “Recent Progress in Industrial Crystallization”](#) published in Crystals, an Open Access Journal by MDPI.

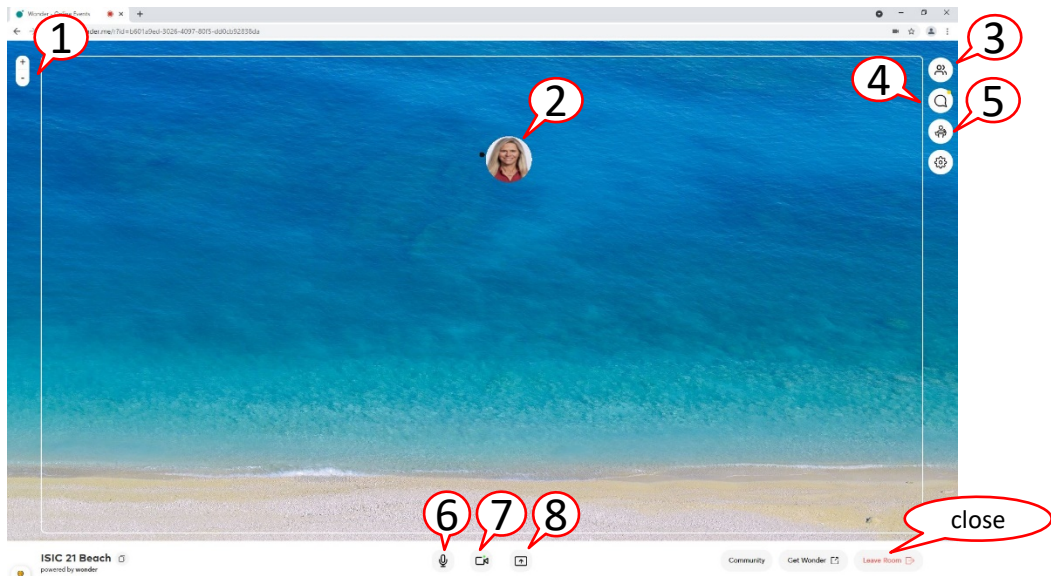
Deadline for manuscript submission is 30 October 2021.

Networking via wonder.me

We recommend using Google Chrome as browser for networking:

<https://www.wonder.me/r?id=b601a9ed-3026-4097-80f5-dd0cb92838da>

- **Close the browser window running Zoom**
- mute all other browser windows
- Choose „Enable camera and microphone“ to avoid problems with wonder



- 1 Zoom in and out at the Rooftop
- 2 That's you. By using your mouse, you can move to other participants to get in contact with them (up to 15 at the same time)
- 3 List of participants at the Rooftop. The location of people in the room can be identified and displayed.
- 4 Chat
- 5 Settings: you can change your name and photo (or use your company logo)
- 6 Switch on/off your microphone
- 7 Switch on/off your video
- 8 Share your screen/application with other participants

Contact

In case of emergency:

- ✓ Please send us your phone number in advance, so that we can contact you in emergency case.
- ✓ If you have problems with your internet connection, please try to re-enter the ZOOM Meeting.
- ✓ If you are not able to join ZOOM anymore (no internet connection, no audio), please get in contact with us via phone.
- ✓ In case you prefer to have a back-up version of your lecture, please send us your lecture as video or power point slides no later than 27 August.

The DECHEMA conference team will also be available to help you with your questions:



Andrea Köhl

andrea.koehl@dechema.de

+49 / (0)69 7564 235



Barbara Feißt

barbara.feisst@dechema.de

+49 / (0)69 7564 333



Daniela Verges

daniela.verges@dechema.de

+49 / (0)69 7564 399

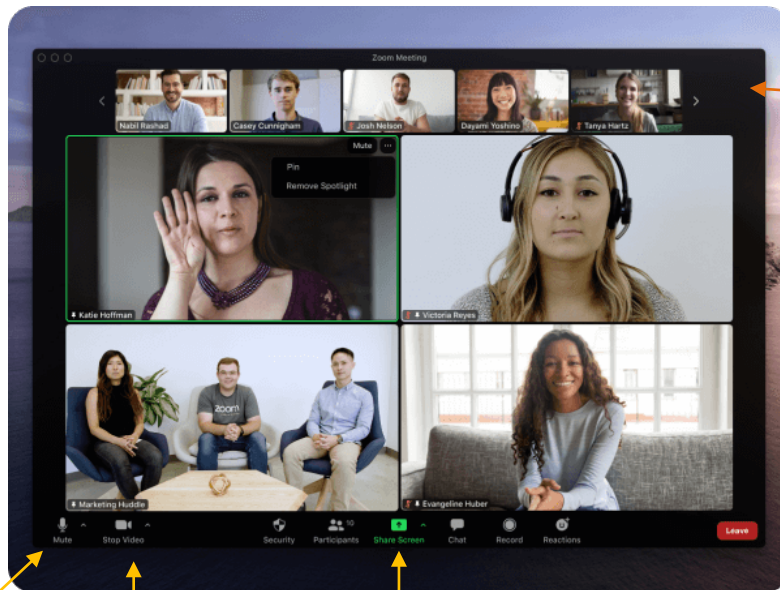


Sabine Urbanczyk

sabine.urbanczyk@dechema.de

+49 / (0)69 7564 295

Attachment: Zoom



Changing the video layout possible
(speaker view, Gallery view)

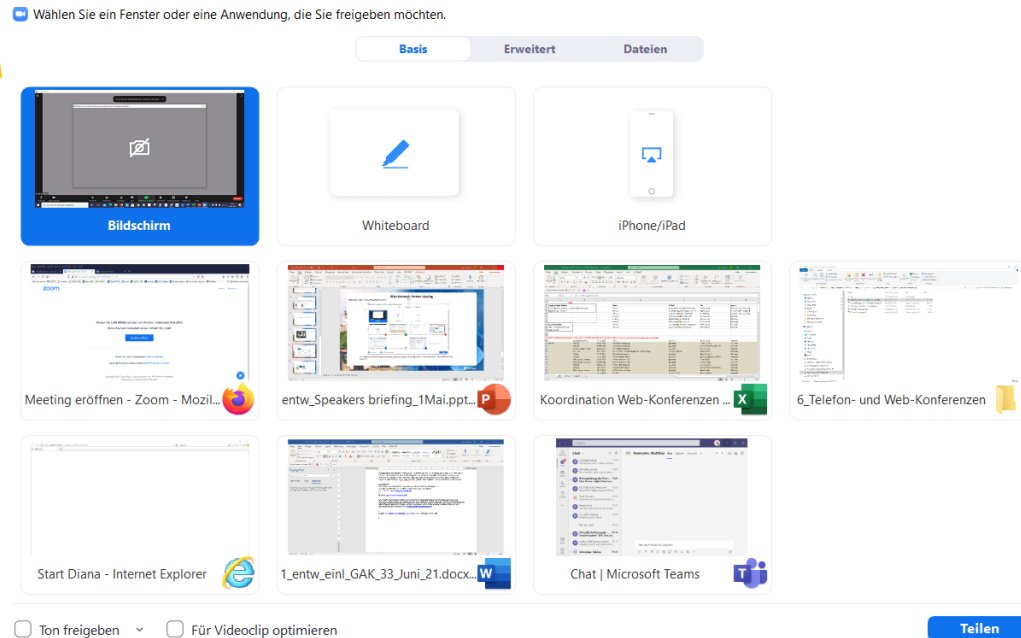
Audio on/off

Video on/off

Screen sharing

Attachement: Screen sharing

Recommendation: sharing the complete screen



If a video is included in your presentation, please choose „Ton freigeben“