

Nordic  
Rheology  
Conference

Nordic  
Polymer  
Days

# GUIDE FOR SPEAKERS



# TECHNICAL REQUIREMENTS

**WINDOWS DEVICES:** Windows 10 or superior. Additionally, you will have to install some complements needed to integrate the platform with different browsers..

Nowadays, supported browsers are the following:

- **Recommended:** Google Chrome (official extension “Native Messaging Host” which can be downloaded from the Chrome Store)
- Internet Explorer 7 or superior (complement ActiveX)
- Safari (complement NPAPI)

**MAC OS DEVICES:** OS X 10.15 (Catalina) or superior. In this system, the platform is a native app accessible and downloadable from Mac App Store, using usual procedure.

**iOS DEVICES:** iOS de 64bits. When using this system, the platform is a native app accessible and downloadable from App Store, using usual procedure.

**ANDROID DEVICES:** Android 5.0 or superior. When using this system, the platform is a native app accessible and downloadable from Google Play Store, using usual procedure.

## MINIMUN HARDWARE REQUIREMENTS

- CPU 2GHz
- RAM Memory of 4GB
- GPU (graphic card) Compatible with OpenGL® 3.2
- Sound card Compatible with DirectSound™



# GENERAL RECOMMENDATIONS

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## INTERNET CONNECTION

- Cable connection is strongly recommended.
- Optimal bandwidth: between 80-100 Mbps symmetrical (you can check your connection at <http://speedtest.virtwayevents.com>)
- We recommend that you disconnect other devices that may be using the same connection with Wi-Fi or cable (mobile phones, TVs or any others).

## INSTALLATION OF THE VIRTUAL WORLD APPLICATION

- Install the virtual world application in advance in the device that you will be using for the training session and for the meeting.

## TRAINING SESSIONS

- Training sessions for speakers will be scheduled, so you can practice the dynamics and feel comfortable. It is very important that you attend the scheduled speakers training sessions using the computer, headphones an internet connection that you will be using the day of the meeting, in order to check your connection when it comes to the time of sharing presentation and webcam, as well as checking that your audio is correct.



# RECOMMENDED DEVICE

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- **Headphones** are required to ensure sound quality and to avoid echo.
- The virtual world is a multidevice app, which can be installed in computers, tablets and mobile phones. However, bearing in mind your role as speaker, you should use a **computer** since the interaction with your avatar as well as your presentation will be much better and easier in a big screen.
- **Windows users:** will share their own screen with the presentation, and his / her image through their own webcam.
- **Mac Users:** the option to share screen is not available, therefore MAC users will have to send their presentation in PDF, before Friday, August 13, in order for the Organization to upload it in the screen of the virtual world. Mac users will not be able to share webcam/image either. *Mac users with Parallels Desktop software, will be able to share screen and webcam/image.*
- **For this reason, we strongly recommend that if, you are able to do so, please use a computer with Windows.**



# PRESENTATIONS **WINDOWS** USERS

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- Recommended format: landscape (16:9).
- At the time of your presentation, you must have your PowerPoint open in your computer and you will share your screen in order to show your presentation. Nevertheless, we recommend you **send your PowerPoint presentation to [debor.arias@omniprex.com](mailto:debor.arias@omniprex.com) as a backup, before Friday, August 13.**
- For image to come as sharp as possible, and with the less delay possible, you will need an internet connection of a bandwidth between 80-100 Mbps. Above all, a good connection is very important in case your presentation includes any videos.
- Verify that videos are embedded in the PowerPoint file, and that they are displayed in presentation mode (videos should NOT have audio).
- If you want to highlight any information in your presentation you will have to activate “Pointer options” (*available in the options menu that appears when you click the right button of your mouse, in presentation mode*).



# PRESENTATIONS **MAC** USERS

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- Recommended format: landscape (16:9).
- **You have to send your presentation to [debor.arias@omniprex.com](mailto:debor.arias@omniprex.com) in PDF format, before Friday, August 13.** This means that animations will NOT be displayed. *If you use Keynote to prepare your presentation, there is an option available to convert to PDF that separates animations.*
- If your presentation includes any videos, send every video file separately (mp4 or avi) indicating the slide where the video should be played.
- Videos will be displayed independently, in full screen. If the video is included in a slide with more information, the slide will be displayed first (as an image), and the next slide will display the video in full screen.
- In the virtual world there is no laser pointer, so if you want to highlight any information in your presentation, you must highlight it with a box or circle.



# THE DAY OF THE PRESENTATION

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## COMPUTER

Speakers using Windows will share their desktop to show their presentation. Speakers using MAC will have their presentations uploaded in the virtual world.



## CHECK YOUR CONNECTION

Cable connection is recommended. If you can't, make sure you have a good Wi-Fi connection (80-100 Mbps simultaneous). Disconnect other devices that use the Wi-Fi connection (mobile phones, television ...), and close any software in your computer you don't need for your presentation.



## FIND A SUITABLE PLACE

Find a quiet space for the meeting, with no noise and good lighting.



## USE HEADPHONES

Make sure the headphones you are using have a microphone! Headphones are required to ensure sound quality and to avoid echo.



## AUDIO CHECK

On the day of your presentation, staff members will verify that your audio is correct. In the training sessions established for speakers, we will provide you more information about the Schedule for this testing before your presentation.





# SPEAKERS

As Speaker, your avatar has some additional actions, such as being able to go to the lectern in the stage, talk to the audience, manage your presentation, or share your webcam/desktop.

In this section, you will find detailed information on the dynamics established for this meeting.

# DYNAMICS SPEAKERS – WINDOWS

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## MOVE TO THE STAGE AND PRESENT

- Open the PowerPoint file of your presentation.
- From your seat, click on the screen on the left and select “Share webcam” (microphone disabled).
- Go to the Stage (teleport).
- Move forward near the lectern and click on the icon at the bottom of the lectern (your TALK button will change now to TALK TO ALL).
- Click on “TALK TO ALL” button, and will turn RED – From this moment, whenever you talk, your voice will be heard throughout the room.
- Click on the screen in the lectern and select “Share desktop” (microphone disabled).
- Show your PowerPoint in Presentation Mode.
- If you want to activate the pointer, in presentation mode, click the right button of your mouse and select "Pointer Options"
- You can start your presentation.

## END OF YOUR PRESENTATION

- After your presentation, close the PowerPoint file.
- In the Virtual World application, click on the screen in the lectern and select “Stop sharing”
- The chair will join you in the stage for the questions from the audience.
- Stay near the lectern, so the “TALK TO ALL” button remains active.
- When questions are over, mute the “TALK TO ALL” button (turn to orange).
- Go to your seat.

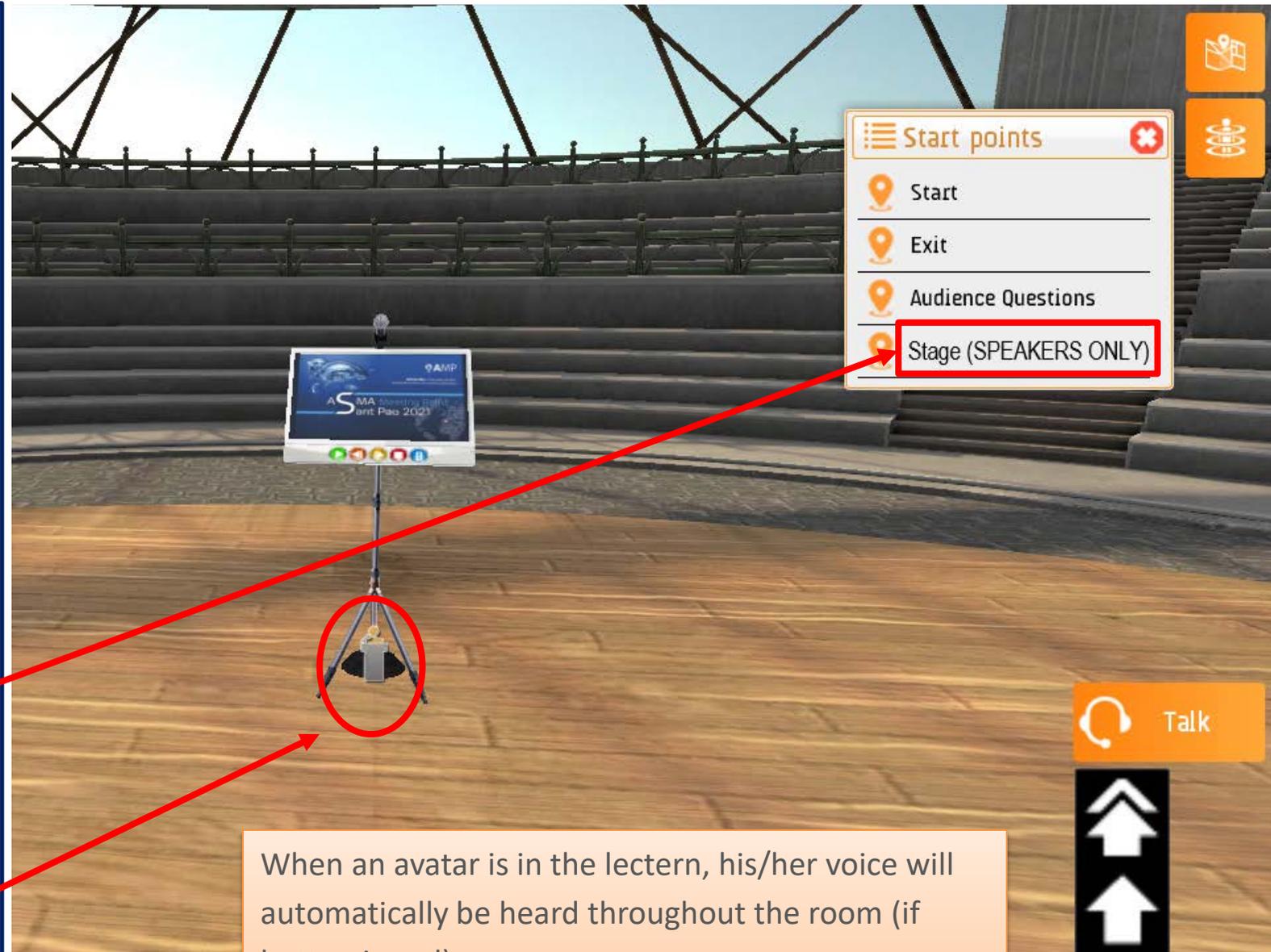
# HOW TO GO TO THE LECTERN

## WINDOWS USERS

At the time of your presentation, follow the instructions from the **STAFF** in the room, who will narrate at all times all the guidelines that you must follow, both before your presentation, and at the end of it.

To go to the lectern, when a **STAFF** member tells you to do so, use the TELEPORT option and select **STAGE (Speakers Only)**.

Once you are in the stage, click on the icon just at the bottom of the lectern.



When an avatar is in the lectern, his/her voice will automatically be heard throughout the room (if button in red).

You will realize because the button "TALK" will change to "**TALK TO ALL**".

# SHARING WEBCAM

## WINDOWS USERS

If using a Windows device, you will be able to share your webcam, so the audience can see your image in the additional screen (*staff members in the room will indicate*).

When a staff member tells you to do so, click on the indicated screen, and a menu showing different options will appear. Select:

### SHARE WEBCAM

Then, the system will ask you about the audio options, you must select:

### MICROPHONE DISABLED



### OUR RECOMMENDATIONS:

- Look for a quite place, with as less background noise as possible.
- Use a neutral background behind you (white wall)
- Do not place any lighting source behind you: only in front of you or above
- Please do a test a few days before your presentation.

# SHARING DESKTOP

## WINDOWS USERS

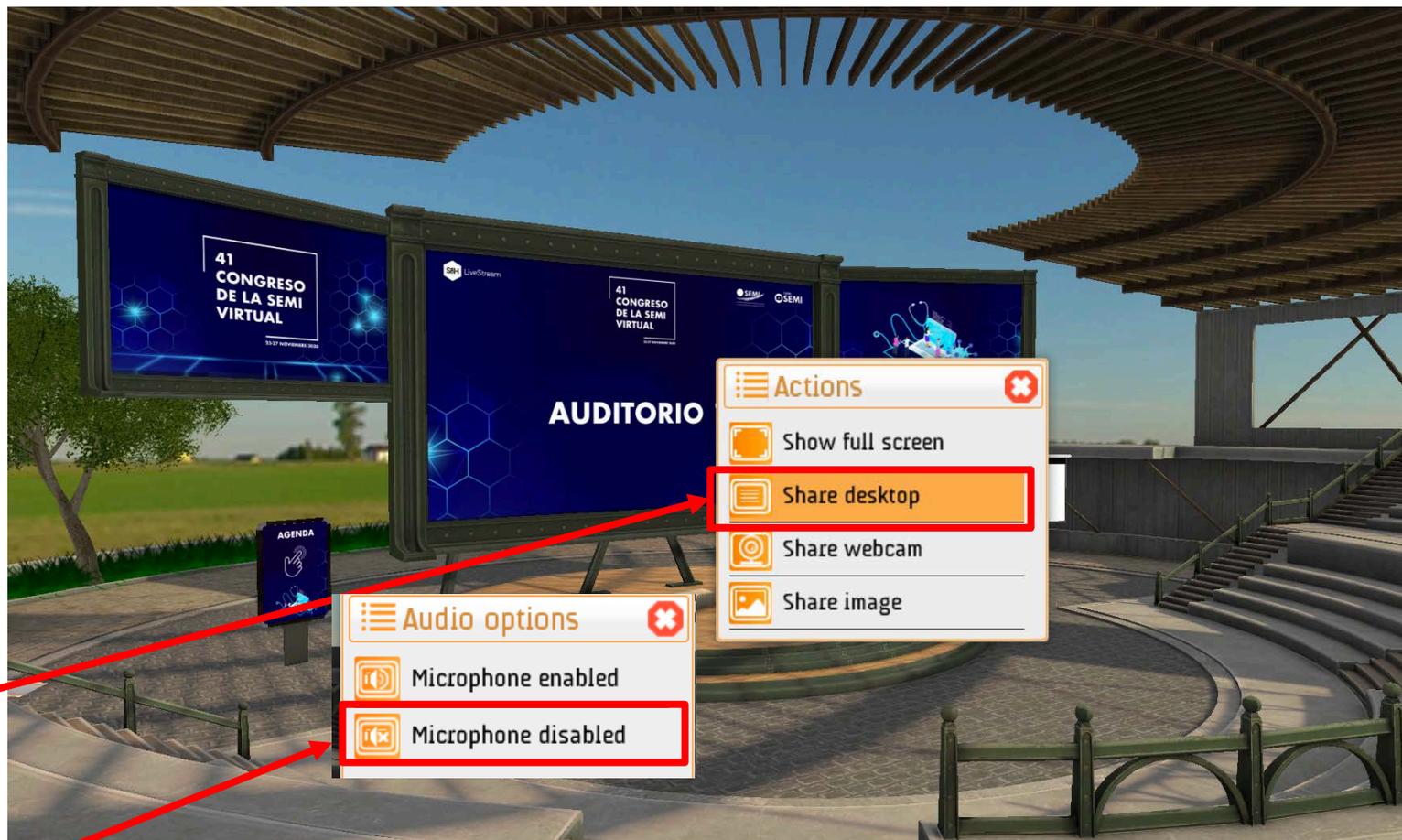
You will be able to share your desktop to show your presentation (*main screen, staff members in the room will indicate*).

Once in the lectern, **when a staff member tells you to do so**, click on the screen of the lectern, and a menu with different options will be displayed. Select:

## SHARE DESKTOP

Then, the system will ask you about the audio options, you must select:

## MICROPHONE DISABLED



### BEFORE SHARING DESKTOP

- Open the PowerPoint file with your presentation.
- Share your webcam (NO audio).
- Go to the lectern (teleport).
- Click on the "Speak to all" button (this button will turn red).

### SHARING DESKTOP

- Click on the screen in the lectern and select "Share desktop" (NO audio).
- Show your PowerPoint in Presentation Mode.
- If you want to activate the pointer, in presentation mode, click the right button of your mouse and select "Pointer Options"

# DYNAMICS SPEAKERS – MAC

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## MOVE TO THE STAGE AND PRESENT

- Go to the Stage (teleport).
- Move forward near the lectern and click on the icon at the bottom of the lectern (your TALK button will change now to TALK TO ALL).
- The staff onsite will upload your presentation in the main screen, and will activate your permission to move slides.
- Click on “TALK TO ALL” button, and will turn RED – From this moment, whenever you talk, your voice will be heard throughout the room.
- You can start your presentation and move slides forward or backward by clicking on the buttons in the lectern:
  - Yellow: moves slides forward.
  - Orange: moves slides backward.

## END OF YOUR PRESENTATION

- After your presentation, the staff onsite will disable your permission to move slides.
- The chair will join you in the stage for the questions from the audience.
- Stay near the lectern, so the “TALK TO ALL” button remains active.
- When questions are over, mute the “TALK TO ALL” button (turn to orange).
- Go to your seat.

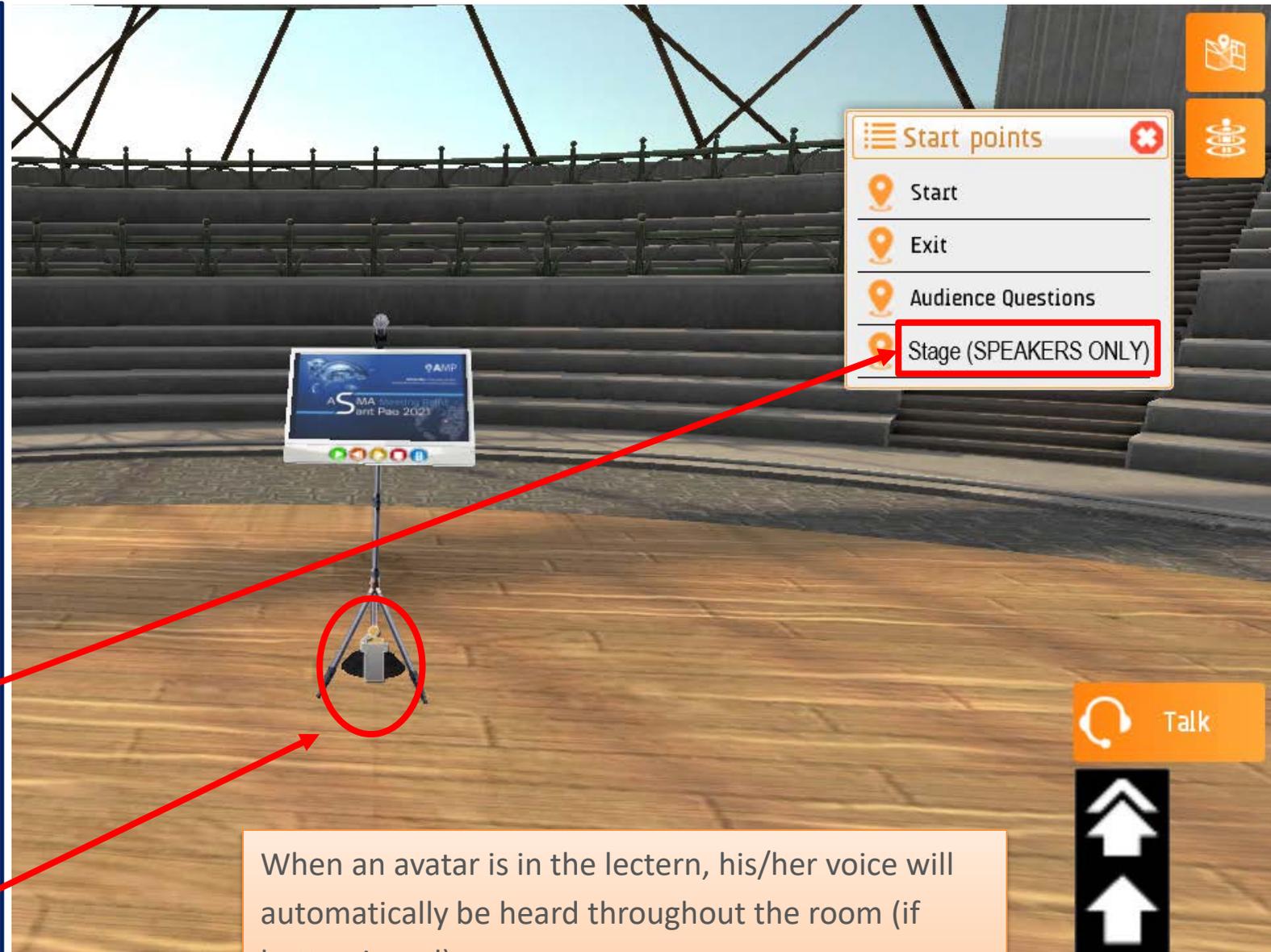
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## MAC USERS

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To go to the lectern, when a **STAFF** member tells you to do so, use the TELEPORT option and select **STAGE (Speakers Only)**.

Once you are in the stage, click on the icon just at the bottom of the lectern.



When an avatar is in the lectern, his/her voice will automatically be heard throughout the room (if button in red).

You will realize because the button "TALK" will change to "**TALK TO ALL**".

# HOW TO PRESENT

## MAC USERS

MAC users will not be able to share desktop nor webcam/image. Their presentation will be uploaded in the main screen of the virtual world.

Once you are in the stage, click on the icon just at the bottom of the lectern.

From the **buttons of the lectern** you will be able to manage your presentation:  
**YELLOW BUTTON** to move forward.  
**ORANGE BUTTON** to move backward.

To see the **presentation in full screen** click on the screen of the lectern, select "Show full screen". To close full screen mode, click on the red circle with the white X.



# IMPORTANT!

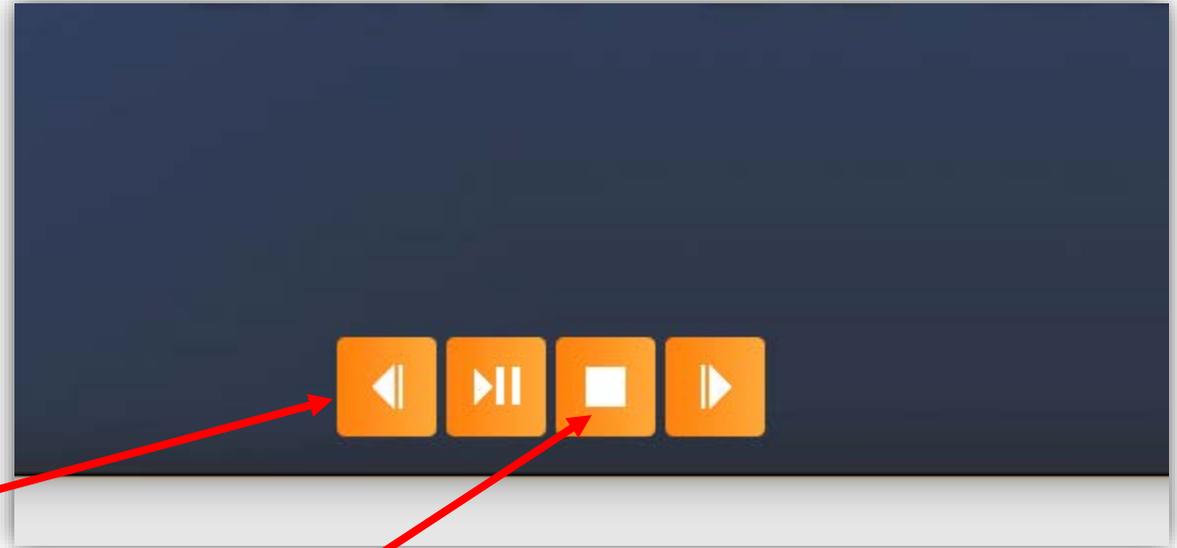
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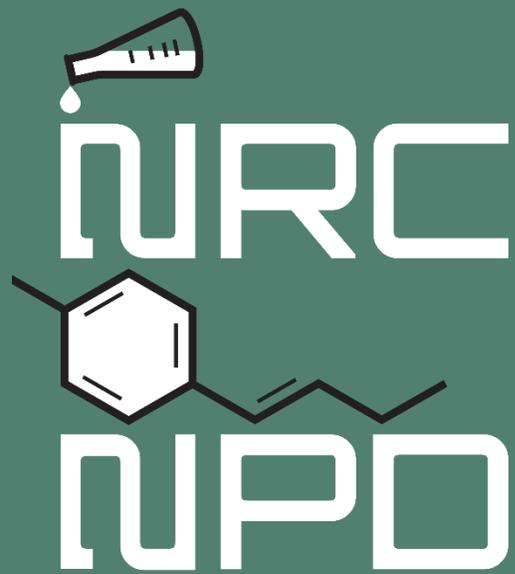
## MAC USERS

For a smooth development of the meeting, we want to specially highlight the following indications:

**IN FULL SCREEN MODE, DO NOT USE THE FORWARD OR BACK BUTTONS IN YOUR COLLEAGUES' PRESENTATIONS, BECAUSE THE BUTTONS WORK ALWAYS, EVEN IF IT IS NOT YOUR PRESENTATION.**

**DO NOT CLICK ON THE BUTTON WITH THE WHITE SQUARE, BECAUSE THE PRESENTATION WOULD GO TO THE START (FIRST SLIDE).**





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