



**XVI EAAE Congress**  
**Raising the Impact of Agricultural Economics:**  
**Multidisciplinarity, Stakeholders Engagement**  
**and Novel Approaches**  
20-23 July, 2021 | Prague, Czech Republic

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## **Information for EAAE Congress Presenters**

### **Speakers including chairs and discussants - General information**

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All speakers incl. chairs of a session should connect (and come in touch with a respective technician) 5 min before the session starts.

**All speakers and chairs are strongly advised to visit the Speakers Ready Room to check their connections/equipment and learn about the online platform prior to the congress!!!**

**Go to your profile and provide your short bio!!!**  
**Your photo will also be very appreciated.**

#### **Slides**

- Should be preferably in the wide format;
- both ppt(x) and pdf files are possible;
- slide presentations are launched from the gCon server by a designated technician.

#### **Presentations can also be pre-recorded (off-line presentations)**

- but the speaker has to be present online for discussion;
- it facilitates time management, so pre-recording is encouraged;
- format mp4 only - see the instructions at the [congress virtual site](#);
- highly recommended if your connection is rather weak!

**Further guidelines where to send the slides and pre-recorded presentations are mentioned in the guidelines below.**

#### **Time will be strictly controlled**

- If necessary, chairs and technicians will have to cut presentations that exceed their allocated time
- Pre-recorded presentations will be checked to ensure that they are not too long

**To start your presentation, go to MY PARTICIPATION area – see later**

#### **Invited Speakers (Plenary Sessions)**

- 35 min for the presentation and 10 min for discussion
- Speakers and chairs will have 5 min for mutual contacts/talks without the audience after the end of the session.





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### Presenters of Contributed Papers

- 15 min presentation and 5 min discussion
- CP sessions will last 80 min=4x20 min

### Invited Panels, Organised Panels and Organised Sessions

- 90 min total for the session, time distribution depends on the organisers of the session and the chair.
- Discussants and panellists have to be registered as speakers (organisers, please, check that all discussants and panellists are included in the programme)

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### TECHNICAL PRE-REQUISITES

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For correct function of the online Congress platform please follow the minimum system requirements:

- 1) **Microsoft Windows or Mac OS** based device
  - Other devices are not fully supported (e.g. mobile phones)
- 2) Latest **Google Chrome, Microsoft Edge, Vivaldi or Apple Safari** internet browsers
  - Other browsers are not fully supported (e.g. Mozilla Firefox, Opera)
- 3) **Headphones with microphone**
  - Noise cancelling headphones are recommended to reduce background noise
- 4) **Stable Internet connection** (minimum 10/10Mbps)

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### LOGIN

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To attend the Virtual Congress:

- 1) Please visit the live conference website
  - <https://eaae2021.gcon.me/page/home>
- 2) Then click on the **User Login** link in the top right corner of the page





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- 3) On your first login attempt the site will ask you to **provide your e-mail address**
  - the e-mail address you were registering with
- 4) Then your **password will be automatically sent** to your address
  - it is coming from the e-mail address [info@gcon.me](mailto:info@gcon.me)

### MANAGING YOUR ACCOUNT

In case you want to change your account info or description:

- 1) You can **find and change** your personal data, description and social sites in the **right upper corner** "name" menu
- 2) Then click on **Personal page**



- 3) Here you can manage your **Personal data** (e.g. profile picture, phone number, e-mail)
  - Don't forget to save your changes by green **Save changes** button

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- 4) On the other tabs you can change **Description** and **Social media profiles** that will be shown on your profile
  - Also don't forget to **Save changes**
  - The **Social media profiles** could be in both formats like **URL (link)** or **Username**





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### HOW AND WHERE TO SUBMIT MY PRESENTATION

To upload your presentation, please visit the live congress website (<https://eaae2021.gcon.me/page/home>) and click the **User Login** link in the top right corner of the page.

**Please upload your presentation into the virtual platform before July 19.**

After login please go to personal page:

- Use the upload presentation button
- You can either upload a presentation in pptx, pdf or MP4.
- The pre-recorded presentations length must always stick to the allocated time of the presentation



- All presentations will be checked and approved by technician prior to the conference. In case there is a problem with your presentation, the technical support will contact you.

### SPEAKERS READY ROOM AND SELF TESTING

**!! Your equipment and the internet connectivity can influence the performance and quality of the virtual congress stream!!**

**It is necessary to first test these in the SPEAKERS READY ROOM:**

- 1) Please make sure to visit the **SPEAKERS READY ROOM** no later than 30 minutes before your session starts
  - It's important for us to provide you with adequate support in case you are facing technical issues
- 2) To test your stream quality **pass successfully** all the steps in the **SPEAKERS READY ROOM**
- 3) These are the following steps:
  - Visit the **SPEAKERS READY ROOM**
  - The testing wizard will guide you through the process, to proceed through the test, press the **Next step** button.





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### Technical requirements for speakers and chairs

For a smooth running congress and a simple connection, we recommend implementing the following requirements.

- **internet connection:** at least 10Mbps upload and 10Mbps download
- **internet browser:** the latest version of browser Google Chrome, Microsoft Edge, Vivaldi or Apple Safari
- **network:** allowed UDP port 9000 for IP address 46.234.106.96
- **sound and video:** we recommend headphones with a microphone and a quality webcam
- **tip for you:** make sure nothing disturbs you during your presentation
- **tip for you:** check the camera position and choose a room with proper lighting.

Next step

#### 1) First test will check your internet connection speeds and browser version

- !! Be aware that the internet speed test is done against our virtual Congress platform directly and may not reflect the local internet speed guaranteed by your provider!!



Next step

#### 2) Next step is there to check if your Microphone and Webcam is enabled

- !! If they're not enabled, please enable them in your device settings by yourself or contact our technical support as soon as possible!!



Next step





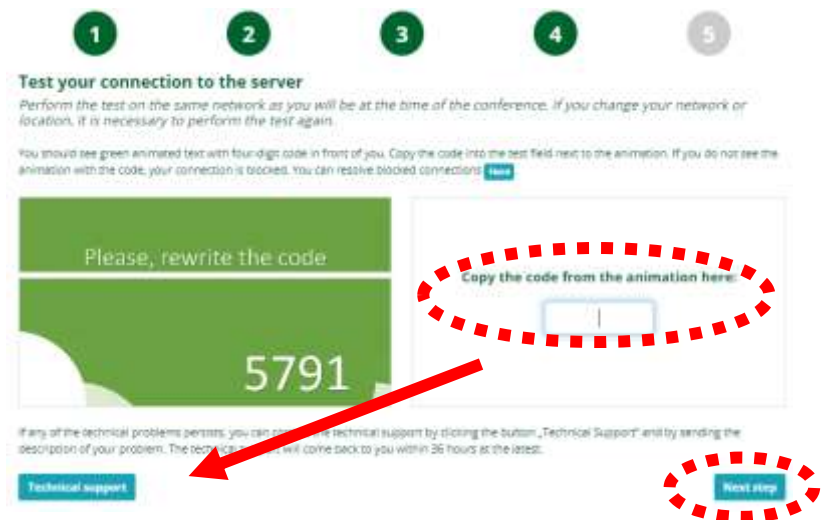
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### 3) Please in next step test your **Connection to the server**

- To pass it successfully, rewrite the code from the video to the box next to it
- **!! This step is very important for running your presentation!!**
- **!! In case of having problems with it, please contact the technical support!!**



- ### 4) Here you can test you **Microphone, Webcam** and turn them on/off
- ### 5) After testing your Microphone, Webcam and Internet connection please press **Pre-view – chair/speaker** button (depends on your role)





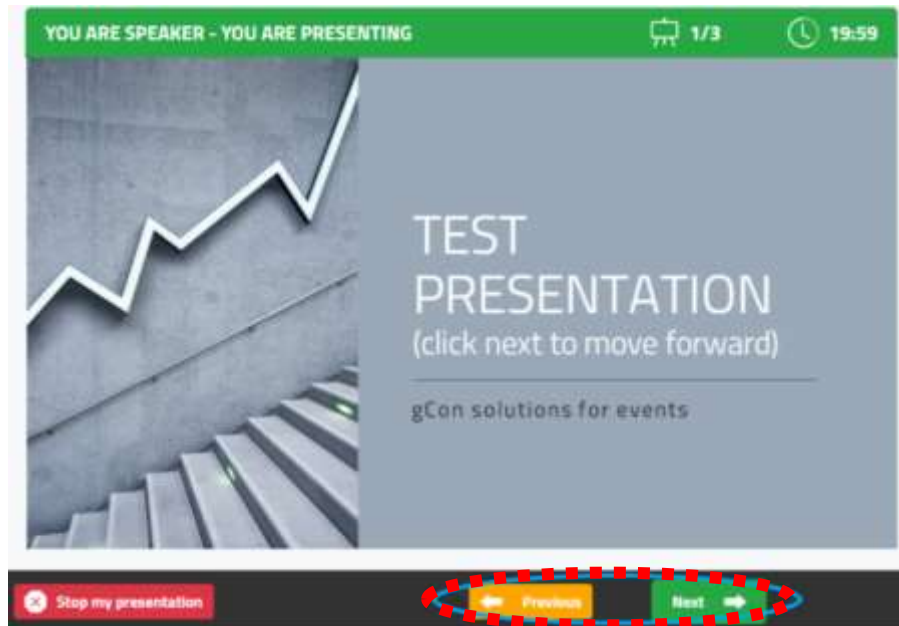
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6) Then the **Test virtual session** will appear, so **please test**:

- **Presentation** => you can navigate and stop the presentation by using the buttons next/previous



- **!! Please do not use the button Stop my presentation until your presentation is finished!!**
- **!! After pressing the STOP button, you're not longer able to resume it!!**
- **!! If you accidentally press it please contact our Technical support as soon as possible!!**



7) Also try how to **control your peripherals**:

- **mute/unmute your Microphone** (use Microphone ON/OFF button)
- **turn on/off your Webcam** (use Webcam ON/OFF button)



### Reading and answering the questions:

1) Read the questions by clicking on the **Question button**

- Question form is closed for the participants when the presentation ends
- Questions are usually reviewed by chairman
- Questions will be read after presentation ends
- Questions are cleared before start of new presentation

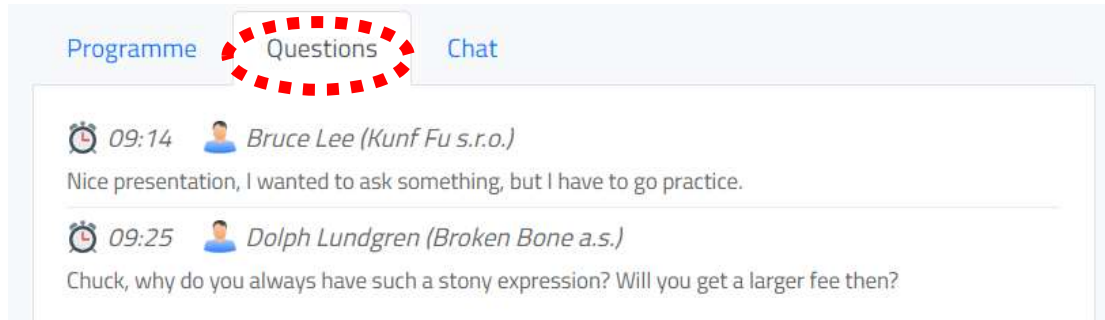




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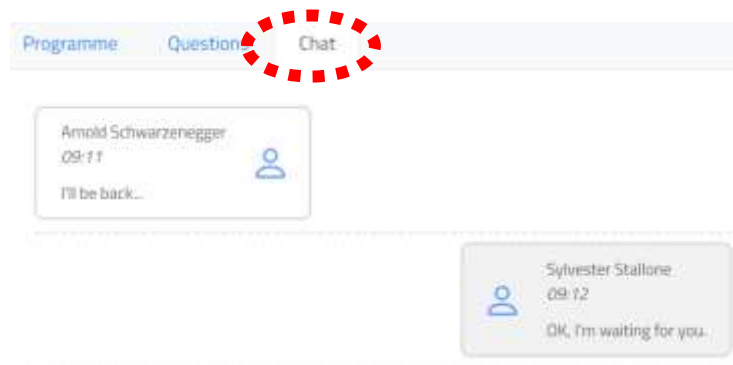
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### Chat:

- 1) To enter the Chat please click on the **Chat button**
  - It serves as a communication channel between speakers, program chairs and technical chairs for the currently running session



### Ending the Speakers ready room:

- 1) After successfully testing all controls/functions in the preview room, please click on **Leave the session** button



- 2) To finish the speakers ready room testing please click on: **Leave preview room** button



**!! If any of these tests fail, please contact the technical support directly!!**







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### ACTIVE PARTICIPATION (SPEAKERS, CHAIRS)

#### Getting to know your schedule

- 1) If You're participating as a **speaker, discussant or chair**
- 2) Then please navigate to **MY PARTICIPATION**
  - This will enable you to actively contribute to the session, speak, present etc. after the technical chair enables these features to you
- 3) After entering the section, you will see your assigned sessions only
- 4) To join the session, click on: **Enter the Session** button
  - This button will be active only after the session is open for participation
  - Button is active 10 minutes before the start time of the session

The screenshot shows the top navigation bar with tabs: Home, Programme, E-poster, Helpdesk, Instructions, eaae2021.org, LIVE, Speakers ready room, and My participation (highlighted with a red dashed circle). Below the navigation bar is a message: "Your browser is supported. Everything should work fine." The main content area contains instructions for remote participation, including roles for Chair and Speaker. At the bottom, there is a section titled "Sessions with your remote participation" showing a session card for "Session 1" on Tuesday, 20.07.2021, from 10:00 to 11:00. The session card includes a "Enter the session" button (highlighted with a red dashed circle) and a "40 min" duration indicator.

#### CHAIRS

- 1) Your microphone is automatically activated as soon as you enter the session, and you are able to speak to the audience, to other chairs and all speakers in the session for the duration of the session
  - You will also hear our technical support, who will be allowed to speak to current presenting speakers at your request
  - Under the preview of the ongoing presentation, you can always see the schedule of the entire session and who is already remotely present in this session (their names are highlighted in green)
- 2) The chair moderates the session/ single presenter:
  - he/she introduces the author and manages all questions during the live discussion of the sessions





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- 3) The co-chair remains in the background and he/she is responsible to observe the chat box
  - He or she can always raise any of the unanswered questions mentioned in the Questions box
  - He/she is also responsible for keeping the time of the session
- 4) In case of technical problems, the co-chair informs the technical support of Guarant to provide help.

### **SPEAKERS**

- 1) After entering the session, you can hear the chairs and the current speaker and see a preview of currently running presentations.
  - Your microphone and presentation sharing remain inactive until enabled by the chair
  - The technical support will automatically launch your pre-uploaded presentation
  - Once your presentation is over and when enabled/prompted by the chair, a screen-sharing window will automatically appear on the screen and your microphone will be activated for discussion

