



**hsr2020**  
SIXTH GLOBAL  
SYMPOSIUM ON  
HEALTH SYSTEMS  
RESEARCH  
بحوث النظم الصحية

# Live Speaker Guide: Roles, Responsibilities & Platform Overview

# Speaker Role

- To familiarize yourself with the platform by:
  - viewing the videos
  - going through the presentation guide
  - attending the training should you have any queries
  - ensuring you login to the platform at the start of the Symposium to update your profile (as outlined in slides 6 - 9).
- To ensure the Zoom app is downloaded on your laptop
- Login 30 minutes before your session starts to practice with your co-speakers
- To deliver your presentation - accepting prompts to unmute your microphone, start your video and sharing your screen.
- Be part of the live Q&A

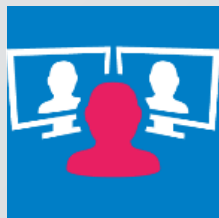
**Please ensure everything from the checklist in the following two slides is adhered to**

# Speaker Checklist: Pre-event



## **ELIMINATE DISTRACTIONS**

Isolate yourself from distractions. It's important to have a designated area free from outside noises and distractions. Switch your mobile phone to silent mode and keep it close to you should the technical team need to contact you.



## **BE PREPARED WITH YOUR PRESENTATION**

Keep your final presentation ready and minimized so when you share your screen, you are prepared with the presentation. Familiarize yourself with the flow of the program and your presentation timing and duration.



## **EMBEDDED VIDEOS**

If you have videos embedded within your presentation, while sharing your screen you must ensure to click on share computer sound as well. We highly recommend to keep these videos saved in the same folder as the presentation to avoid any technical issues.



## **TEST YOUR INTERNET CONNECTION**

Make sure you are in an area with good quality internet connection with a minimum 1 mbps. [CLICK HERE](#) to test your connection.

# Speaker Checklist: Pre-event



## TEST YOUR CAMERA & MIC

Please test your camera and mic quality



## LIGHTING

Make sure to have adequate amount of light during your presentation.



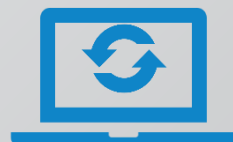
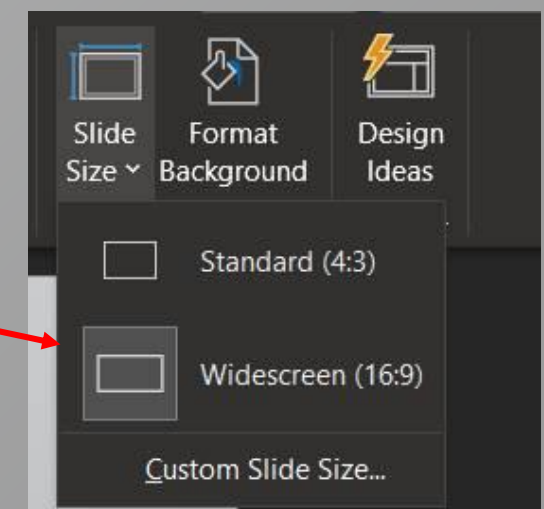
## TIMER

Please use your mobile phone as a timer to make sure your presentation will not go over the allocated time as per the program.



## SLIDE RATIO

It is a must to prepare your presentation slides in **16:9** ratio on PowerPoint Format. Please check this in PowerPoint mode in the section Design tab > Slide Size > Widescreen (16:9).



## SYSTEM UPDATES

Please ensure that there are no system updates running on your laptop/desktop during your presentation.



# Technical Support



## **Before going live:**


- Technical support will be present during the practice session 30 minutes before to:
  - Test audio and video
  - Support speakers with applying the virtual backdrop if necessary.
  - Go through the session flow and any other queries you may have.

## **During the live session:**

- The technical team will:
  - Send you prompts to unmute your microphone and start your video when it is your turn to present and during the live Q&A.
  - Stop your video and mute your microphone after your presentation is complete.

# Logging on to the Platform

- You will be receiving the speaker joining instructions with an autologin link.
- In case you are requested to sign in, please use the email ID and password which will be sent in the joining instructions.



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**8 - 12 NOV 2020**  
**VIRTUAL  
EXPERIENCE**


Sign In

Email

Password/PIN

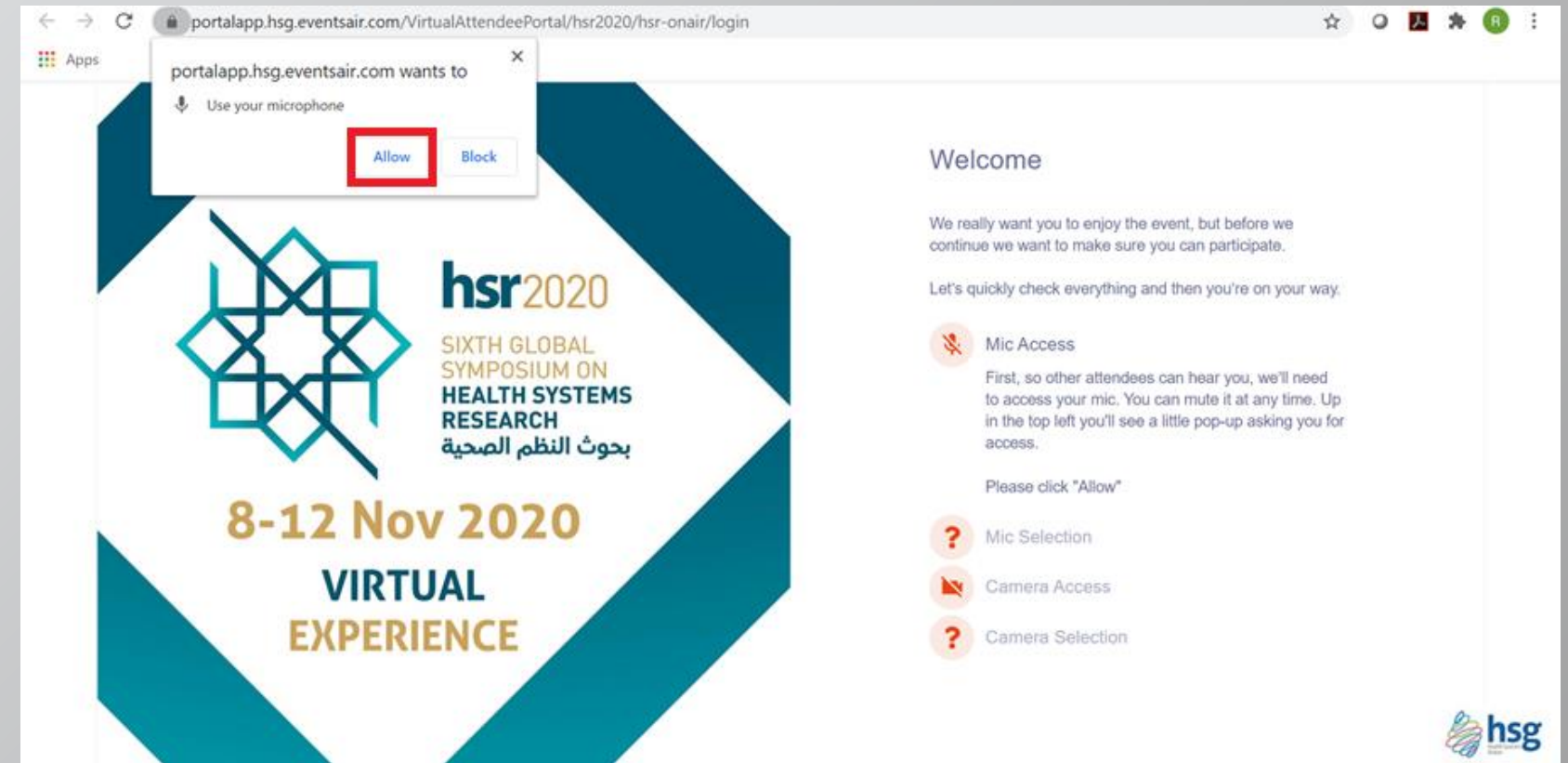
[Sign In](#)

[Forgotten your password/PIN?](#)

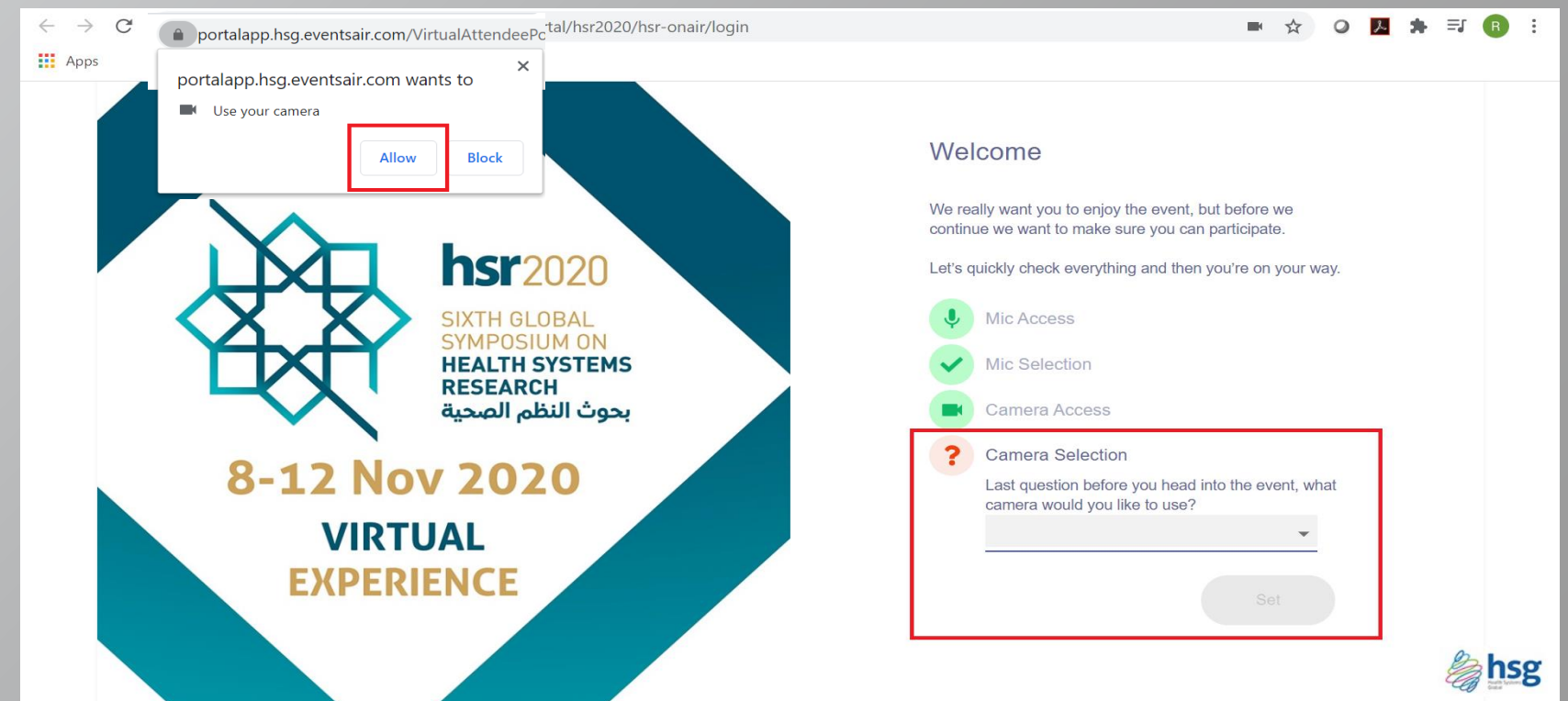


# Logging on to the Platform

- Once you login, you will be redirected onto the platform, wherein you will have to “Allow” Use of your microphone and “Allow” Use of your camera.

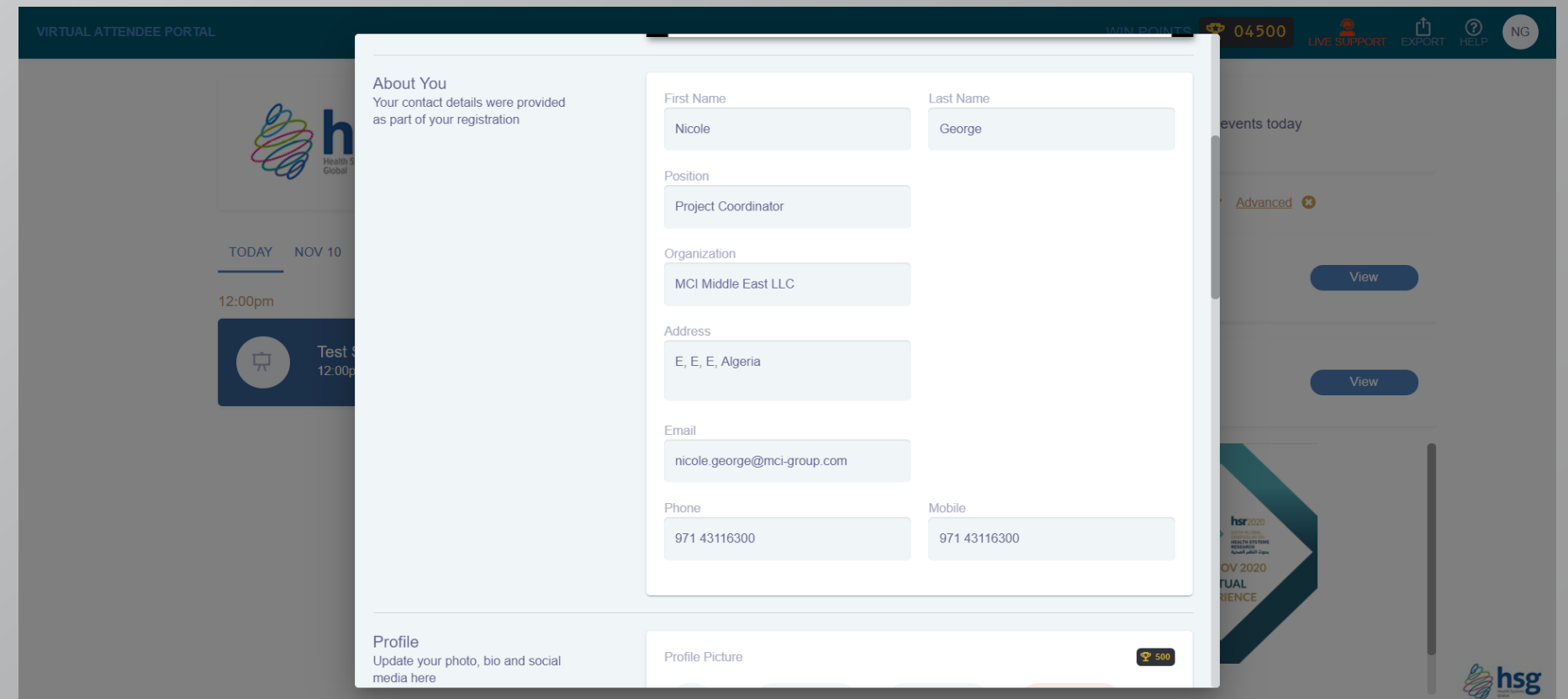
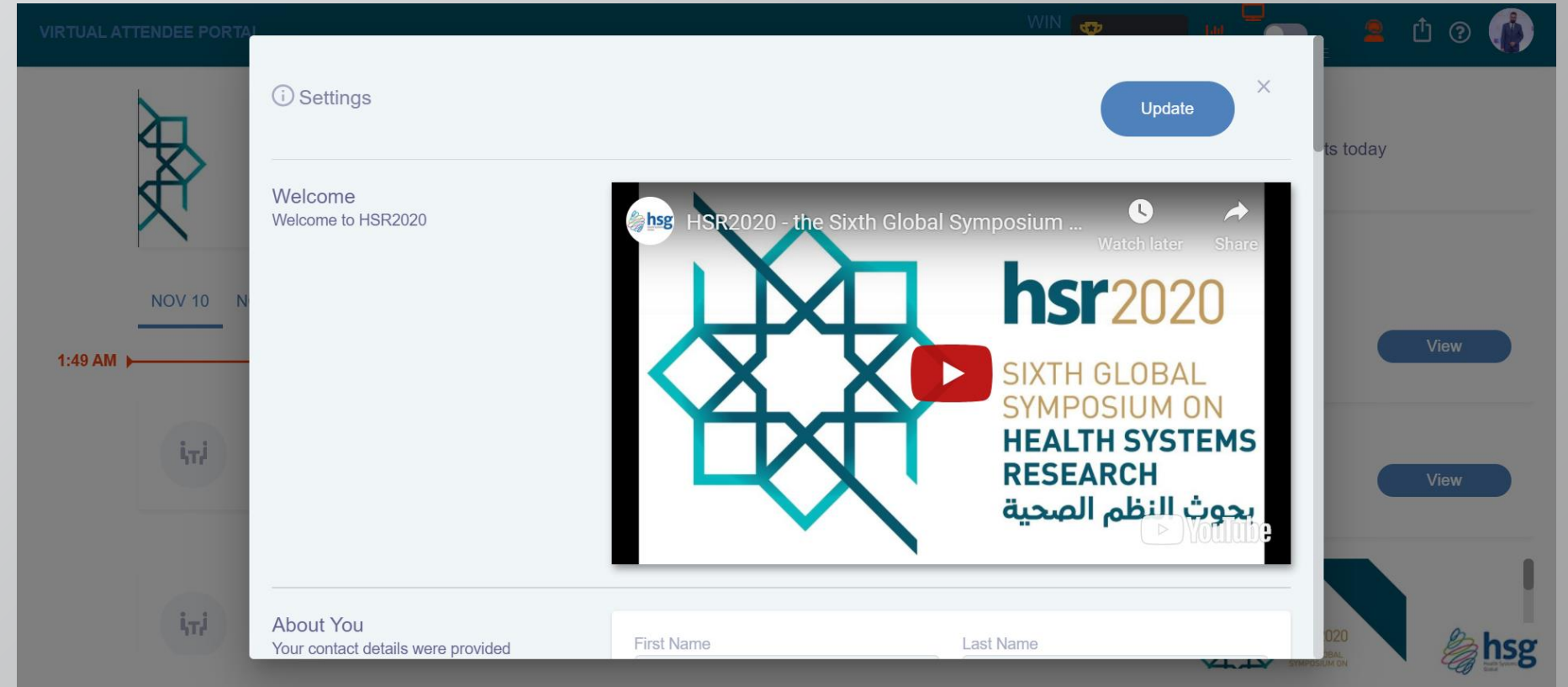


- Upon allowing to use your camera, you will have to select the camera.



# Welcome Page

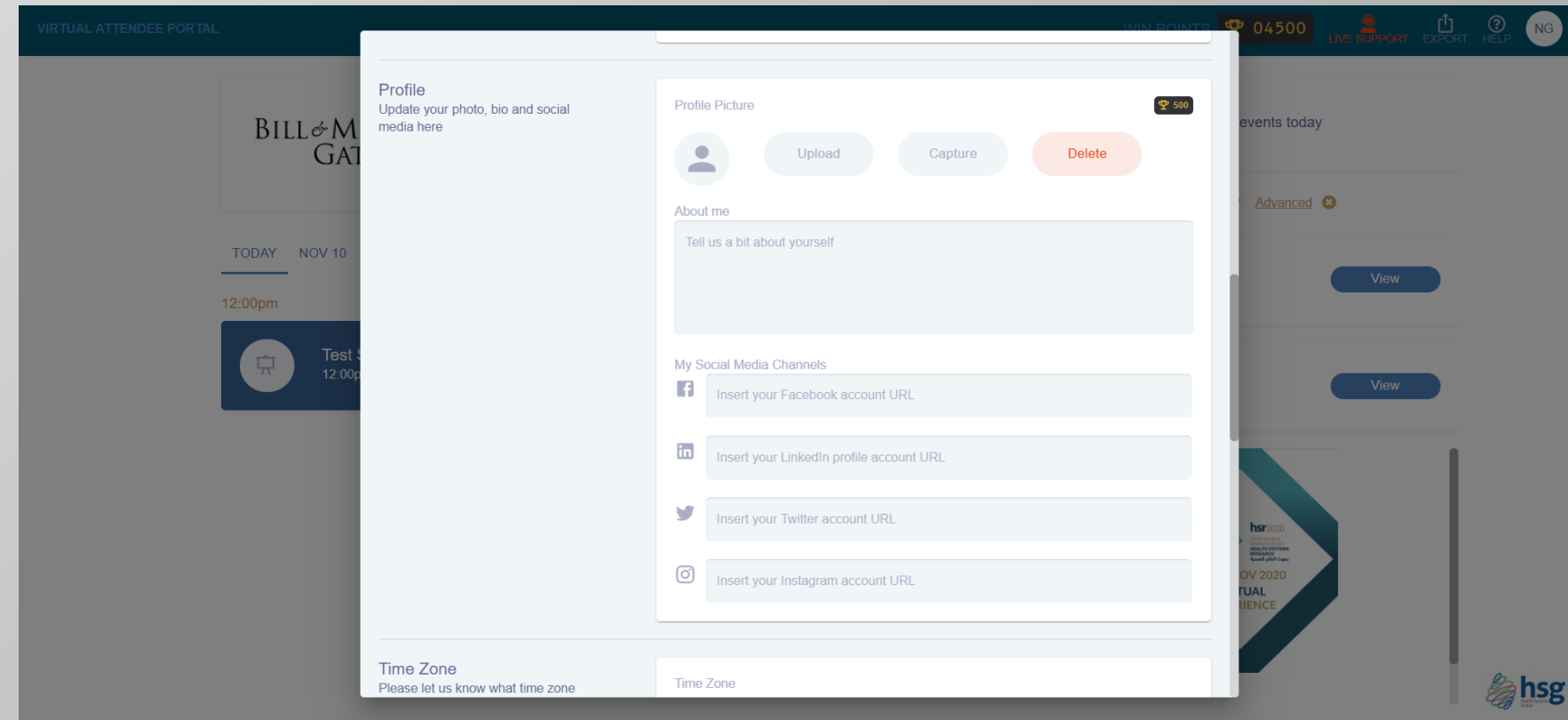
- On the Welcome page you will be asked to verify your details.



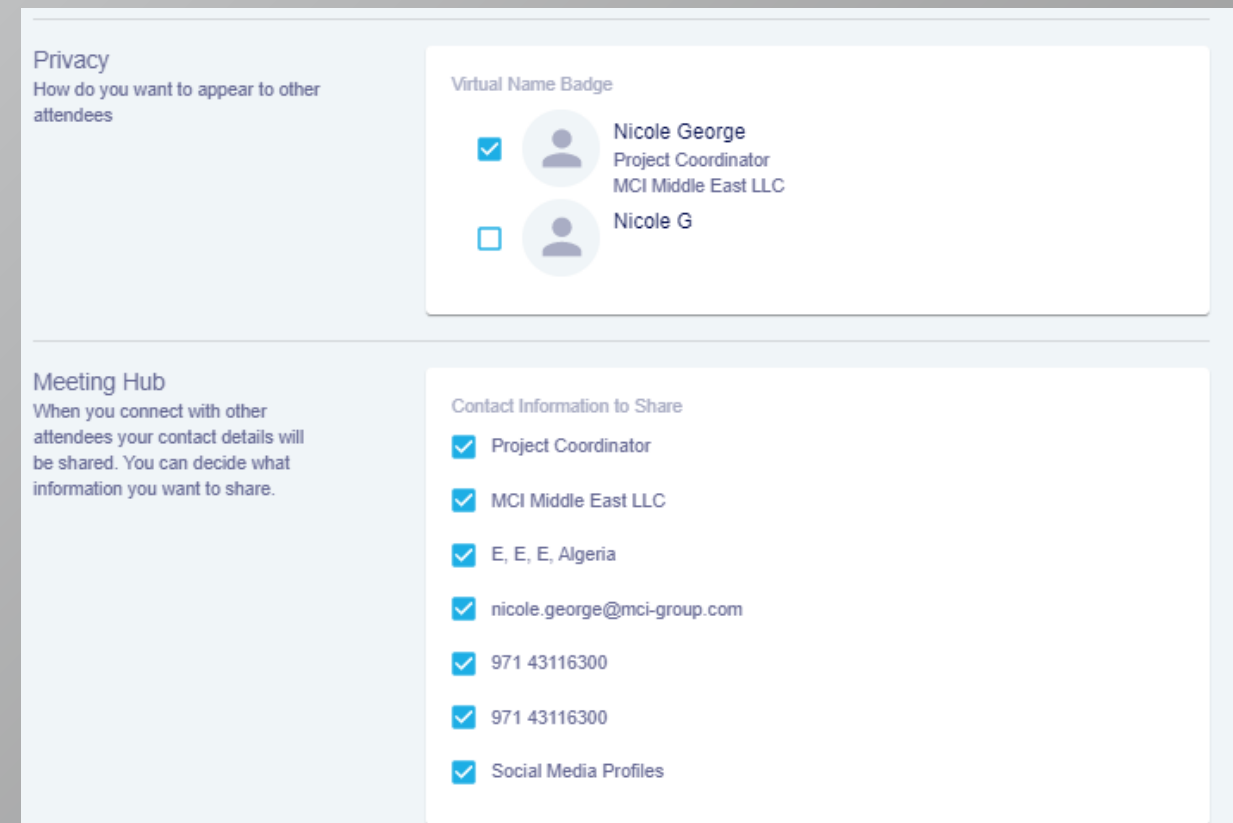


# Update Your Profile

- In the profile section, you will be required to upload a photo and update any missing information.
- In the privacy settings, you will have the choice to select your preferred display name.
- In the Meeting Hub, you will have a choice to select your details (email id, organization name etc.) that would be shared with other participants when you connect with them or vice versa. After this you will be taken to the home screen.



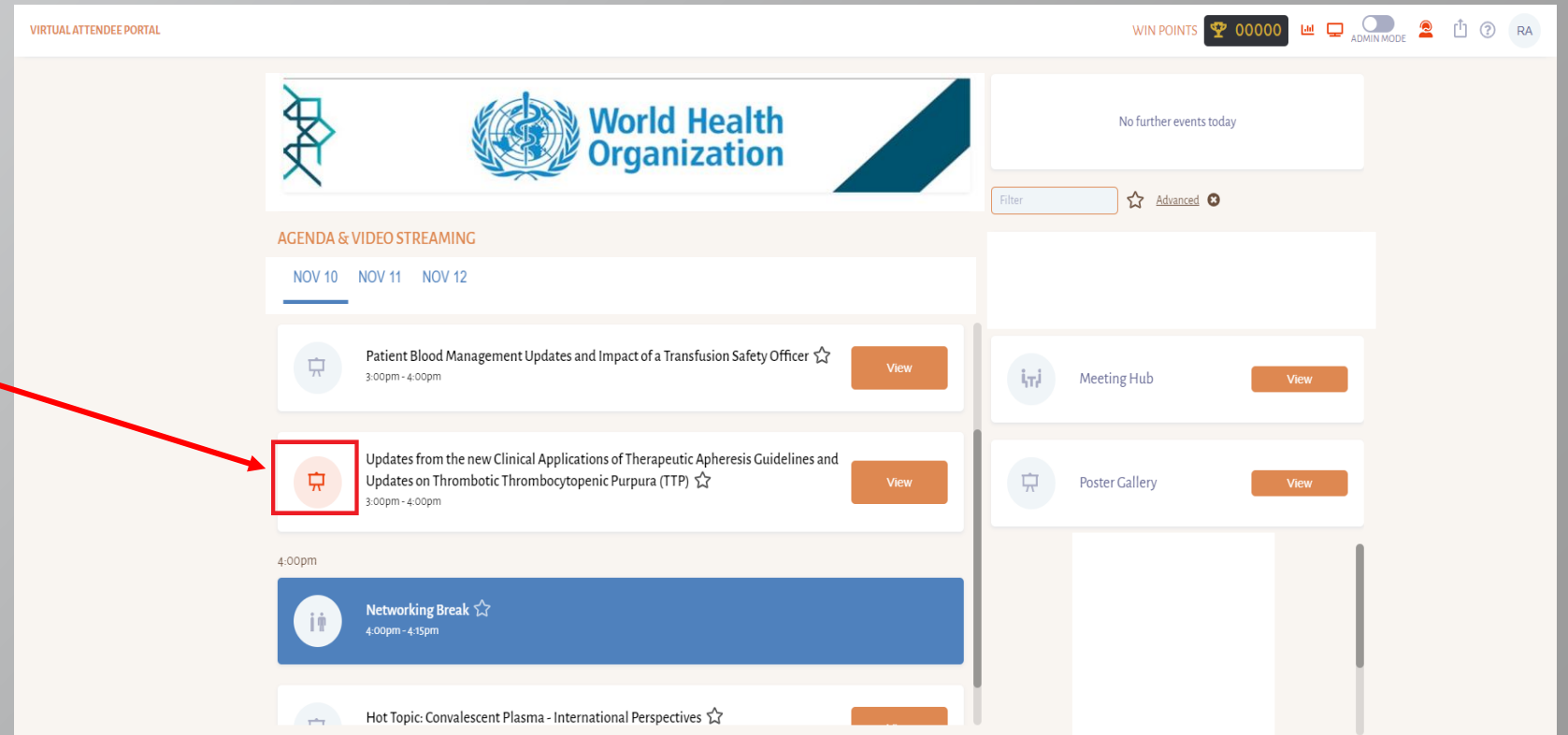
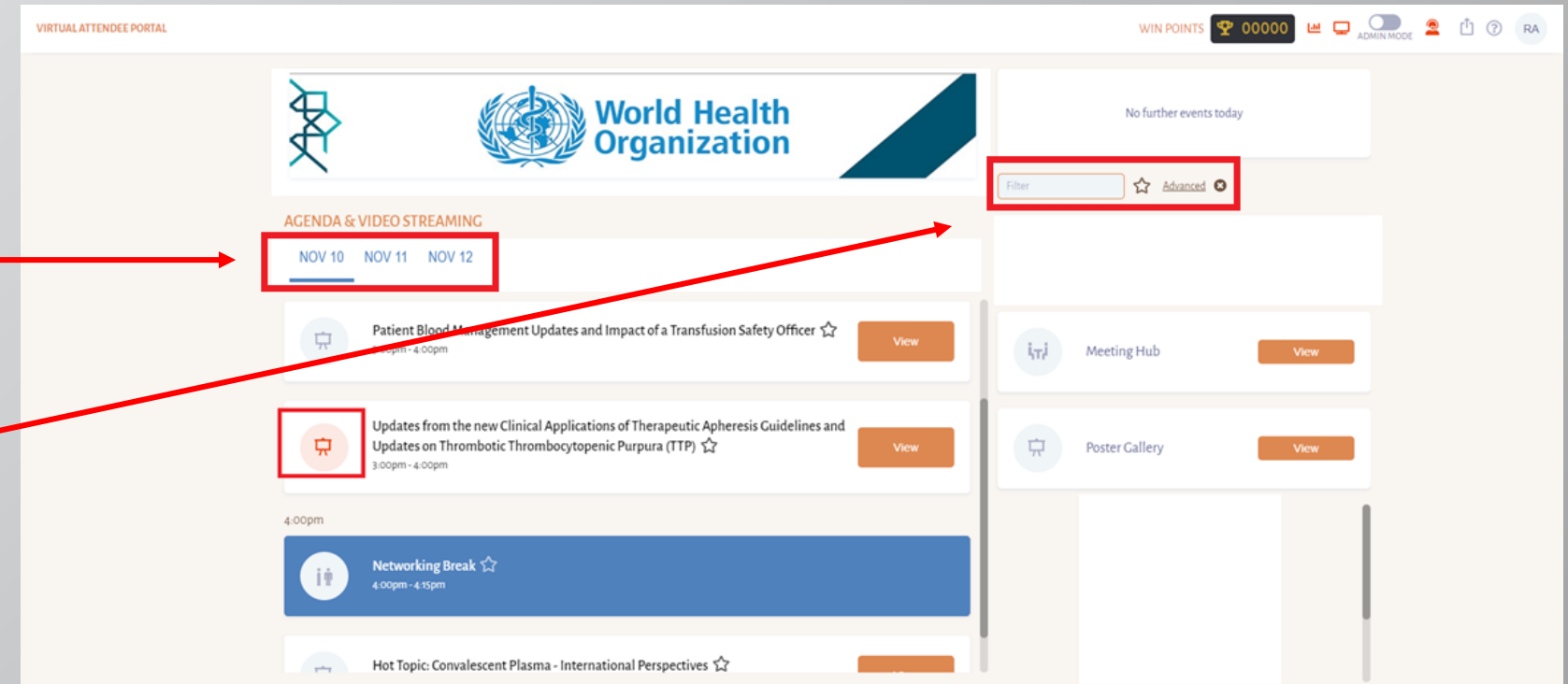
The screenshot shows the 'VIRTUAL ATTENDEE PORTAL' interface. A modal window titled 'Profile' is open, allowing users to update their photo, bio, and social media information. The modal includes a 'Profile Picture' section with 'Upload', 'Capture', and 'Delete' buttons. Below this is an 'About me' section with a text input field. The 'My Social Media Channels' section contains input fields for Facebook, LinkedIn, Twitter, and Instagram URLs. At the bottom, there is a 'Time Zone' section with a dropdown menu. The background shows a calendar for 'TODAY' and 'NOV 10' with a 'Test' event at 12:00pm.



The screenshot shows the 'Privacy' and 'Meeting Hub' settings in the Virtual Attendee Portal. The 'Privacy' section is titled 'How do you want to appear to other attendees' and includes a 'Virtual Name Badge' section with two options: 'Nicole George' (checked) and 'Nicole G' (unchecked). The 'Meeting Hub' section is titled 'When you connect with other attendees your contact details will be shared. You can decide what information you want to share.' and includes a 'Contact Information to Share' section with several checked options: 'Project Coordinator', 'MCI Middle East LLC', 'E, E, E, Algeria', 'nicole.george@mci-group.com', '971 43116300', and 'Social Media Profiles'.

# Home screen upon Login (Agenda & Timeline)

- Click the relevant event date to view the agenda for that day.
- You may also filter and search the session name that you are presenting in
- You will be able to identify the session you are speaking in by seeing the red icon next to the session name. (for regular attendees, the icon is grey)



# Joining Your Session as a Speaker

- All sessions that are in progress will have a message ‘Live Now’ underneath the session name. To join your session, please click on “Join”



The screenshot displays the World Health Organization's event interface. At the top, the WHO logo and name are visible. Below the header, a navigation bar shows dates: NOV 10, NOV 11, and NOV 12. A session card for "Topic 1: COVID-19 and the Economy: The Impact on Credentialing" is highlighted with a red box. The card shows the time "2:00am" and a "LIVE NOW" indicator. A red arrow points from the "Join" button on the card to the "Join" button in the session information panel on the right. The session information panel also displays the session title and the speaker's name, Darshan Aswani.

World Health Organization

NOV 10 NOV 11 NOV 12

2:00am

2:12 AM

Topic 1: COVID-19 and the Economy: The Impact on Credentialing ☆

2:00am - 3:00am

LIVE NOW

Join

No further events today

Filter ☆ Advanced ✕

Meeting Hub View

Poster Gallery View

Session Information

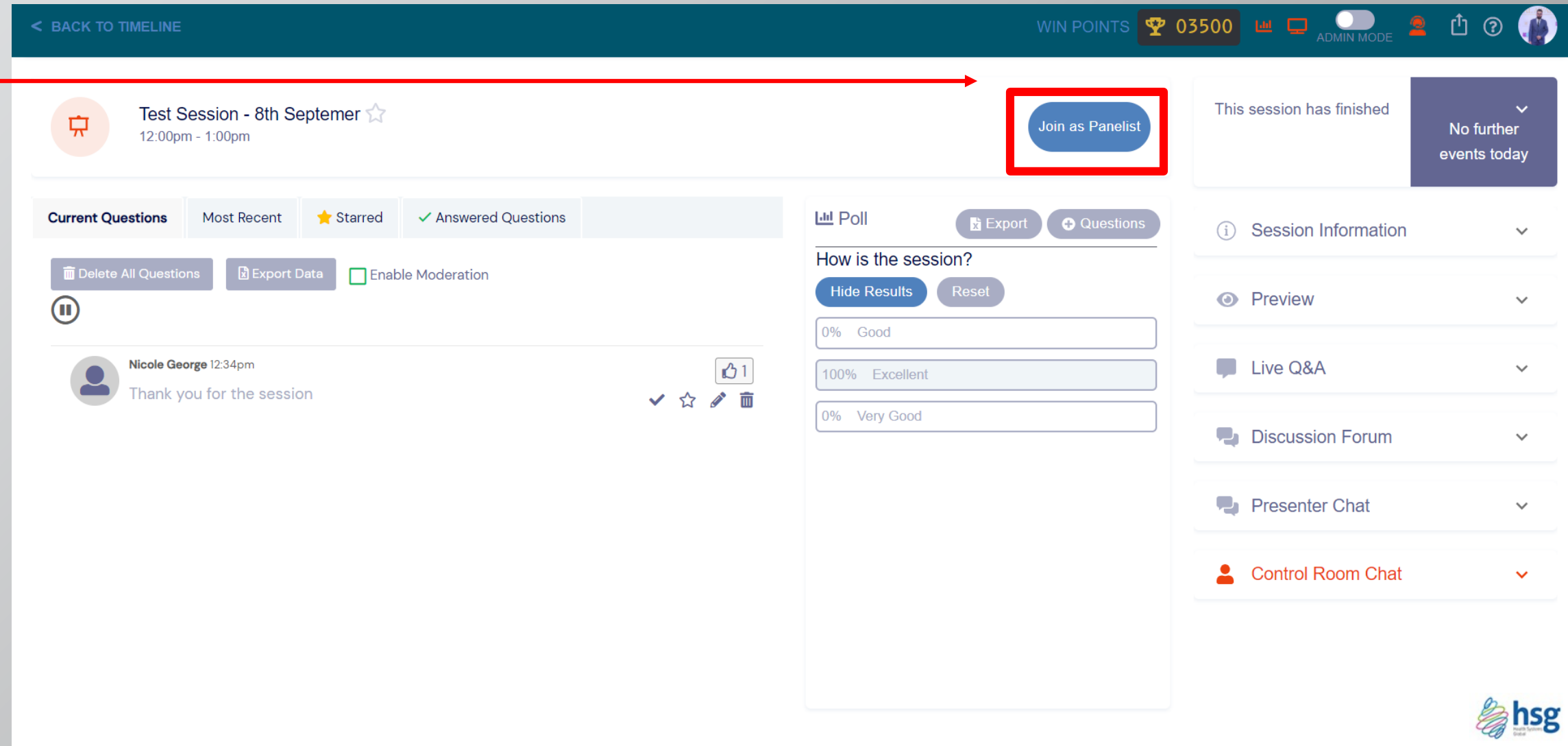
Topic 1: COVID-19 and the Economy: The Impact on Credentialing

SPEAKER

Darshan Aswani

# Joining Your Session as a Speaker

- After clicking on “Join”, you will see an option on the top which says “Join as Panelist”



The screenshot displays the HSG platform interface for a session titled "Test Session - 8th September" (12:00pm - 1:00pm). The top navigation bar includes a "BACK TO TIMELINE" link, "WIN POINTS" (03500), and an "ADMIN MODE" toggle. A red arrow points from the text "Join as Panelist" to a blue button labeled "Join as Panelist" in the top right corner of the session area.

The main content area is divided into several sections:

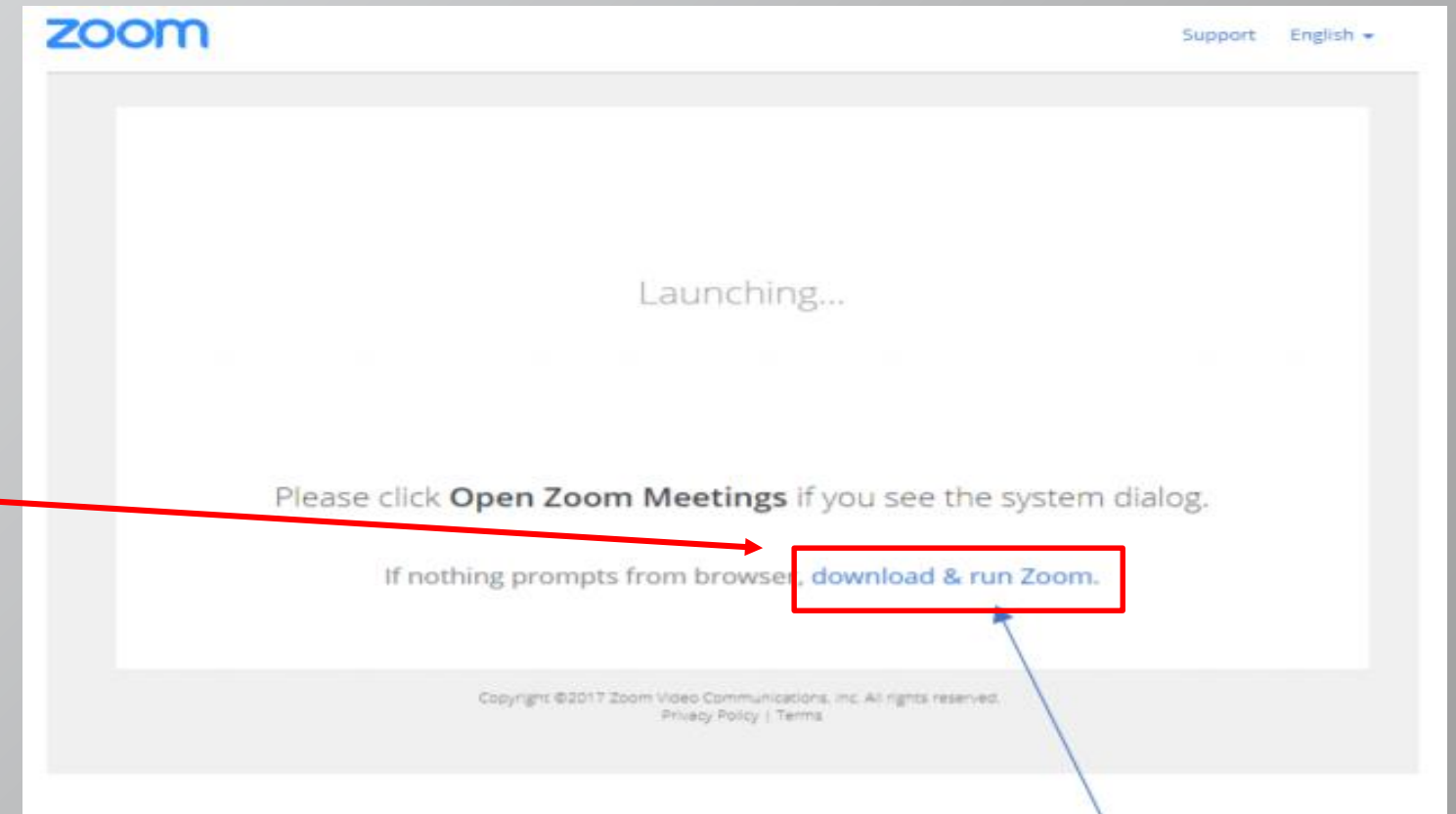
- Current Questions:** Includes tabs for "Most Recent", "Starred", and "Answered Questions". Below these are buttons for "Delete All Questions", "Export Data", and "Enable Moderation".
- Session Information:** Shows a message from Nicole George at 12:34pm: "Thank you for the session".
- Poll:** A poll titled "How is the session?" with options: "Good" (0%), "Excellent" (100%), and "Very Good" (0%). Buttons for "Hide Results" and "Reset" are present.
- Right Sidebar:** Contains a notification "This session has finished" with a dropdown arrow, and a list of session features: "Session Information", "Preview", "Live Q&A", "Discussion Forum", "Presenter Chat", and "Control Room Chat".

The HSG logo is visible in the bottom right corner.

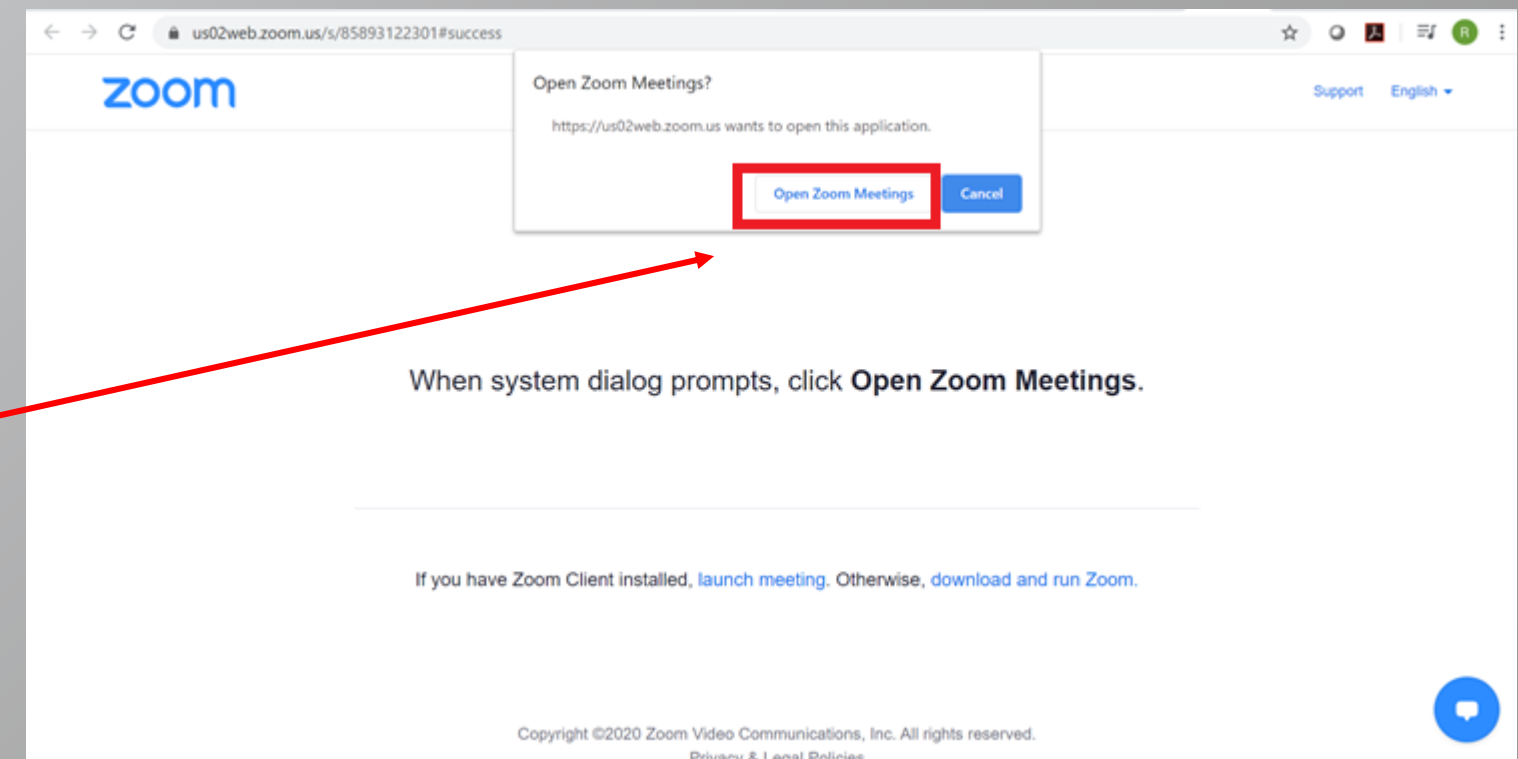


# Joining Your Session as a Speaker

- After clicking on “Join as Panelist”, if you do not have Zoom downloaded on your laptop, please click on “download & run Zoom”

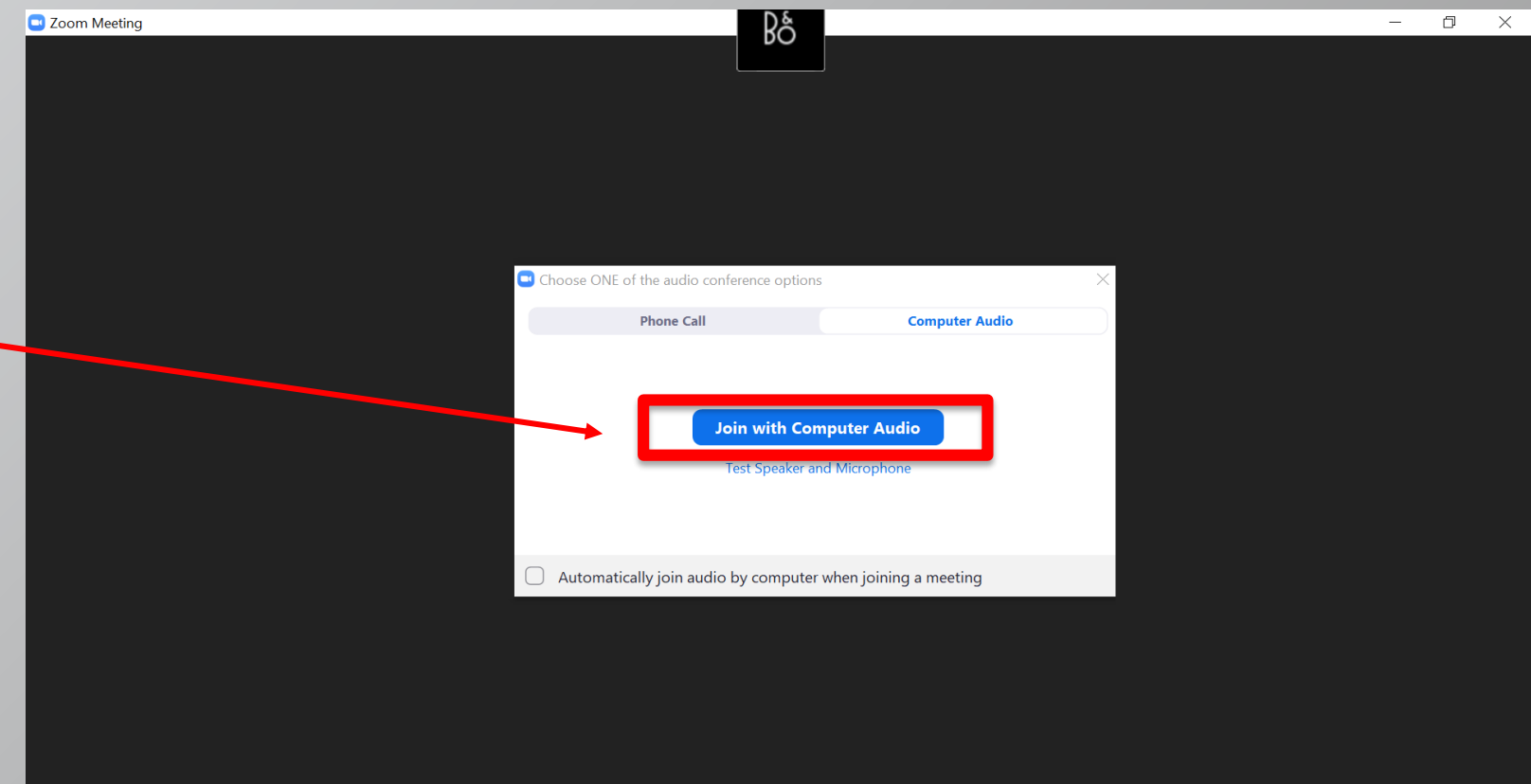


- If you already have Zoom installed, then after clicking on “Join as Panelist” a window will open on your browser and a prompt will appear, wherein you will have to click on “Open Zoom Meetings”

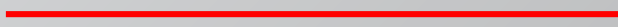


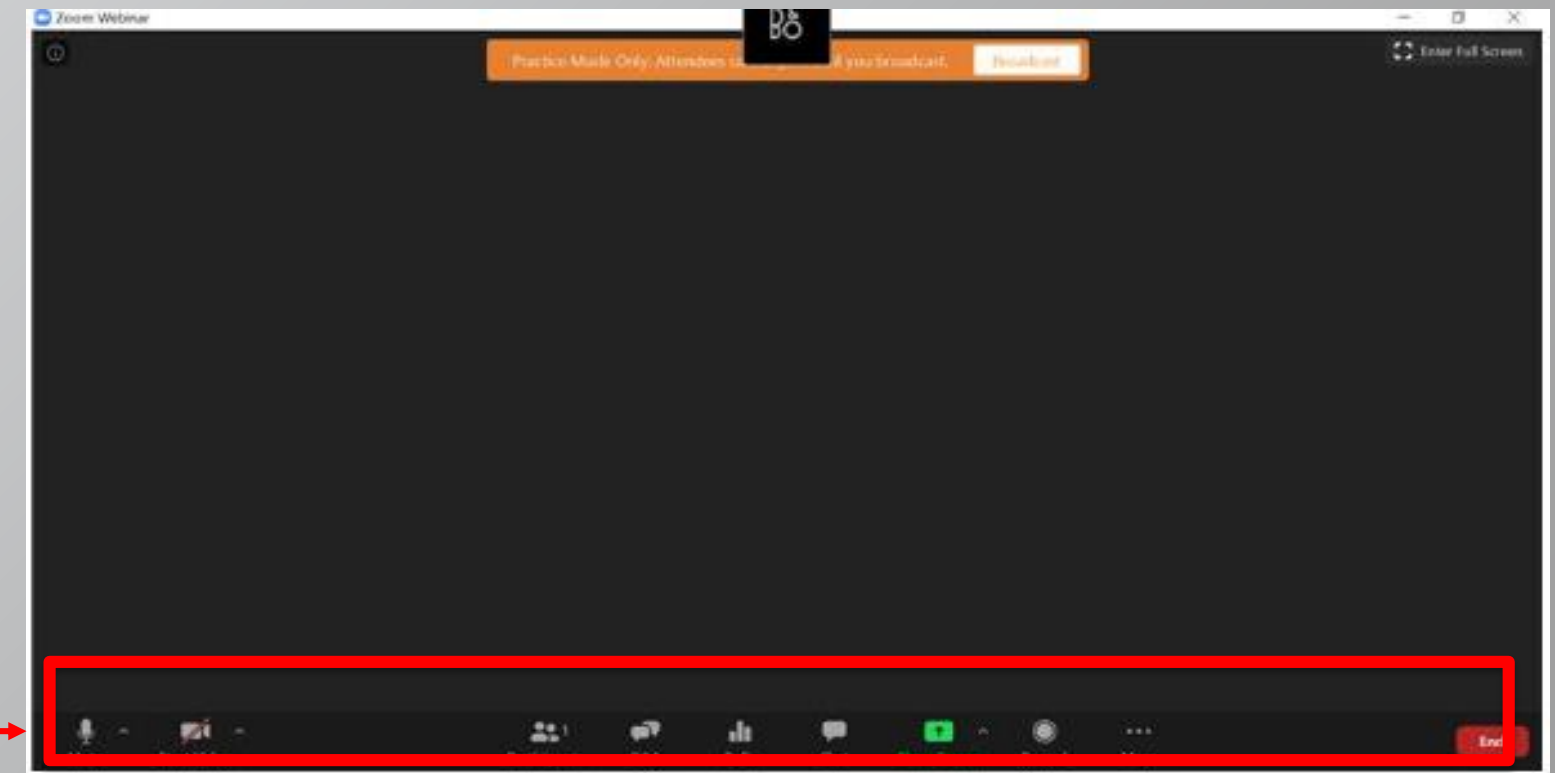
# Joining Your Session as a Speaker

- After clicking on “Open Zoom Meetings”, another prompt will appear and you will need to click on “Join with Computer Audio”



# Pre-Session Practice Mode (30 Minutes Before)

- Once logged in (30 minutes before your session for complete session testing), you will be directed to 'practice mode' to test your audio, video, and presentation before going live (broadcast).
- The speaker controls will appear at the bottom of your screen. 
- There will be a run through of the session flow during the final briefing.



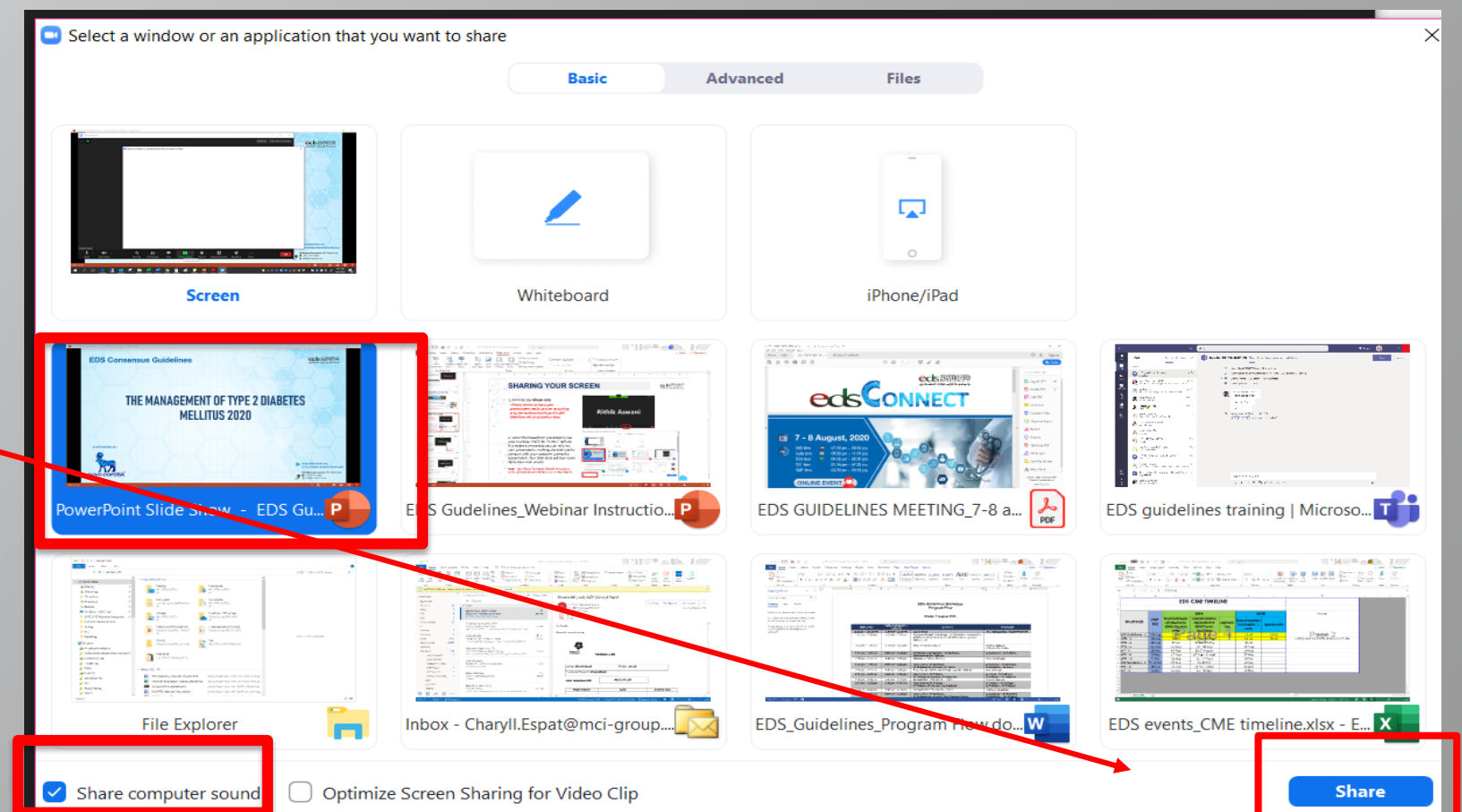
# Pre-Session Practice Mode (30 Minutes Before)

- Click on the Share Screen button

*\*Please ensure to keep your presentation ready as soon as you log in and have it in full slideshow not on presenter view.*



- Select the PowerPoint presentation you wish to display (NOT the “screen” option), this makes sure participants can only see your presentation, nothing else that may be going on with your computer during the presentation. Your slide deck will then come up as your main screen



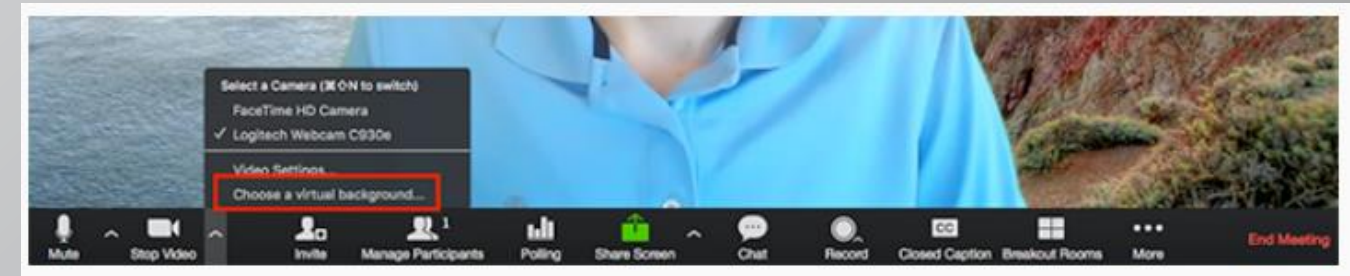
*Note: tick “Share Computer Sound” should you have videos/audio embedded in your presentation*



# Pre-Session Practice Mode (30 Minutes Before)


## Adding Virtual Background

1. Click the upward arrow (^) next to Start/Stop Video.
2. Click Choose a virtual background.
3. If prompted, click Download to download the package for virtual background without a green screen.



To enable smart virtual background, download the smart virtual background package. You only need to download it once.

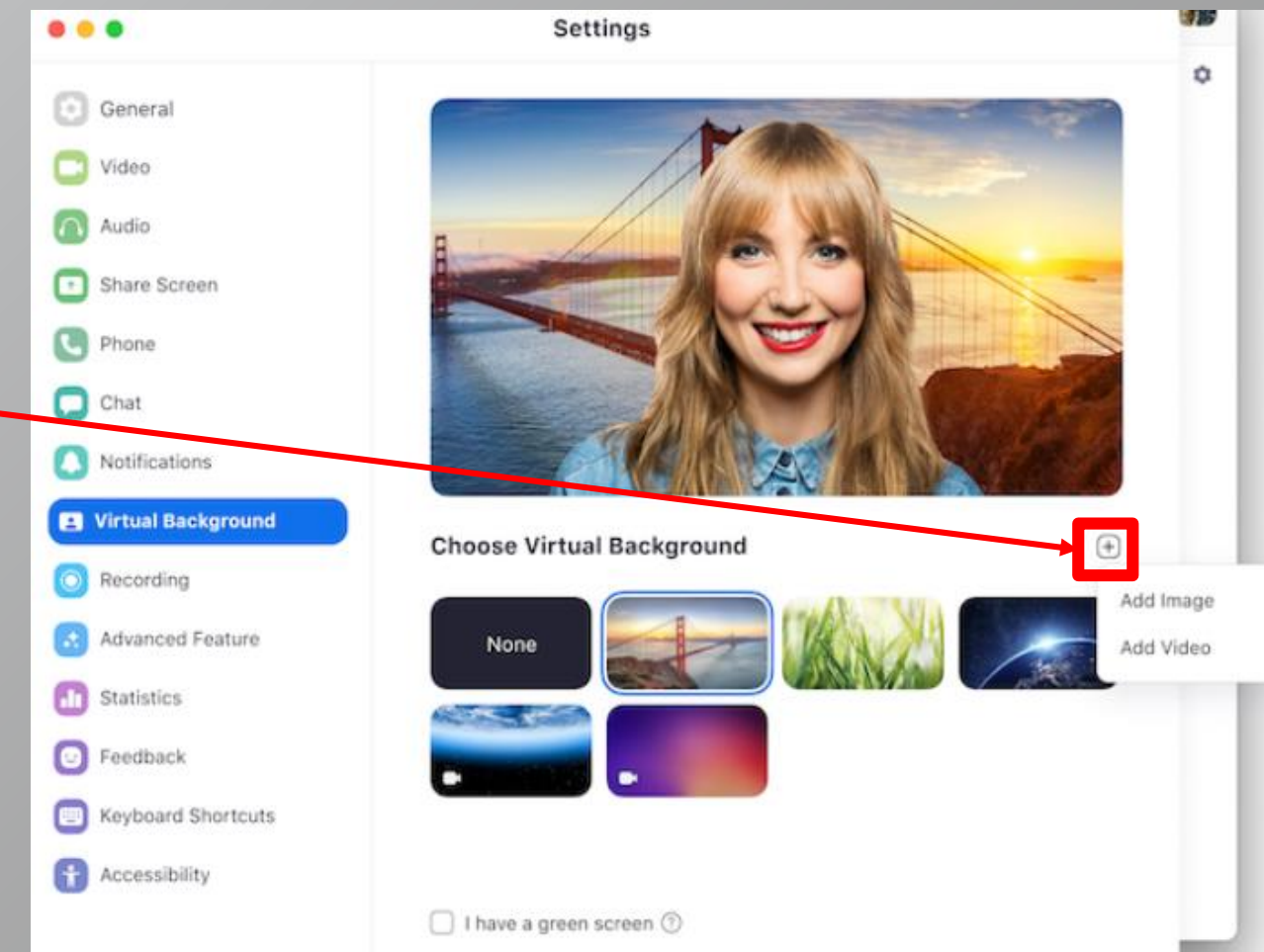
Cancel Download

4. Click on an image to select the desired virtual background or add your own image by clicking  and choosing if you want to upload an image or a video.

### Notes:

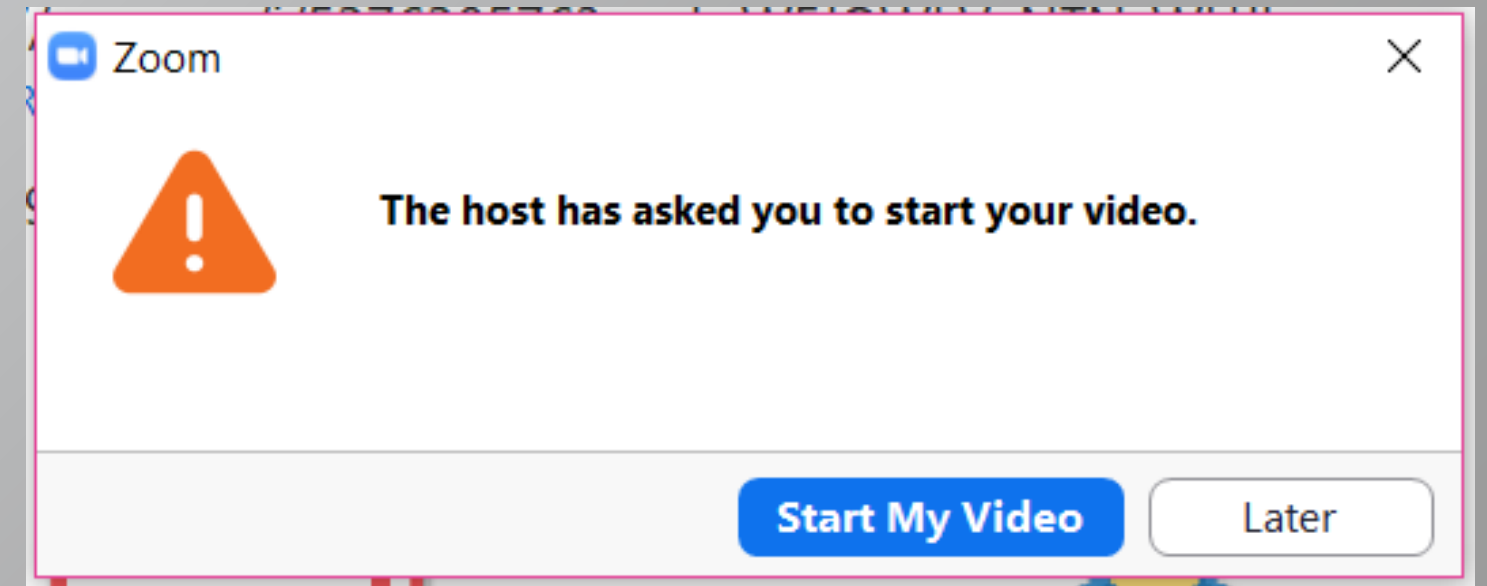
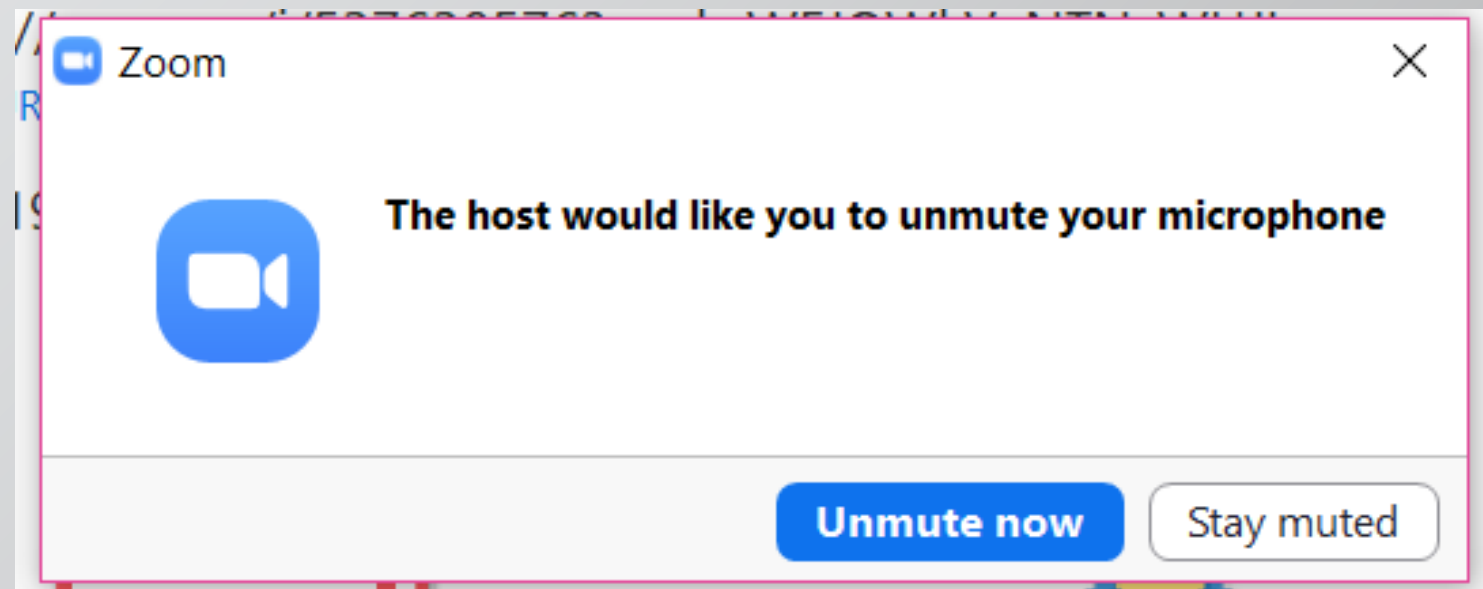
- *Ensure that you are using a solid background color.*
- *After you select an option, that virtual background will display during your meetings*
- *To disable Virtual Background, choose the option None.*

Please check if your system supports by clicking the below link  
<https://support.zoom.us/hc/en-us/articles/360043484511>



# During the Live Session (Immediately after practice mode)

1. All speakers in the session will be muted, and all videos will be turned off once the session broadcast has begun. Only the moderator will be unmuted to welcome participants and introduce the session/ first speaker.
2. Once the moderator has introduced the first speaker, the speaker will receive a prompt (as shown below) from the technical support person to unmute their microphone and start the video and share the screen. The tech support person will mute the moderator after they have introduced the speaker.



- \* *Always monitor your video and audio status during the session*
- *All Speakers & Moderators are requested to keep their phones with them during the event for easy communication*



# During the Live Session (Immediately after practice mode)

3. This will be done based on the order of presentation during the session. (Program flow after the 1<sup>st</sup> speaker completes their presentation). The moderator will then be brought in by the technical session in charge to introduce the next speaker. This process will repeat until the final presentation is made.

4. After the final presentation, the moderator and all speakers will be brought back live for the Q&A. All speakers are required to remain in the meeting room till the end of the session.

- \* Always monitor your video and audio status during the session*
- All Speakers & Moderators are requested to keep their phones with them during the event for easy communication*

# Back to Agenda & Timeline

- After the session is complete, Click on “Back to Agenda & Timeline” (marked in red) to view the agenda



The screenshot displays the user interface for the HSR 2020 event. At the top, a dark teal header bar contains a navigation menu with the following items: a red-outlined button labeled "< BACK TO TIMELINE", "WIN POINTS" with a trophy icon and the value "01500", "LIVE SUPPORT" with a person icon, "EXPORT" with a document icon, "HELP" with a question mark icon, and a circular profile icon labeled "RN".

The main content area is divided into two columns. The left column features a session card for "Plenary 1: Holding Power to Account within National health systems" (5:00pm - 6:20pm) with a star icon. Below this is a large graphic for "hsr2020" (SIXTH GLOBAL SYMPOSIUM ON HEALTH SYSTEMS RESEARCH) with the dates "8 - 12 NOV 2020" and the Arabic text "بحوث النظم الصحية". A note above the graphic states "This session will start at 5:00pm".

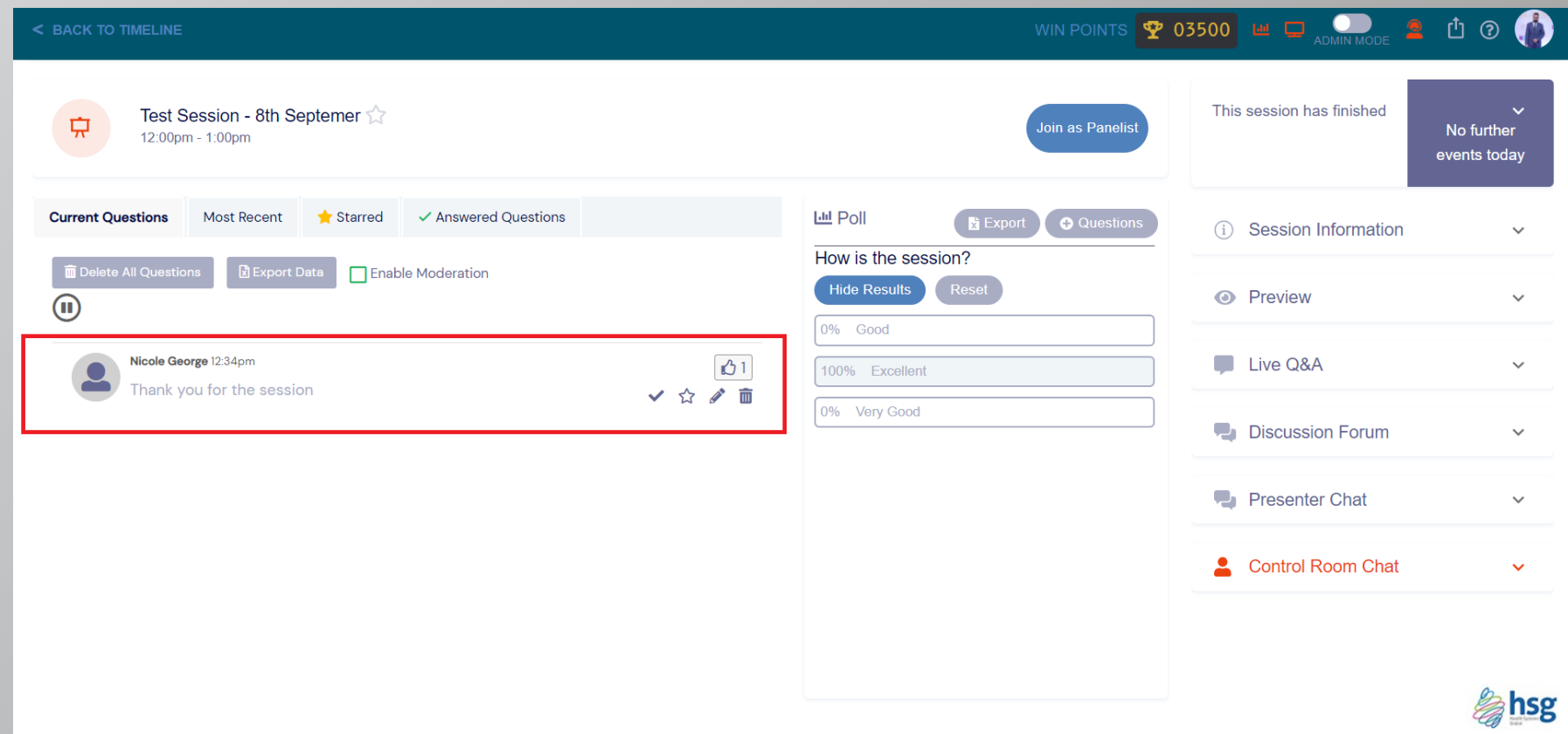
The right column contains a sidebar with session management options: "This session starts in 376h 59m" (with a dropdown arrow), "No further events today" (in a purple box), "Session Information" (with an info icon and dropdown arrow), "Poll" (with a bar chart icon, a "500" badge, and a dropdown arrow), "Live Q&A" (with a speech bubble icon and dropdown arrow), "Discussion Forum" (with a speech bubble icon and dropdown arrow), and "My Session Notes" (with a notepad icon and dropdown arrow).

The HSG logo is visible in the bottom right corner of the interface.



# Q&A Process

- The questions submitted by the audience will be checked by the moderator/session chair assigned to the session.
- The questions will appear on the left side on the platform (marked in red in the screenshot).
- During Live Q&A that is scheduled towards the end of the session, the moderator will ask relevant questions that were posted to the respective speakers

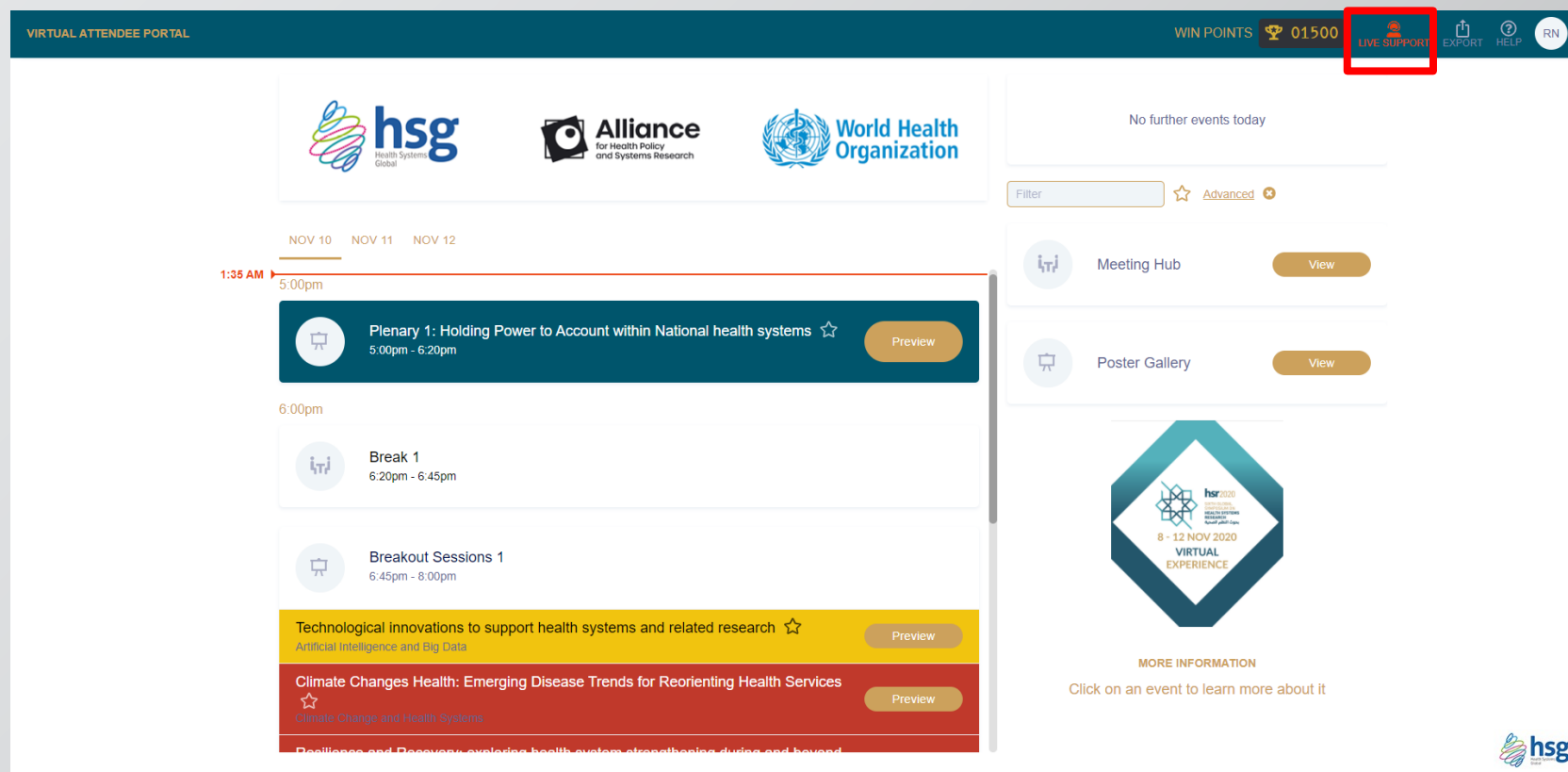


The screenshot displays the HSG Q&A platform interface. At the top, a teal header bar contains a '< BACK TO TIMELINE' link, 'WIN POINTS' with a trophy icon and '03500', an 'ADMIN MODE' toggle, and user profile icons. Below the header, the main content area is divided into sections. On the left, a session card for 'Test Session - 8th September' (12:00pm - 1:00pm) includes a 'Join as Panelist' button. Below this, a 'Current Questions' tab is active, showing a list of questions. A red rectangular box highlights a question from 'Nicole George' at 12:34pm: 'Thank you for the session'. To the right of the question are icons for voting (checkmark, star, thumbs up), editing (pencil), and deleting (trash). To the right of the questions, a 'Poll' section titled 'How is the session?' shows progress bars for 'Good' (0%), 'Excellent' (100%), and 'Very Good' (0%). Buttons for 'Hide Results' and 'Reset' are present. On the far right, a sidebar indicates 'This session has finished' and 'No further events today'. Below this, a list of session features is shown: 'Session Information', 'Preview', 'Live Q&A', 'Discussion Forum', 'Presenter Chat', and 'Control Room Chat'. The HSG logo is in the bottom right corner.

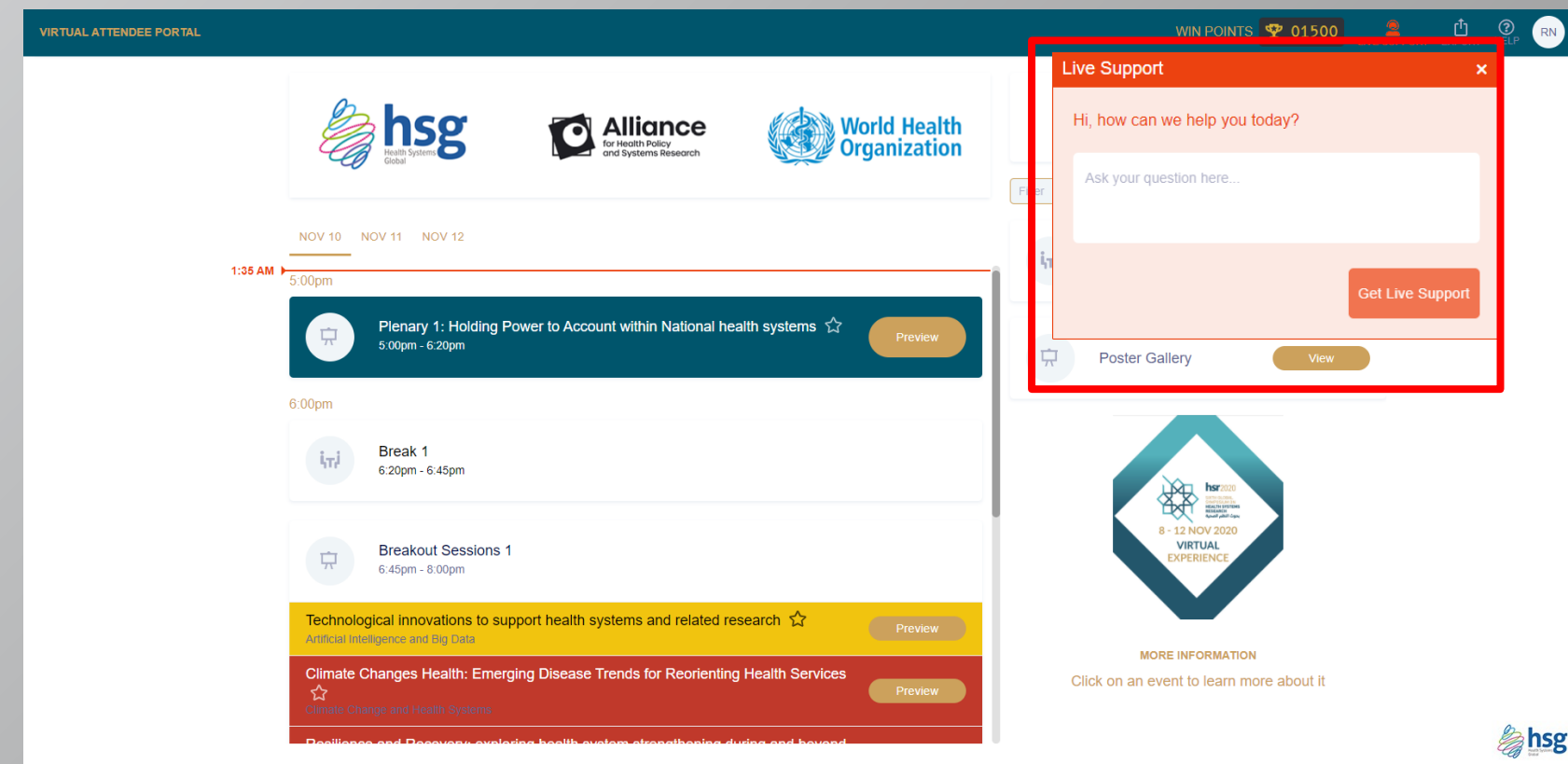
# Live Support


## How to access live support


### STEP 1



### STEP 2



- Click on the icon “Live Support”  to seek live support during the event timings

- After clicking on the icon “Live Support”  please drop in your queries and click on “Get Live Support”