

Proffered Oral Paper Presenters ESSO 2020 Virtual Congress Guide

BEFORE THE RECORDING APPOINTMENT

1. **Book your recording appointment** with the link sent to your e-mail.
 - In case you need to make any changes in the booking or cannot find the link, please contact us at info@esso2020.org.
2. Within one business day you will receive an invitation from C-IN Zoom Virtual Room - **save this link**.
 - Do you want to add the appointment (including the link) to your calendar?
 - o Click on „Add to Calendar“ link included in the invitation and download the iCal file to your computer. Double-clicking the file to open it in your default calendar where you can save it.
3. Prepare your **short biography** (up to 150 words) and the **PowerPoint slides** you will be using for the presentation and **upload** it via the [ESSO Online Portal](#) at least 4 hours before your recording appointment.
 - Please note your presentation can be max 5 minutes long.
 - Please make sure to upload only the final version of your presentation.
4. Prepare your setup for the recording appointment
 - [Download Zoom Client](#) (if not already downloaded); no account necessary.
 - Make sure your computer is equipped with a well-functioning camera and microphone.
 - Test your Zoom connection [using this link](#). Wired internet connection is preferable.

DURING THE RECORDING APPOINTMENT

5. Join the Zoom Virtual Room using the link you previously received.
6. Once you connect, you will be greeted by our technical operator who will guide you through the recording session and explain to you everything in detail.

What will take place during the recording?

 - The operator will check your connection, audio and video, and show you how to remotely operate Microsoft PowerPoint in the presenter view.
 - The operator will launch your pre-uploaded PowerPoint slides and start the timer.
 - You will be remotely operating the slides and talking to your camera.

BEFORE THE VIRTUAL CONGRESS

7. **REGISTER FOR THE VIRTUAL CONGRESS**
 - Click the “Create New Registration” button in the [Online Services portal](#) and process your registration. Keep in mind that without your complete (paid) registration, your abstract cannot be incorporated into the programme.
8. **The ESSO Secretariat will contact you several days before the event to provide you with a unique Zoom link for your session.**
 - In case you will not receive the link one day before the Congress, it probably means our email could not reach you due to the security settings of your institution. In such case, please log in to the [ESSO Online Portal](#) and use the Personal Communication Log to access all the communication from the ESSO Secretariat.

ESSO 2020 VIRTUAL

Reshaping Surgical Oncology after COVID-19

Friday 23 October 2020, 16:00 - 20:00 CET & Saturday 24 October 2020, 09:00 - 13:00 CET



www.esso2020.org

DURING THE VIRTUAL CONGRESS

9. 20 minutes before the start of your session, please join the Zoom Virtual Room using the link from step 8.
 - In this room, you will meet with the other speakers, moderator(s) and the technical operator who will explain to you in detail how the session will be run. No delegates will be present.

Short description:

- The moderator will introduce every speaker, then the operator runs the respective recording.
- At the end there will be live Q&A's. Please, kindly stay muted and only unmute yourself if asked a question by the moderator.