

Speakers briefing - REMOTE

GIE Conference
12 & 13 October 2021
LUCERNE - SWITZERLAND

KKL

Conference venue

Europaplatz 1

6005 Lucerne

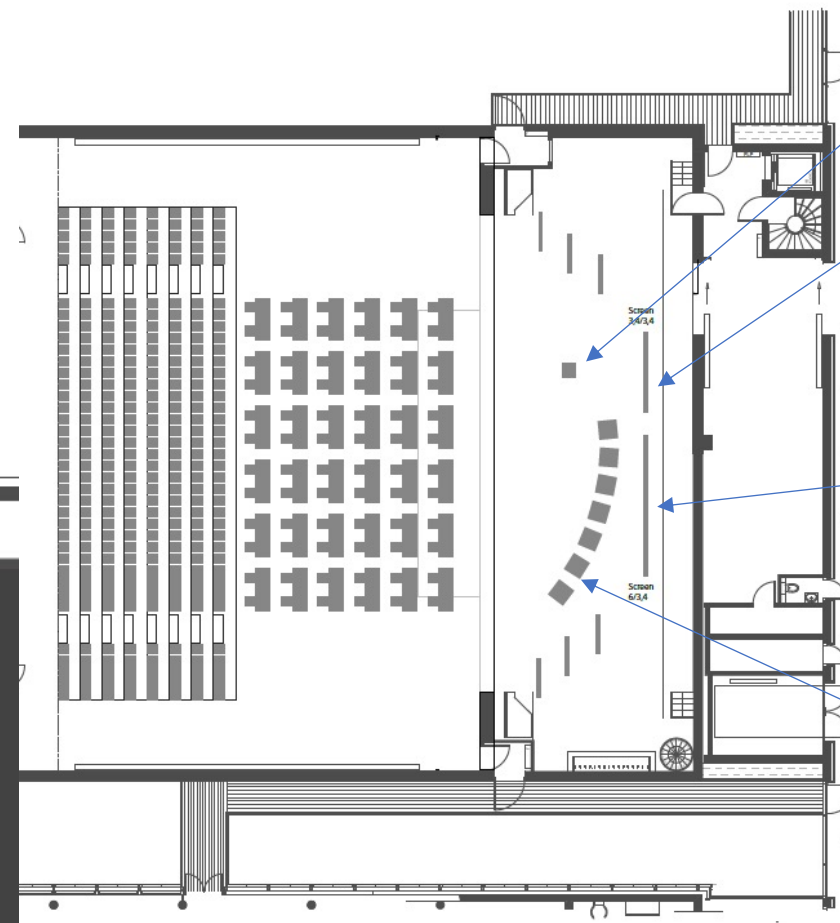
Switzerland

www.kkl-luzern.ch



KKL

Stage set-up



Speaker desk
For speeches

Screen 1
340 cm x 340 cm
For:
- Live camera
- Remote speakers

Screen 2
600 cm x 340 cm
For:
- Video clips
- PPT presentations
- Remote presentations

Panel corner
Up to 7 seats

Screen for ppt slides

Front view of stage

Briefing remote speakers

For speakers who are not physically present, we have the following guidelines available.

Remote speakers will be invited via <https://www.vmixcall.com/> to join the conference.

General

- On the event day, click on the link we send you to launch our conference tool and connect to us.
- The organisation will then take a few minutes to make sure the configuration is working properly. Then please just wait until the livestream starts.
- There will be a delay of approximately 30 seconds between the presentation and the live stream.
- Remember to mute the live stream during your presentation.
- Please ensure that your clothing is not too contrasting in colour and pattern.

Enviroment

- Make sure the lighting is adequate.
- Make sure your environment is appropriate.

Test the functions of the conference tool

- Mute, share camera, share presentation, etc.

Briefing remote speakers

Test the conference tool

- Make sure you can log in to the tool without any problems.
- Go through your settings again - turn video and audio on/off and prepare your slides (if you have slides).

To ensure a lively discussion, we recommend not using slides during the panel discussions.

- Make sure your internet connection is strong enough to stay connected throughout the event. You can run a speed test on your computer at <https://www.speedtest.net/> and check. The recommended upload / download speed of at least 4.0 Mbit / s must be given.

Test the sound quality

- Find the best microphone setup - computer microphone (least recommended), if possible external microphone, mobile phone, landline.
- Test speaker and microphone settings - The conferencing tool should have settings that allow you to easily perform these tests.

Test the video quality

- Find the best camera setup - computer camera or external camera if available.
- Test video settings - check that HD is possible based on the setup and internet connection.
- Background - You should have good, clear visibility. The background should be neutral and not distract the audience if possible.

Briefing remote speakers

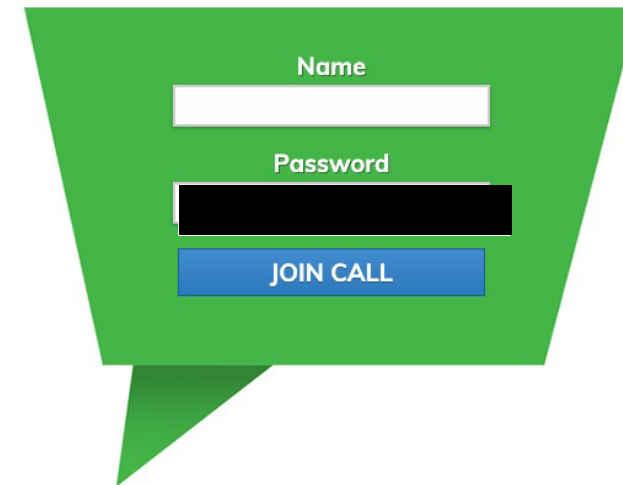
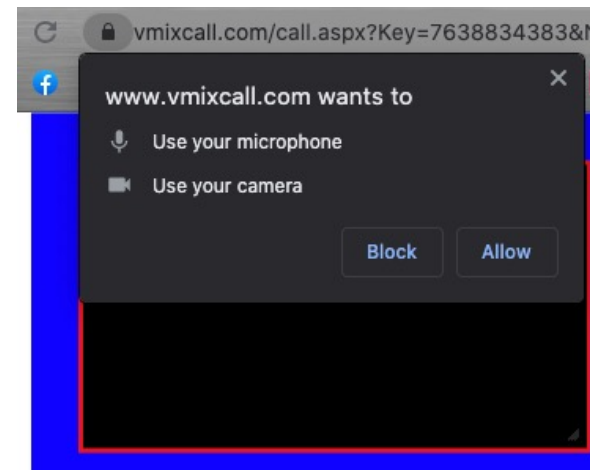
vMix Call

You will be participating in a recording via a vMix Call link.

- You receive an unique vMix link from us (via e-mail) to open in a web browser
- DDMC will receive your live webcam and microphone feed.
- You will receive a live return video of your slide deck.
- You will receive a link to manage your slides from your remote location (if needed).

You don't need to install any software to join the meeting via a laptop. The link to the meeting can be opened in Internet Explorer 11, Google Chrome or Firefox.

1. Click on the link in the invitation email.
2. The link will open the vMix link in a web browser.
3. Type your name and click on "Join Call".
4. Allow the website to use your microphone and camera.
5. Once you have allowed, we will be in contact with you to join the meeting.



Contact

PPT-presentation related matters :



Technical assistance :





THANK YOU
For your attention

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