GUIDE TO PRESENT A VIRTUAL POSTER

LOGIN

To access all the features of the "Fourwaves" website, you must log in by clicking on "Log in" in the event menu (email and password).

For a first connection: click on "Log in", enter the email address you used when you registered and click on "Activate your account". Enter your password. This information will be used to access the platform.

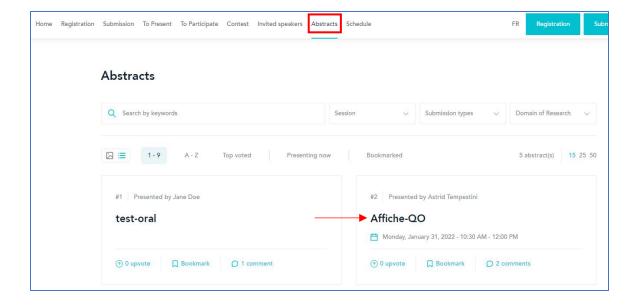
Only logged-in participants will be able to access the abstracts and interact with the presenters.

On the day of the meeting, during the poster sessions, you will be able to interact via video with one or more people in a virtual conversation room dedicated to your presentation.

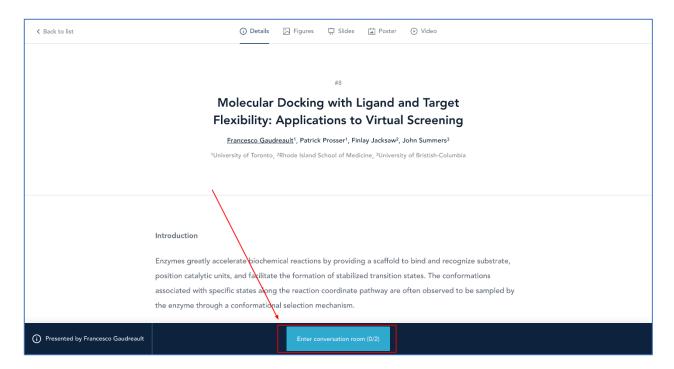
You have two options for joining your virtual conversation room either by entering the room directly (1) or by using an email link (2):

1. Join the virtual conversation room directly

Click on the title of your poster in the poster list available in the « Abstract » tab.

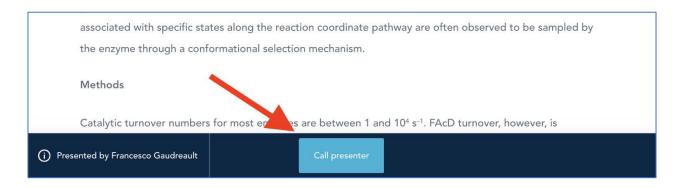


Then click on "Enter conversation room" to enter the virtual conversation room.

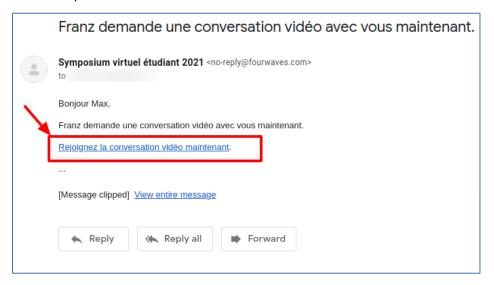


2. Join the virtual conversation room by the email link.

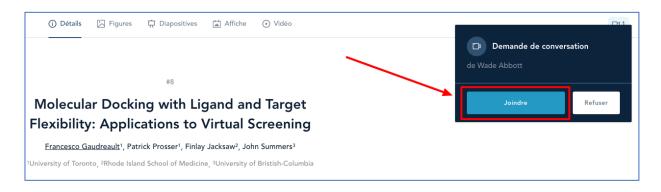
During the event, the participant can call you via the "Call Presenter" button.



You will receive an email notification and you can click on the "Join the video conversation now" link to go to open the conversation panel.

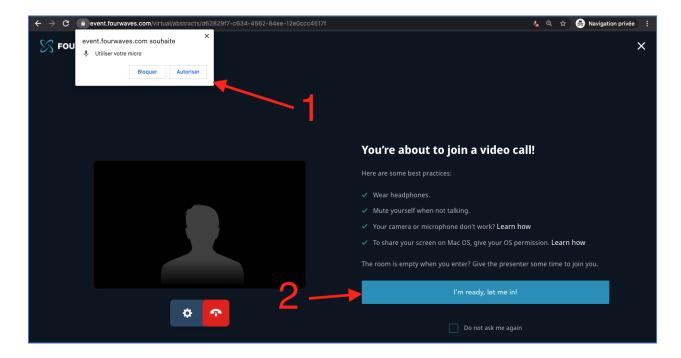


A pop-up button will also appear simultaneously on the event website. You will have the option to join or decline the conversation request:



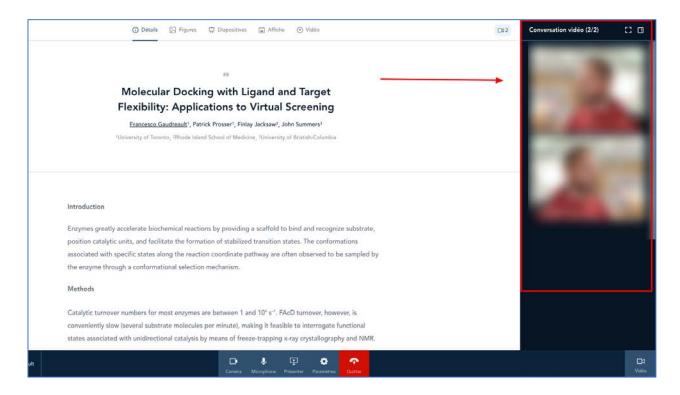
As soon as you reach your presentation room, you should:

- 1. Click on "Authorize" to give access to your camera and microphone.
- 2. Click "I'm ready, let me in!"

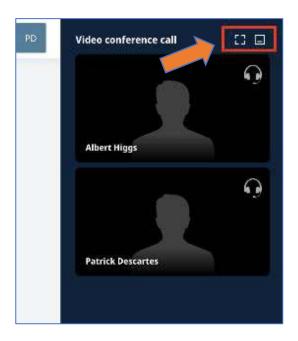


Once the discussion has started, other participants can join the conversation. A maximum of 8 people can participate in a conversation with video. Up to 350 people can listen to the conversation without video mode.

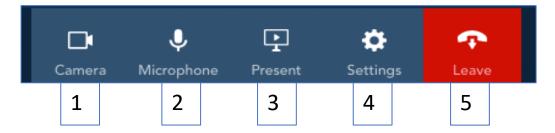
When you are in a conversation, you will see the participants in the side panel.



You can organize the presentation space in a convenient way. You can minimize participant vignettes or display all participants in full screen using the settings in the upper right corner of the side panel. Participant views are not changed when you switch views.

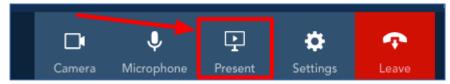


The following controls are available during video conversations with participants:



- 1. Turn on or off your camera
- 2. Turn on or off your microphone
- 3. Enable screen sharing
- 4. Settings:
 - o To change your audio and video settings
- 5. Hang up.

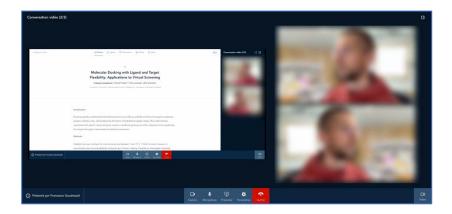
By clicking on the "Present" icon, you will be prompted to choose the screen to share.



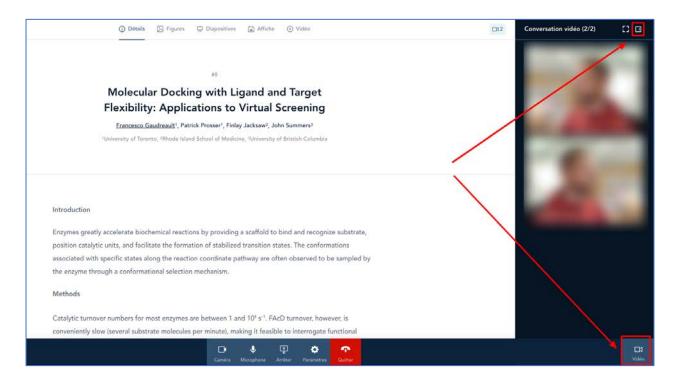
Sharing options include:

- Share an entire desktop screen
- Share a single application
- Share a web browser tab

Share the screen or tab that contains the content of your presentation (poster, images, etc.). This will automatically make the conversation full screen for other participants. When you start screen sharing, this is what participants will see:



You can minimize the conversation window so that participants see all the content you share.



When you are done, stop screen sharing.

Note that the screen sharing option is not currently supported in mobile browsers, Safari 12 and earlier on macOS, or non-chromium versions of Microsoft Edge (versions prior to 79).

All participants in a Fourwaves video call can share their screen.

- As a presenter, open your poster on your screen and share your screen to give your presentation.
- o Visitors can share their screen to ask a question about a specific part of the poster.

The person sharing the screen is encouraged to decrease the display of attendee videos to increase the space available for viewing the poster.

If you are a **macOS** user, make sure your browser has permission from your operating system to share the screen.

- o Go to System Preferences Security and Privacy Screen Saving
- o Make sure the browser you are using is checked.
- o If you can't change the settings, make sure you have unlocked the settings to change them (click on the lock).

To participate in the poster contest, you must be present at the session to which you have been invited (by email).

Please refer to the following help articles for common problems when participating in a video conference:

An error message says I need to allow access to the Camera and Microphone. What should I do?

<u>Troubleshooting guide for virtual events</u>