Guidelines
For Moderators of live sessions

XXIV ISPRS CONGRESS
2021 DIGITAL EDITION
July 5-9, 2021

information from imagery

You are moderating LIVE !

- Thank you for having accepted to moderate a **live** Session during the 2021 ISPRS Digital Event.

- Your are invited to be **live** during the session you moderate !

- We kindly ask you to connect **30 minutes** prior the start of your session.

- A technical team will help you to connect and be ready to go live.

For technical assistance please send an email to : isprs2021@key4events.com

Moderation of your live session

<u>The live moderation of the session consists in :</u>

- Introducing the sessions and presenting the speakers **(2 mn max)**

- Giving the hand to each speaker for no more than the allocated time slot.

- Selecting digital questions collected from the audience and/or asking questions yourself **(2mn only after each speaker)**

- **Respecting strictly the allocated time of your session** (according to the program)

- Short discussion at the end of the session if time remains

How to prepare your live session and moderation ?

➢ **Don't miss the opportunity to ensure that your live session will be success****s****full !**

● To ensure the smooth running of your live session, we will kindly ask you to connect in a Zoom training room in order to check beforehand your **computer configuration** and to receive a **presentation of the digital question and answer tool** to interact with the audience. Indeed, the audience will not be connected during the event to the Zoom rooms but will access the sessions only via a web TV channel on the event platform and will provide questions only in a written way via this tool.

● The training calls will be organized two weeks prior to the digital event. You will receive a mail with the time slots and access codes to connect to the Zoom training room.

5 tips for a successful video conference!

1. Best Camera
2. Sound Quality

We recommend to use a high-definition webcam.
Laptop integrated webcams are not always high-definition and it can impact the quality of the image (position, light, focus…)
Whenever possible we recommend to use an external webcam.

For the best audio experience, please use a headset, earbuds, or external USB micro. It avoids background noises and echos.

If you will have to switch from Zoom to another application during the live (for example the moderation website).
Or if you need to control a presentation through your mobile / tablet, we recommend to do not use a mobile / tablet to do your live presentation.
Because it will disturb the camera usage during the live (ON/OFF)

3. The Right Position
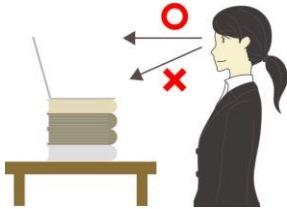
Your camera should be at eye level.
If you are using the camera on your laptop, you can stack
a few books under your computer to bring the camera up.

Always adjust the angle of the camera to place yourself
both horizontally and vertically in the center.

An ideal view would be from about mid chest to just above
your head.

4. The Perfect Lighting

Lighting is key. Identify where most of the light is coming from (for example a window) and put your computer in front of it
– as close as you can – so you get as much light on your face as possible

If you cannot face a window, consider getting an extra light (such as a lamp) and place it on or behind your desk - facing you

5. The Ideal Room Background

Sit in a quiet and isolated room.
You can leave some personal items behind you, but make sure that it is not too much distracting.

When possible, give yourself some space between you and the wall behind you.

Last but not least, your connexion :
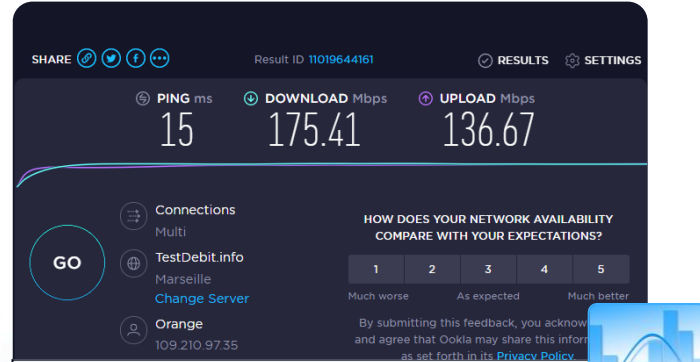
https://www.speedtest.net

1/ Click on Go

Then wait a few seconds, the test will start

2/ Result?

It is important to have a **minimum speed of 2 Mbps**

Thank you for your collaboration!