

ON-BOOTH PRESENTATION GUIDELINES

General information

All exhibitors are granted the possibility to use the built-in functionality of the ESPEN 2021 Virtual Congress platform to host on-booth presentations during the congress. These presentations can serve any purpose such as a meet the expert session, a product demonstration, a general Q&A session, etc. These sessions will be advertised on the official congress website and platform.

- They are live: they cannot be pre-recorded
- Prescheduled for you under your booth
- Attendees will have the possibility to raise their hand and ask their questions live during the session by unmuting their mics (no written Q&A activated)
- The live sessions are aimed to be interactive: encourage the attendees to raise their hand at the beginning of the session

Allotment

The number of presentations allowed for each exhibitor is dictated by the type of booth ordered:

Booth Format	BASIC	STANDARD	PREMIUM
#Presentations	1	3	6

Duration & participation

All on-booth presentations are limited to **15 minutes and 40 participants**. At the scheduled time, the first 40 participants can join the on-booth presentation. Any participant attempting to join after that will be notified that the maximum capacity has been reached. As a host, you have the possibility to manage attendees and to remove any of them at any point during the presentation, should you wish to control who is attending.

Schedule

The on-booth presentations can be held at any time during the following time brackets, which correspond to the official break times of the scientific programme to maximise the availability of the delegates:

Thursday 9	Friday 10	Sunday 12	Monday 13	Tuesday 14
12:15-13:30	13:00-15:30	13:30-14:45	13:15-15:30	12:45-13:45

To confirm your slot

Send your chosen date and 15-minute slot(s) (within the available timings provided above), along with a short description of the on-booth presentation to corentin.ruy@mci-group.com by Wednesday 25 August 2021.

Your slot will be pre-set by MCI in the platform, you will have the possibility to verify that all timings are accurate within the platform ahead of the Congress, and test sessions can be organised upon request after mid-August.

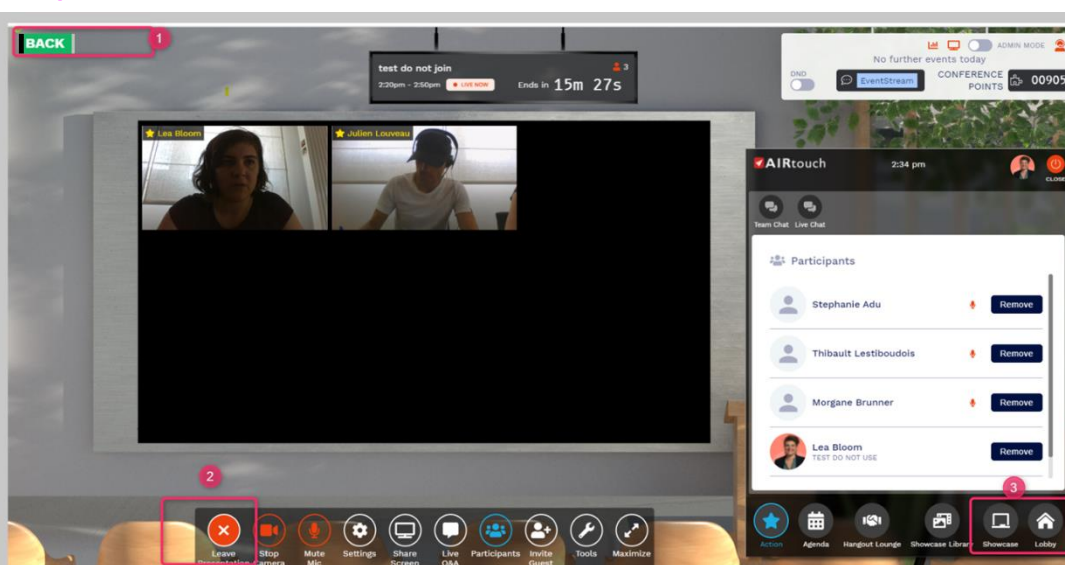
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Access your live session as a host or Co-host

Once the presentations have been scheduled on the platform, to access the live sessions as a host, click on join live session, join as a host (More than one host can join at a time). To access the live sessions as a cohost, go under your booth, click on join live session, and then click on the green button "join". The below image is an example of this procedure, not the final look and feel of the ESPEN 2021 platform.



Important Information as a session host



If you exit the session as a host this will terminate the session for all attendees and co-hosts.

DO NOT CLICK ON:

1 - back

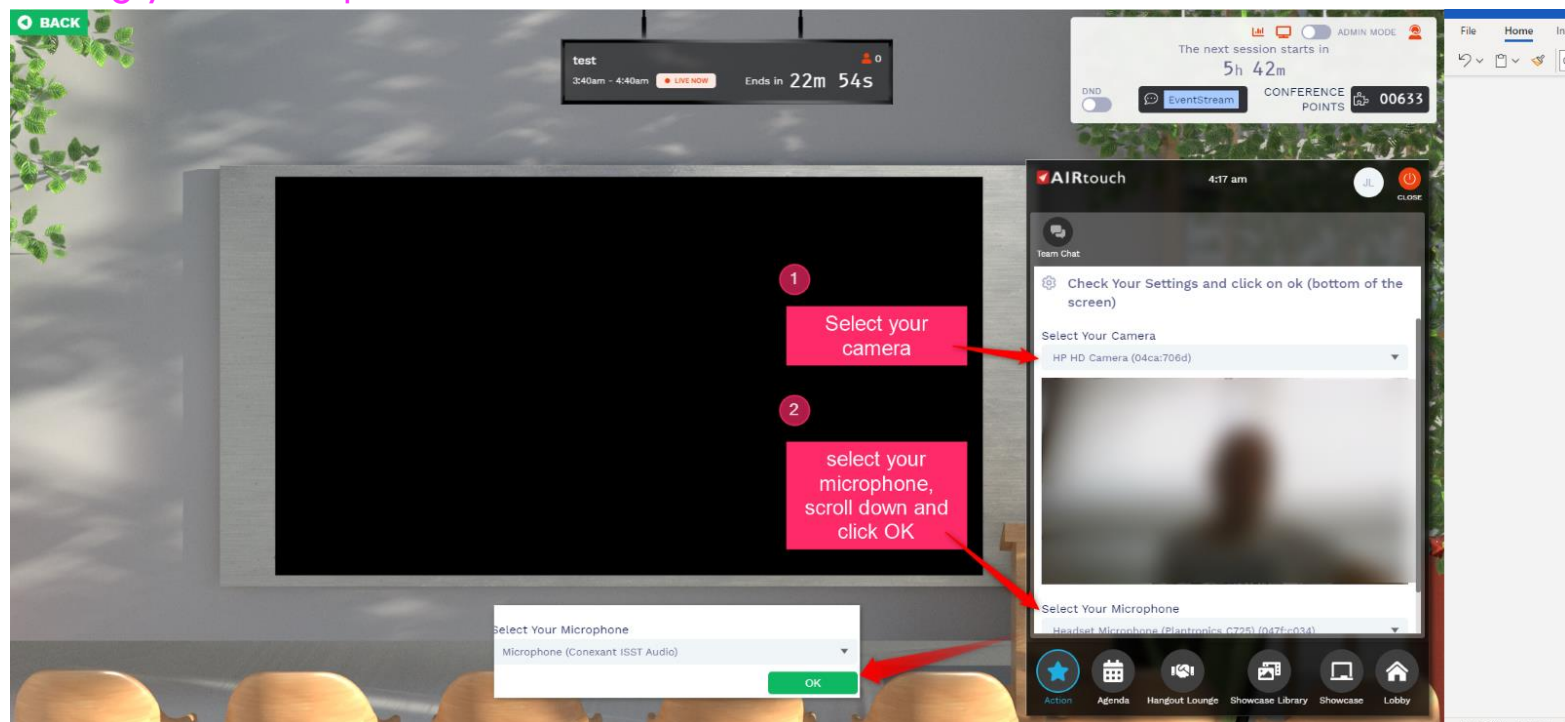
2 - leave presentation

3 - showcase or lobby

While the presentation is live

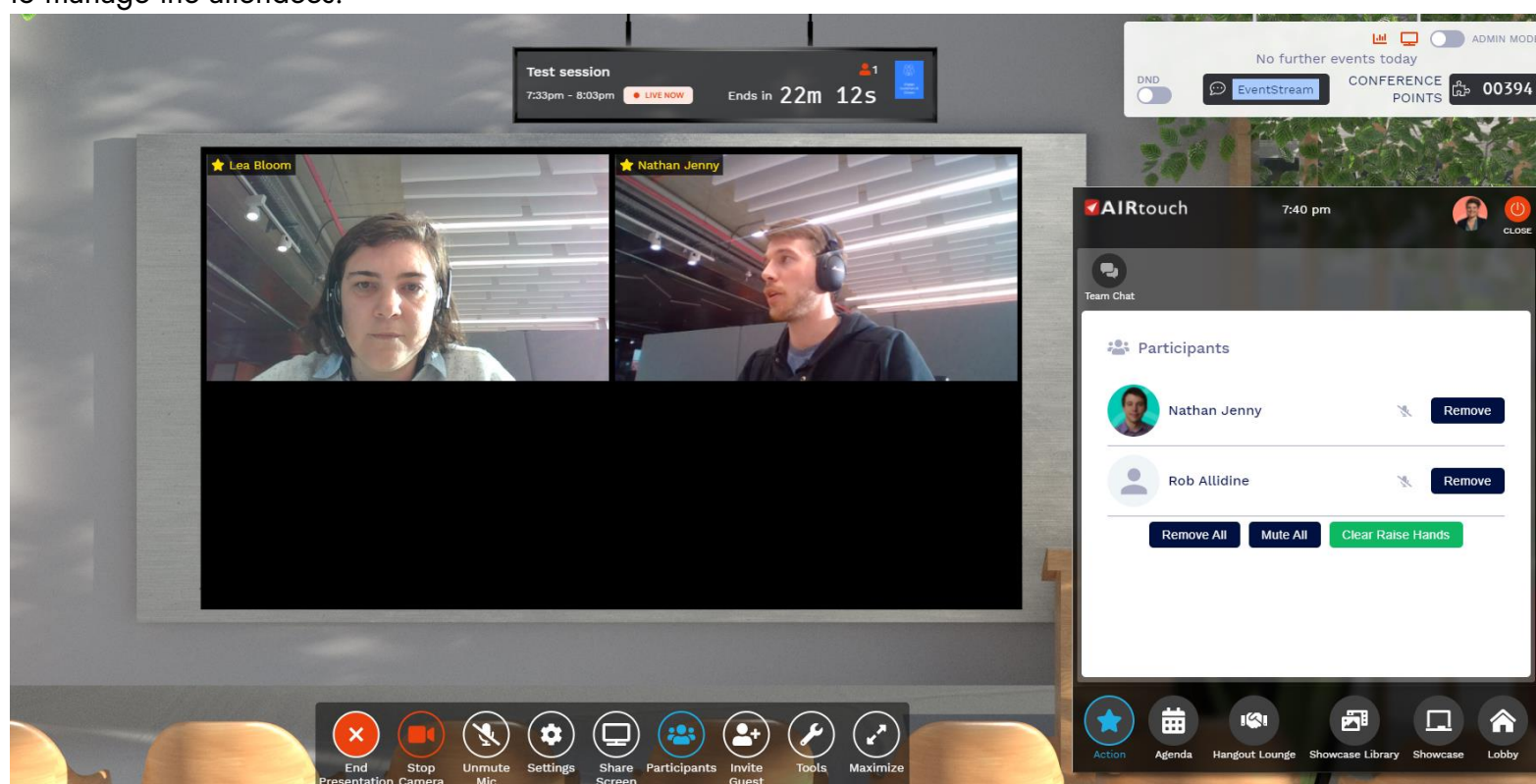
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Setting your Microphone and camera



Session's main host view

This is the main session view as a host once you have click on "join as a host". All hosts will have the same option to moderate the session. They can all share their screen, camera and speak at the same time. They will also be able to manage the attendees.

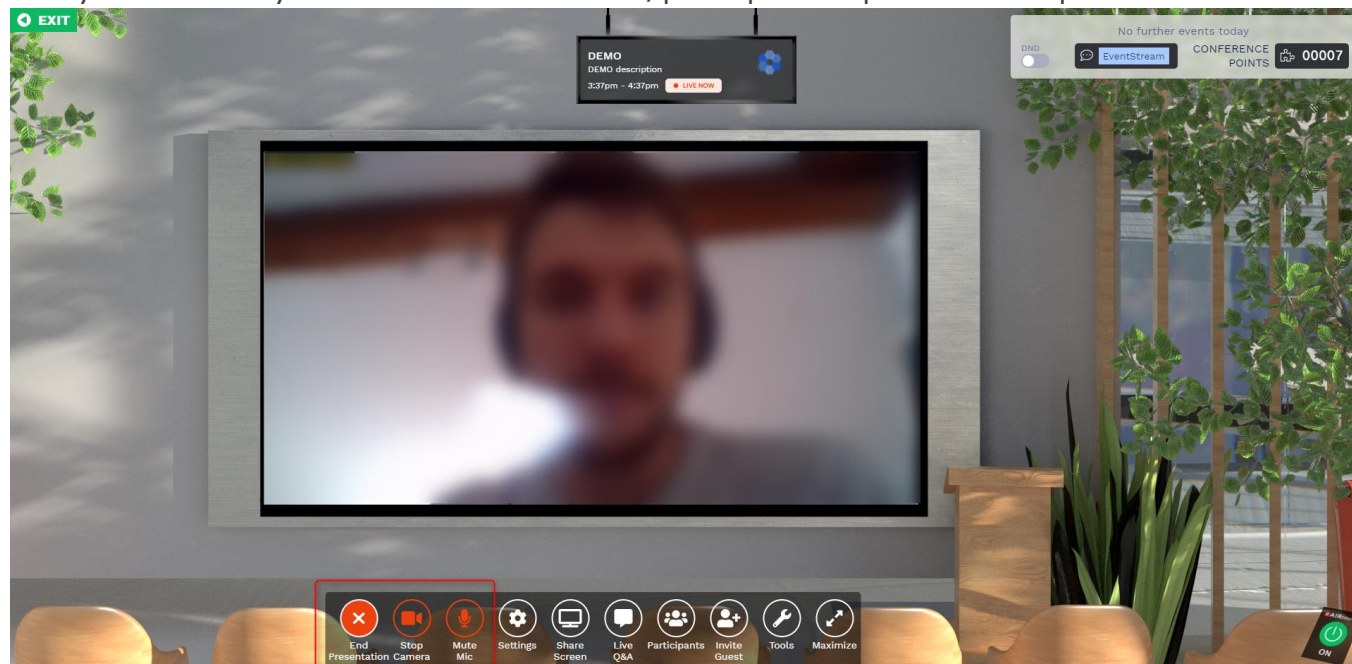


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Manage your session features

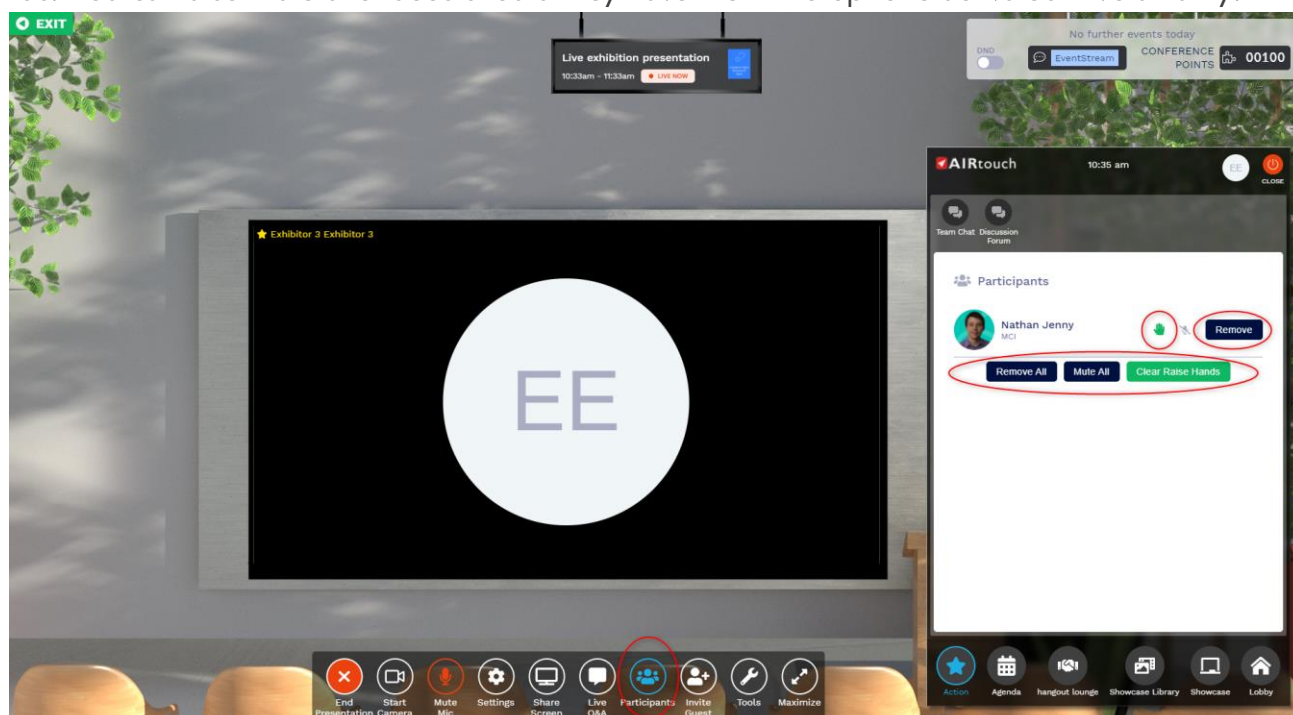
General features

- End presentation to stop the session when the time is over or when you have finished your presentation.
- Remove your camera if you want another host to share their camera in a big screen.
- Mute yourself when you would like another host/participant to speak and ask questions.



Manage attendees

You can manage attendees, see raised hands, ask attendees to unmute their mic. to ask questions and remove raised hands. You can also mute attendees should they have their microphone activated involuntarily:



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Attendee view

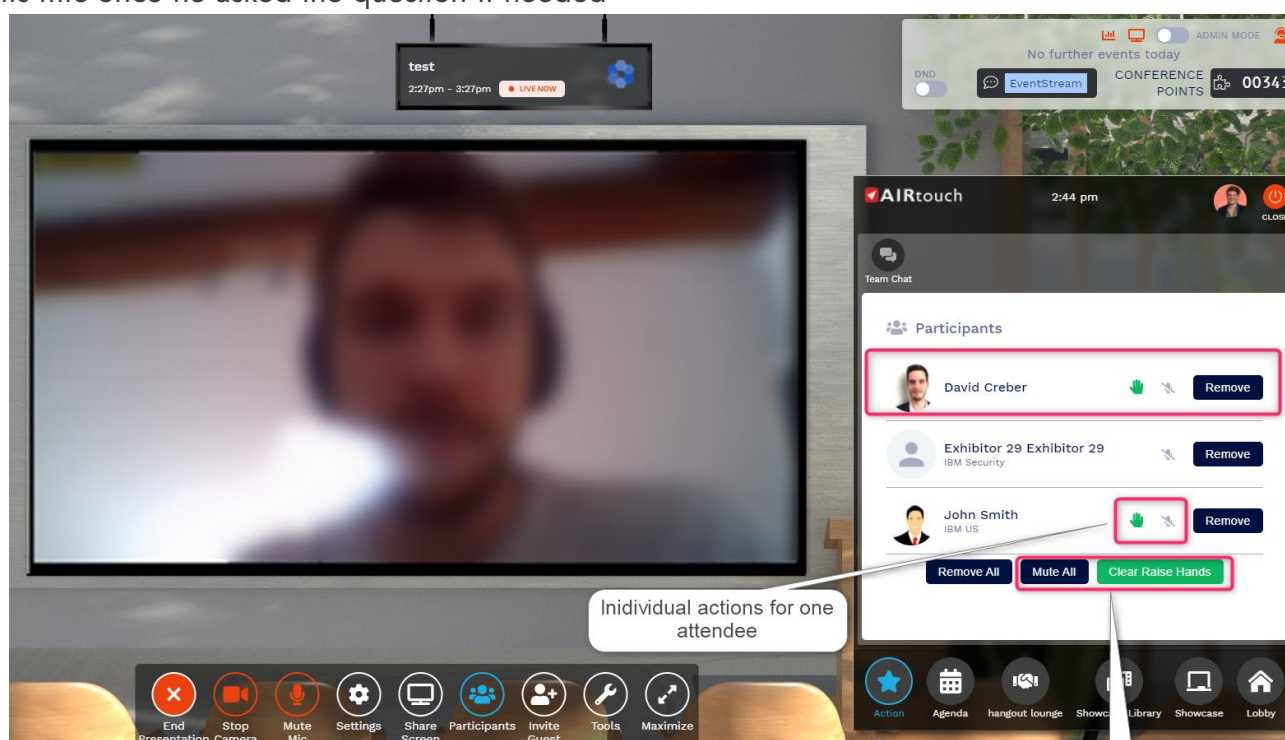
Attendees may raise their hands and unmute their mic to ask a question:



Manage raised hands

To manage the live Q&A:

- 1- Look at list of raised hands under participants
- 2- Name an attendee and ask him to unmute his mic and ask the question
- 3- Click on the green hand icon to lower hand
- 4- Mute his mic once he asked the question if needed



Global actions for all attendees at once