

## Blue Webinar Manual SEALOGY® Digital Preview

Dear chairman, dear speaker,

first of all, we would like to thank you for your availability and your precious collaboration in the organization of SEALOGY® Digital Preview.

The Blue Webinar in which you will participate is accessible from the SEALOGY® platform, with a direct link to ZOOM.

To enter the SEALOGY® platform and have access to all the contents of the Digital Preview, it is necessary to [REGISTER](#) by filling in the form with the required data. Once registered, you can access through the [LOGIN](#) page.

Registration on the SEALOGY® platform is required to participate in the webinars and is totally free of charge.

### ZOOM

The webinars take place on the zoom platform, accessible from the page of every single event (page "program" on [www.sealogy.it](http://www.sealogy.it)) and, for speakers only, also from a dedicated link that will be sent to you a few days before the webinar.

To take full advantage of the zoom potential, it is recommended to download the appropriate desktop application from the following link: <https://zoom.us/download>.

This allows you to avoid problems resulting from the use of different browsers that may limit some program functions.

Once you have downloaded zoom, you need to register. We ask you to rename your zoom account with your **name** and **surname**, in order to recognize you immediately as speaker, both by the Host of the webinar zoom room, who will be able in this way to assign you all the useful features, and the audience.

### TECHNICAL DETAILS

In particular, we suggest speakers to connect to zoom through a computer, in order to better manage their participation.

### Internet connection

Whenever possible, we recommend using a computer connected to an ethernet cable, in order to ensure the stability of your connection.

On the contrary, if you will use a wi-fi, connection, it is recommended to place yourself in a room with a strong signal, as close as possible to the router of origin.

To check the quality of your connection, we invite you to perform on time a speed test, available on the site: <https://www.speedtest.net/it>

### **Microphone and Webcam**

To ensure good audio quality and to help interpreters, we recommend using headphones or earphones with integrated microphone, in this way you will be able to minimize any background noise.

**Attention!** If it does not happen automatically, you will need to change the microphone settings once you enter the zoom room, by selecting the settings from the drop-down at the bottom left, next to the microphone icon.

Please to mute yourself when you do not have to speak.

### **Registration**

All webinars will be recorded and uploaded to the SEALOGY® platform at the end of the Digital Preview. They will remain visible until the 2021 edition of the event.

### **Interpretation**

For some webinars, a second language besides Italian will be provided. As speakers, you will have to deliver your speech in the agreed language, the interpreter will provide the simultaneous translation. While you are speaking, you will not hear the translation, the interpreter will adapt to your way of communicating.

If, on the other hand, you want to hear a speaker who does not speak your language, you must select the language channel that is most useful to you.

## **RUNNING THE WEBINAR**

All speakers are asked **to connect to the zoom room** where the reference webinar will be held, **30 minutes before the scheduled start time**. During this time it will be possible to check that your audio and video system is working correctly, to carry out screen sharing tests, to discuss with the other speakers about the performance of the speeches.

Once you enter the room, you will be **assigned the role of Co-Host** by the room Host. This way you can share your screen, silence any noisy participants, and co-host other people if necessary.

The **host of the room**, named **SEALOGY® 1 or 2**, depending on the room you are in, will be at your disposal for technical support and to manage access to the webinar. The host will also be responsible for starting or stopping the recording of the session, opening and closing the room at set times.

The **audience** will have **access to the room 10 minutes before the scheduled start time** of the webinar.

All visitors will enter with muted microphone and video off.

To guarantee the best possible webinar experience we ask you to **mute your microphones at the end of your speech.**

### Timing

**Respecting the scheduled times is the key to a successful event.**

The chairman of each webinar will be asked to monitor the exposure times of the individual speakers and intervene if they are going too long. **Each speech will last about 12 minutes** in order to guarantee quick and interesting exchanges on useful topics.

**To ensure a smooth running of the webinar program, we do need to respect the closing time of the sessions. We therefore ask you to keep to the timetable.**

### Power Point presentations /slides/videos

It will be possible to support the speech with slides, through the sharing function on your PC screen. To respect the timing of the webinar, please **present not more than 5 slides** strictly related to the topics of your speech.

### Questions

The chairman, interacting with the audience, will ask the speaker one or more questions related to the topics of his speech.

All chats will be saved, for this reason it is possible to keep track of the questions posed, in case time prevents you from answering.