



21ST The World Congress of Bronchology and Interventional Pulmonology Instructions for Speakers, Session Chairs and Panelists

Dear Prof. _____,

Warm greetings from the secretariat of the WCBIP2020 which will be held as a virtual conference from November 19-22, 2020. We have arranged exciting program for you to enjoy online, with many opportunities for learning about the latest scientific studies and research developments in the area of bronchology and interventional pulmonology.

Since the online mode for the conference is considered to be new and we would like to provide the following instructions to help you navigate the WCBIP2020 website and conference.

Access to the Event

1. Go to the Page of the Conference: <https://wcbip2020.medmeeting.org/>
2. Your credentials to access the event have been sent to you via email. These credentials allow you access to ALL WCBIP2020 events, from Friday to Sunday.
3. If you have problems with access, please contact: wcbip2020@126.com

Scientific Session & Industry Program

1. All sessions will be performed as ZOOM webinars, so only the speakers, the session chairs, and the host (our technical staff) will be provided with Zoom meeting room ID and password to be joined in during the conference.
2. Please make sure to download the Zoom application before the conference. Presentations will be pre-recorded and played online accordingly. Details can be found below under Speakers' Instructions section.

Zoom Software Download Link: <https://zoom.us/>

Instructions for Session Chairs & Panelists

Before the Conference

The entire conference will be live streamed online with ZOOM software. In order to ensure a successfully running of this online event, we would like to ask our session chairs or panelists to test their Zoom video conferencing setup beforehand. We would like to assist you to test your internet connection, audio and video status and familiarity with Zoom, etc.

Meeting Room for the use of Testing

Zoom Meeting Room ID & Password will be provided via email.

Zoom Testing Period

From November 1-15, 2020, 10:00-17:00, 19:00-22:00 (China Standard Time, UTC+8), Monday to Friday

The Zoom meeting room will remain available and you can enter the room for testing within the above-mentioned time.

During the Conference

1. Session chairs need to enter the Zoom meeting room 15 minutes before their session starts. When you enter the meeting room, please change your display to your **Firstname Lastname**.
2. Session chairs should introduce speakers at the beginning.
3. Session chairs are required to keep track of time. You may find the scheduled time from the conference website. If you see that the speaker is going out of time, please use the **chat** function to communicate with her or him, or

interrupt him **vocally**. Most of the presentations will be pre-recorded. Videos will be played in the Zoom meeting room for session chairs.

4. If there are questions from the audience, our staff will be collecting them and send to the session chairs through chat function. Please make sure to read them in time.

Instructions for Speakers

1. Speakers are required to record their presentations and upload the recorded document online. During the conference, we will be playing your recorded video at your assigned presentation time. Therefore, once you have uploaded your video, you do not need to be present in the ZOOM meeting room for livestreaming purpose.
2. The WCBIP2020 will use ZOOM for all session broadcasting. If you have a recording program you prefer to use, you are welcome to use that for your pre-recorded video and disregard the instructions we provide.
3. Deadline to upload your recording is **October 30, 2020**

Recording Video

Getting Started

1. Before you begin, quit all software not related to recording the presentation. Software running in the background may interrupt your recording with pop-up or sound notifications, such as email, instant messaging, or antivirus monitoring. Automatic backup software may cause the recording to stutter if it starts backing up your computer during your presentation.
2. Always do a short test recording of your presentation to ensure that everything is working correctly before recording the whole presentation.
3. Please refer to the attached video layout which should be used as a reference when you record your video. (Camera must be turned on during recording and the camera window should be at the top right corner of your presentation slides.)

File Format

1. PPT Regulations: Slide size needs to be set at 16:9 (widescreen)
2. The format of the recording video must be MP4
3. The maximum size for uploading is limited to 500MB
4. Video Resolution: 1280*720p HD is preferred.
5. Your maximum presentation length allowed must be adhered to your schedule.

Upload Recorded Presentation

1. You are required to upload your recording for your digital presentation by October 30, 2020.
2. You can upload your presentation from the WCBIP2020 website. Your credentials to log-into the WCBIP2020 registration system will be sent to you. (The account should be your Email and you can change your password once you have logged in.)

Suggested Video Conferencing Tools to Record

The following video conferencing tools provide an easy way to film yourself and your screen at the same time. You can use any of these to record your presentation. Make sure to save your recording as an .mp4 file

1. **Zoom (Recommended):** You may find a detailed instruction on How to record using zoom attached with this. Zoom recordings would be easy for most people. Basically, schedule a zoom meeting, click "record", then share screen, then give the talk. Save the video - done. with that type of recording, you have the slides filling most of the screen, and the speaker in the corner.
2. **Microsoft Teams:** [Record a meeting in Teams - Office Support](#)
3. **Microsoft PowerPoint:** [Record a video using PowerPoint](#)

Other Tips for Recording

Please find the attached Video Recording Tips and Best Practices as supplementary reference for your recording experience.

Upload your CV and Photo

1. The WCBIP2020 has prepared a CV template for speakers to download from the website.
2. Speakers need to upload their completed CV online while uploading their recorded videos.
3. Speakers also need to upload their photos through the Personal Information section at the left menu bar.
4. The Deadline for CV uploading is October 30, 2020.

Once again, welcome to WCBIP2020. We are looking forward to meeting you online.

Please contact us if further assistance is required

Best Regards,

WCBIP2020 Secretariat

Email: wcbip2020@126.com