How to - Tutorials

ESC Congress 2021

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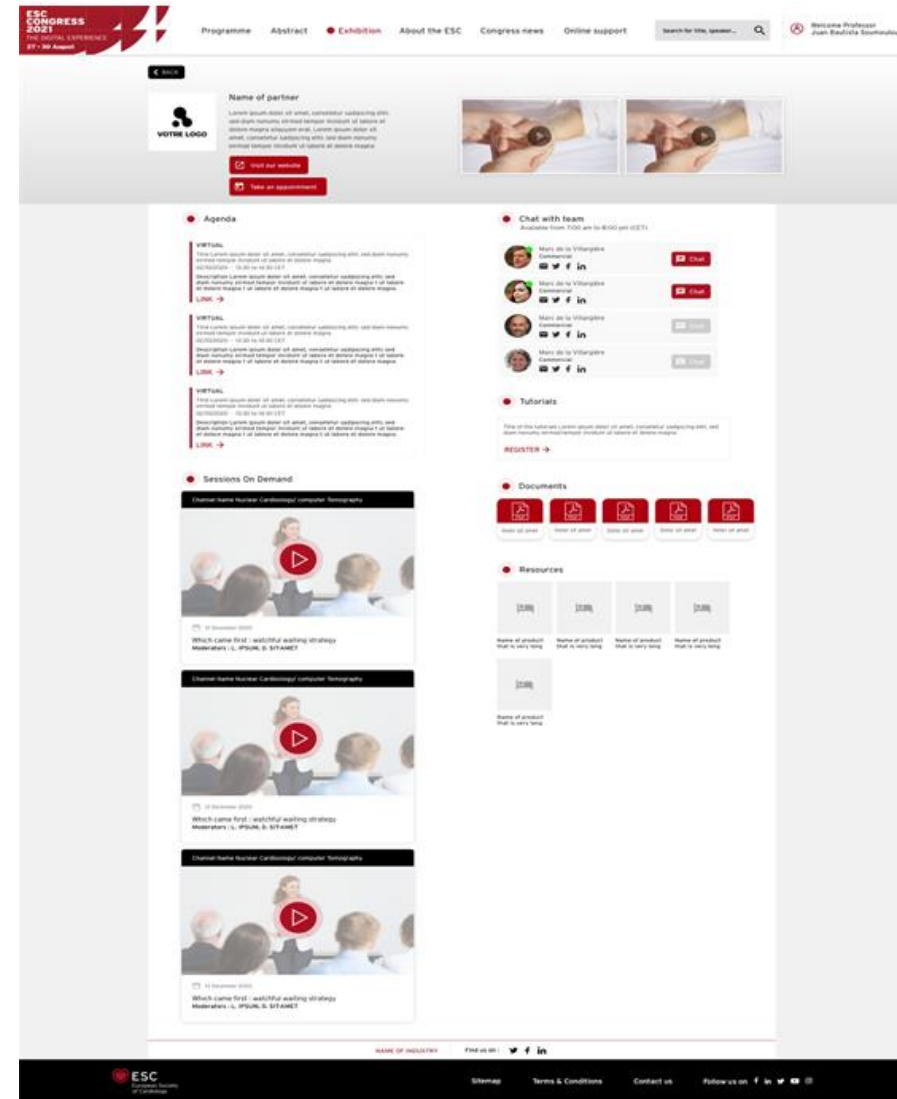
Description of the Tutorials

1. What is a Virtual Tutorial?

The Virtual Tutorials are the adaptation of the traditional on-site Practical Tutorials.

Your content must be adapted to a virtual environnement.
It can be either:

- A full live session: presentation or demo
- A mixed of live and pre-recorded videos
- A full recorded session

2. What is the Tool used?

Zoom webinar is the visio tool used for these sessions. In this format we differenciate:

- The attendees / participants: their camera and microphone will be off by default. Only the host and co-hosts can allow them to turn them on. They will be able to use the « raise my hand » button to alert you. They can also write their message/question within the chat.
- The Panelists and co-hosts (industry admins, presenters,…): they can activate their camera and microphone.

CYIM will be the owner of the license, will create and configure the meeting for you. You will receive the zoom link via a zoom invitation.

Description of the Tutorials

3. Which zoom options can I use?

You can use the following options:
- Polling/voting (more information here)
- Survey

4. How is each session managed?

You are **completely** <u>autonomous</u> in the management of your session which means:
- You will be in charge to accept the attendees in the room (from the waiting room)
- Host & lead the session
- Guide your presenters/discussants
- Play the recorded video if you have one
- Manage the zoom tool during the session
- Control your time

A technician will help you with the tool during the rehearsal time before the beginning of the session.
Your co-host rights will be given at the beginning of the rehearsal.

Description of the Tutorials

5. How will people join the tutorials?

Each person who needs to attend the tutorial will receive the zoom link by email with a calendar invitation (Programme in CEST Timezone).

- **Participants** will register through the virtual ESC platform (explained here)
  - You will be in charge of accepting or refusing the participation of each attendee thanks to the admin interface (explained here). The registration is limited to 80 people / session.
- **Panelists and co-hosts** will be added to the zoom session directly by CYIM. They will receive the zoom invitation by email.

6. What becomes of the session?

All the zoom sessions are recorded and provided to the ESC.

The recording is automatically launched at the beginning of the session.
You can decide whether to publish or not your tutorial on your booth and on ESC365. Limitation to 4 tutorials.
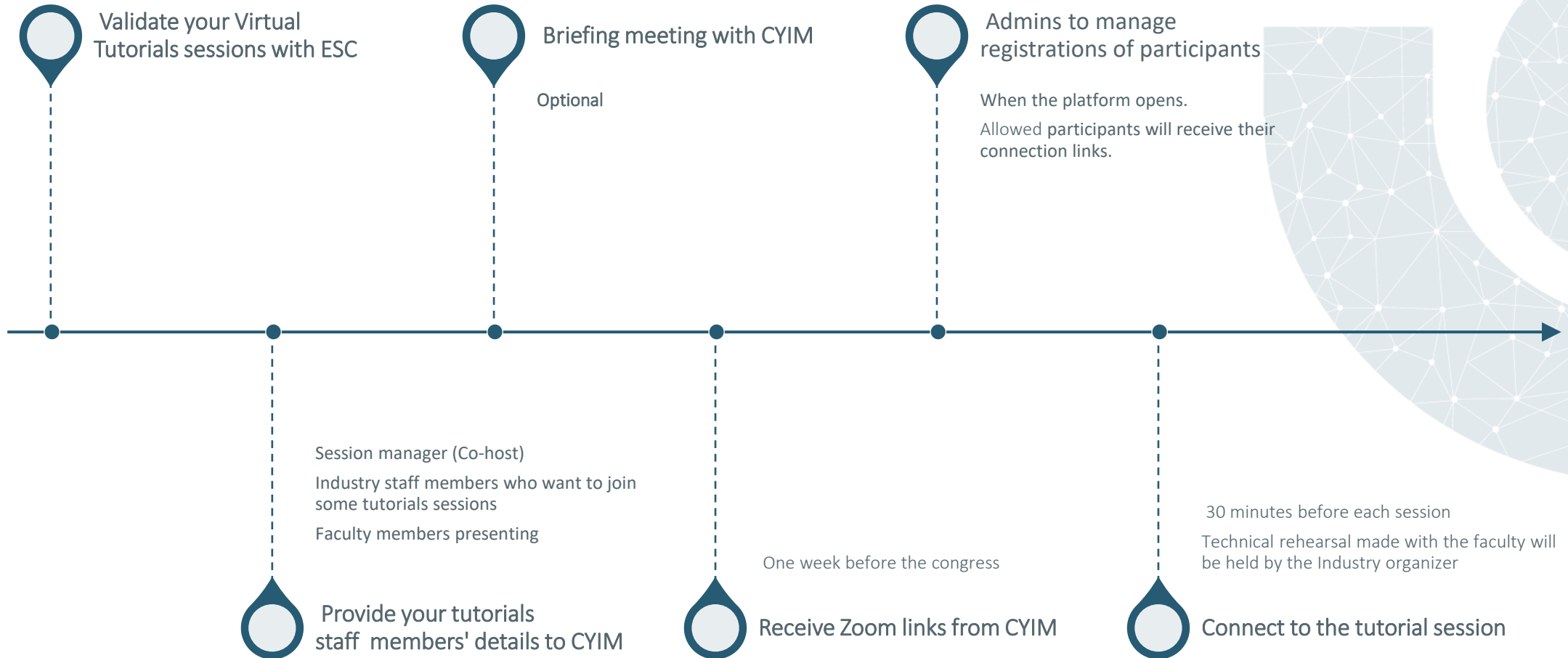
7. Which statistics can I receive?

All the statistics will be provided within 15 days after the end of the congress by the ESC team. You will have access to:

- The list of the accepted registrants only (included data on their profile).
- The list of attendees who entered the zoom session and the time they stayed connected.

How can you prepare the Virtual Tutorials?

1. Validate your Virtual Tutorials programme with the ESC

2. What CYIM will require from you :
    a. List of admins to manage registrations during the congress (same access than the booth admin)
    b. Provide the name of your panelists in each virtual tutorial session
        i. Session manager (Co-host)
        ii. Industry staff members who want to join some tutorial sessions (limited to 5)
        iii. Faculty members presenting
    c. Provide the disclaimer text (Optional)

4. Provide any additionnal information according to the options (polling, voting, survey) (more information here)

5. Plan a rehearsal

How does it work?

Validate your Virtual Tutorials sessions with ESC

Briefing meeting with CYIM

Optional

Admins to manage registrations of participants

When the platform opens.
Allowed participants will receive their connection links.

Session manager (Co-host)
Industry staff members who want to join some tutorials sessions
Faculty members presenting

Provide your tutorials staff members' details to CYIM

One week before the congress

Receive Zoom links from CYIM

30 minutes before each session
Technical rehearsal made with the faculty will be held by the Industry organizer

Connect to the tutorial session

Zoom Options

1. Voting / Polling

   Zoom offers the possibility to add a voting/polling option.

   You can choose between:
   - Single choice option
   - Multiple choice option

   CYIM will be in charge of adding the questions you prepared in the zoom meeting parameters.
   Please provide your questions **by August 13th**.
   You will be in charge of activating/launching the questions during the session.

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Zoom Options

1. Survey

   Zoom offers the possibility to submit a survey.

   You can add an external survey (extra link) or enter the survey directly in zoom. You can choose between:
   - Single/Multiple choice option
   - Rate question option
   - Free text option

   CYIM will be in charge of adding the survey you prepared in the zoom meeting parameters.
   Please provide your questions **by August 13th**.
   You will be in charge of activating/launching the survey during the session.

Create New Survey

1. Untitled Question

○ Untitled Option 1

○ Untitled Option 2

2. Untitled Question

From [1] To [10]

1   Label1 (optional)

10   Label2 (optional)

3. Untitled Question

Short text

+ Add Question

☑ Anonymous   Save   Cancel

Details

1. **Visitor's view – Tutorials**
   a. Visitors will be able to access your tutorials by clicking on 'Access Tutorials' on your exhibition page
   b. This access is automatically added by the supplier CYIM

2. **Back end access – Admin**
   a. Access to the back end of your tutorials thanks to the same admin access than the booth
   b. Click on the « tutorials » button on the center to manage the registrations

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Backend Access - Configuration

Tutorial

Choose the tutorial you want to administer

Tutoriel			
Friday 23 April 16:00- 16:45	Tutorial title	Manage participants	Parameters
Friday 23 April 16:15- 16:45	Tutorial title	Manage participants	Parameters
Friday 23 April 17:00- 17:30	Tutorial title	Manage participants	Parameters
Friday 23 April 17:00- 17:45	Tutorial title	Manage participants	Parameters
Friday 23 April 18:00- 18:50	Tutorial title	Manage participants	Parameters
Friday 23 April 18:00- 18:45	Tutorial title	Manage participants	Parameters
Friday 23 April 19:15- 19:45	Tutorial title	Manage participants	Parameters
Friday 23 April 20:00- 20:30	Tutorial title	Manage participants	Parameters
Friday 23 April 20:45- 21:15	Tutorial title	Manage participants	Parameters

1. **Choose the tutorial you want to administrate**

    a. Manage participants
        a. Access to the list of participants
        b. Allow/deny the participants

    b. Settings
        i. You have the option to add a customized diclaimer to alert on the confidentiality of your session.

Backend Access – Manage participants

1. **Manage participants**
   a. Select the status of each participant by choosing whether they can attend or not your tutorial
   b. You can modify the statut by clicking on 'Modify status'
   c. The status of participants will be in green if you approved their participation or red if they are denied

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Backend Access – Settings

1. **Choose if you want to add a personalized disclaimer by clicking on « yes, my session is confidential »**

2. **Add your disclaimer and validate once ready**
   a. No characters limitation
   b. Participants will need to accept the disclaimer in order to attend the registration page.

Visitor Access

1. **Once visitors click on 'Tutorial access' on your exhibition page or directly on the Tutorials page, they will be redirected to the programme of your tutorials**
   a. They will see the time left before the start of the session
   b. The number of seats available (80 pax per session)
   c. The registration button

2. **They will be able to click on 'Register' and will wait for your approval**
   a. If their registration is approved, they will receive a mail of confirmation with the link to attend the tutorial
   b. If you refuse the participant, the session will be displayed « Fully booked » for this participant

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Work through of the session

1. Beginning of the session

   - All the panelists/co-hosts/industry team need to be connected 30 minutes prior to the session.
   - A technician will welcome them and help them with the visio tools and testing. All the technicals questions can be approached. Then you will be autonomous when managing your session.
   - When you're ready you can start letting the attendees enter the zoom session.
   - At the right timing you can start your session.

2. End of the session

   - When the session is over you can quit the zoom meeting room and end the session.
   - The recording will be managed by the CYIM team and provided to the ESC a couple of hours after the end of the session.

Contact ESC Congress 2021 Supplier

CYIM Company / Congress Department

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