

Best practices for the use of the ECSA 2020 streaming platform

- 1) If possible, use **Google Chrome** as a browser
- 2) Connect in a place served by **optical fiber or minimum 4G network**
- 3) If possible, connect the PC directly to the LAN through an **Ethernet cable** to the router and not via Wi-Fi.
- 4) Use **headphones with a microphone** connected to the PC
- 5) The **link to connect to the speaker conference platform for your session will be shared a couple of days before it. If you have not received it the day before your contribution, contact ecsa2020@medialab.sissa.it** and we will send it again.
- 6) **Connect to the speaker platform 10-15 minutes before the start of the session you are in**, in order to be able to manage any connection problems on time.
- 7) Position yourself in a **silent** place where you are sure that you will not be disturbed, mute your mobile phone and warn those who live with you not to disturb you
- 8) Check that the technological **tools** you will use are working properly (PC, webcam, microphone, presentation software)
- 9) Make sure you don't have intense **light sources** behind you, this will damage your image during broadcast.
- 10) Check your shot: the ideal camera position is eye level, where the height of the eyes is in the upper half of the screen. The webcam should not display you from below or from above eye height.
- 11) **Make sure you respect the time allocated to your presentation.**
- 12) If you need support material during your presentation (read notes, consult texts, etc.) **print** it before the live broadcast. This will help you avoid jumping from one window to another during the presentation.
- 13) There will be an **internal chat** where speakers, chairpersons and technicians can communicate. This will not be broadcast.
- 14) When you project your presentation **full screen**, you will not be able to see what the participants will see, except through the help of a second screen.
- 15) Clearly indicate in the upload form ([here](#)) any form of **interaction** you plan to insert before August 31st. Then, in your slides, leave an empty slide anytime you need to launch/close an interactive activity, indicating on the slide what you want to launch/close.
- 16) Participants can at any time write in the **vimeo chat**, make comments and questions; the director will promptly report these questions inside the private chat and the chairperson will use them during Q&A. You can also monitor the chat if you do not have the slides in full screen mode, but this is not necessary.
- 17) **Test the speaker platform on September 1-2 ([register here](#))**
- 18) During the speech **look at the buttonhole of the camera**, this way people will have the impression that you establish eye connection with them. Adopt an **average exhibition speed**, neither too fast nor too slow, articulating words well. As in live presentations, changing the tone of voice is a good way to keep attention high.
- 19) Check our [Safe Space policy here](#).

You will receive all the necessary support both from technicians and organizers, so good luck with your work!