



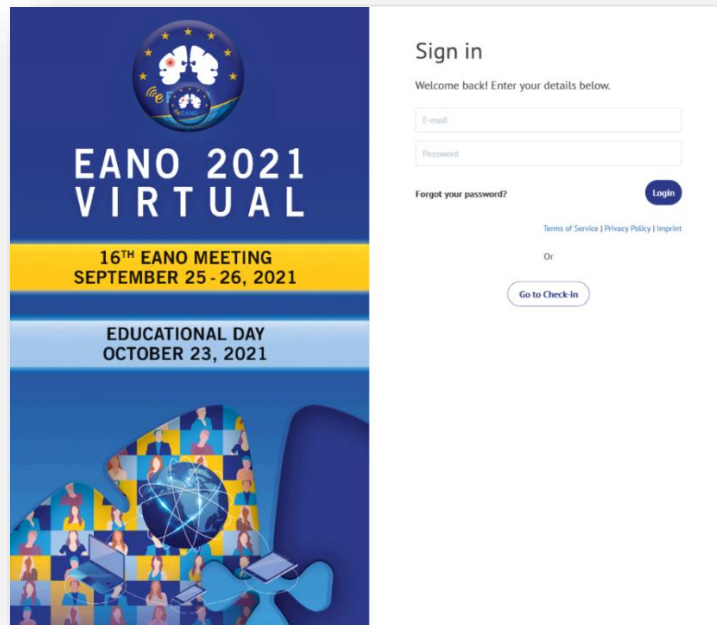
EANO 2021 – Mentoring Workshop manual

Table of Contents

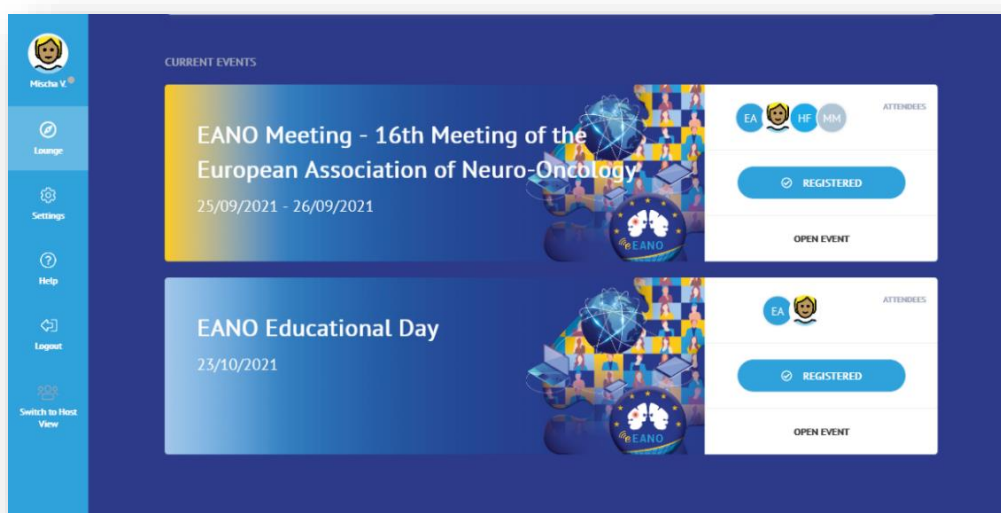
How to access the online platform.....	2
Step-by-step instructions on how to join your breakout room	3
Before a live session	6
Technical requirements.....	6
Picture settings	7
Sound settings	7
Technical Support	7
Additional information and instructions.....	7

How to access the online platform

- Use the link provided by the EANO Meetings office by email a few days before the conference
- Login by using the email address and password you used for registration. In case you do not remember your password, use the “Forgot password” link and enter the email address used for your registration to create a new password.



- If you are registered for the EANO Meeting and the EANO Educational Day select the respective event. If you are registered for just one event, you will be directed directly to that event.



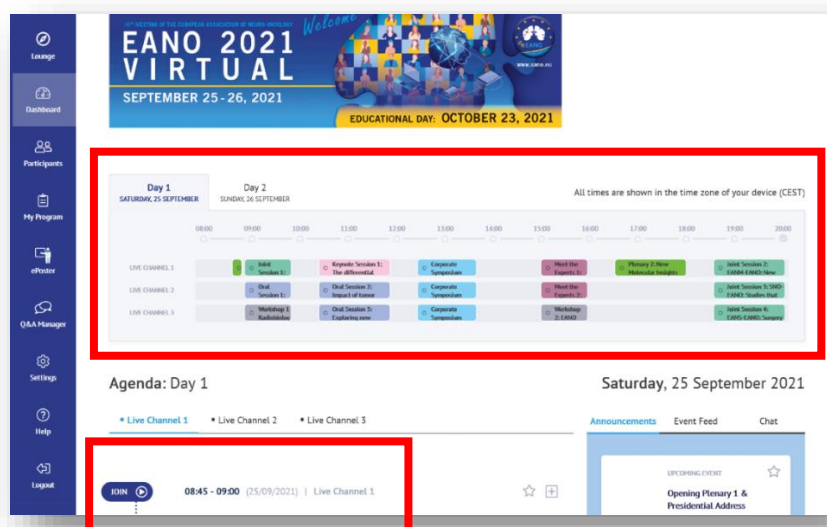
Step-by-step instructions on how to join your breakout room

Breakout rooms for EANO 2021 are organized in a programme called Big Blue Button which is embedded into the conference platform. You may want to **test and explore** the system by using the following test-platform link: <https://test.bigbluebutton.org/>

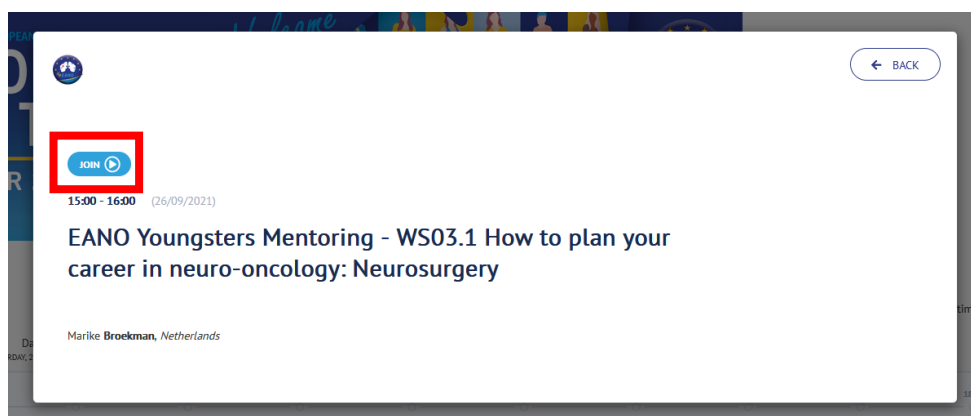
(Please note that this is **NOT** the link to access the actual breakout room – this is an unmonitored test page by the provider!)

To **access your breakout room** on the conference day, follow these steps:

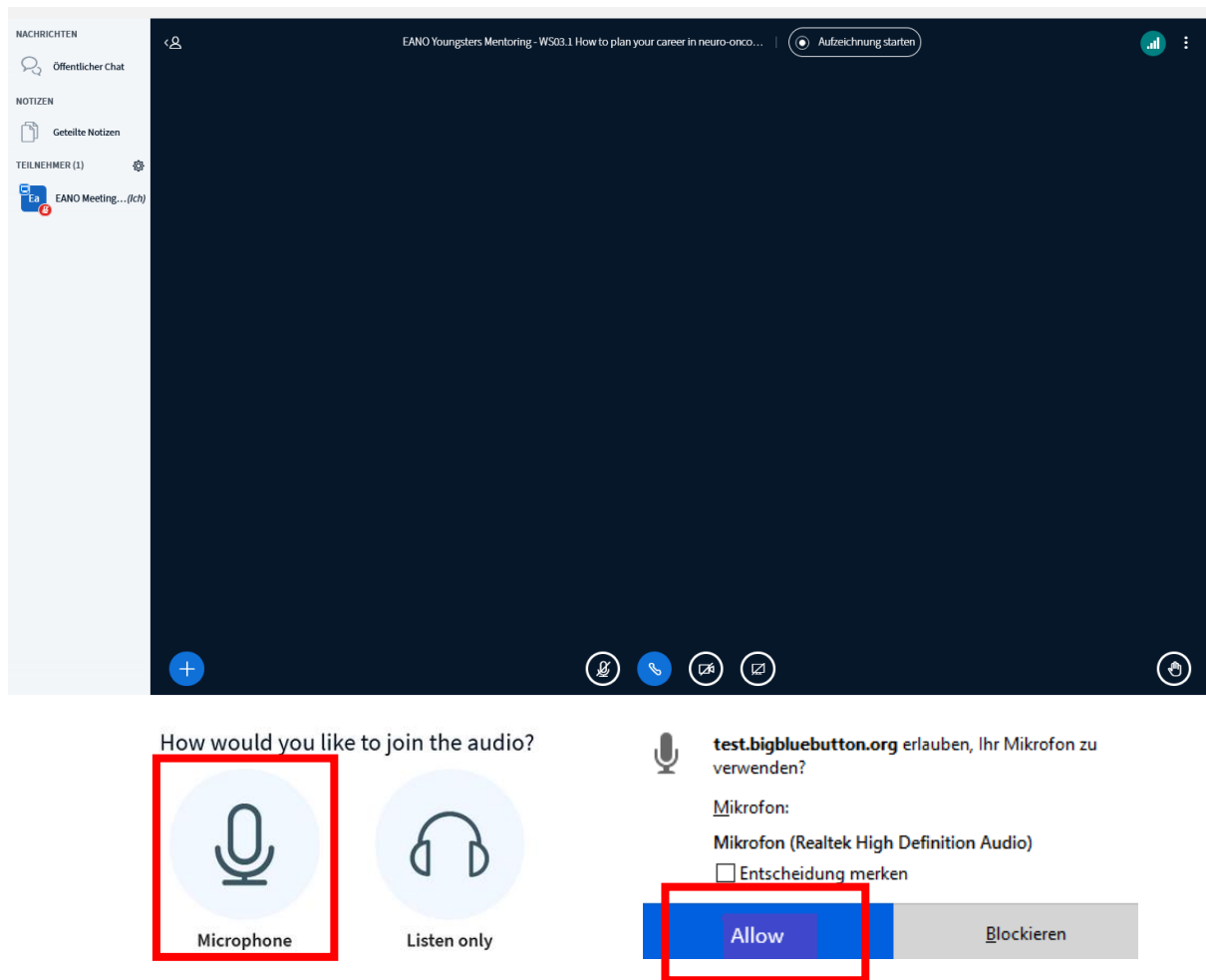
1. Select your session from the timetable or agenda and click on it.



2. A session pop-up will show up on your screen. Click the blue “Join” button to enter the breakout room.



3. When you enter the breakout room make sure to enable and allow the use of your microphone and webcam.

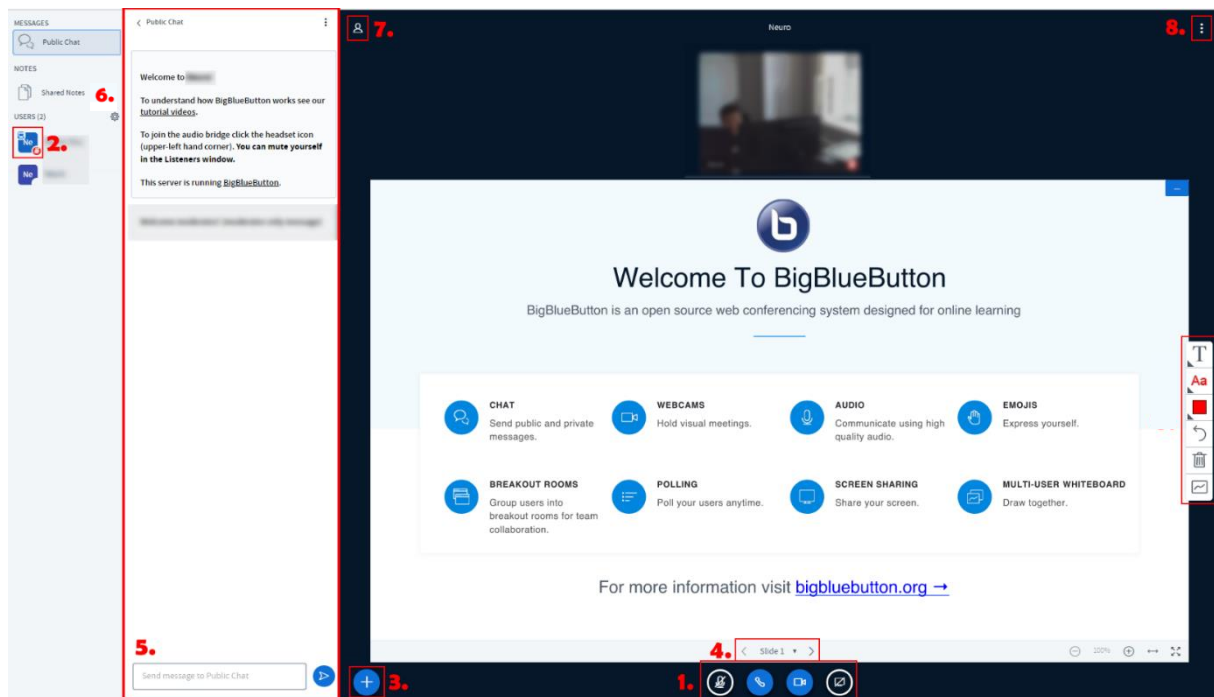


4. This is followed by an echo test – click “Yes” if you can hear yourself. If not, please make sure that you allowed access to your microphone either on operating system level and/or inside the browser itself!

This is a private echo test. Speak a few words. Did you hear audio?



5. Icons / tools explained:



1. Menu to “mute/unmute”, “leave audio” (Note: you will have to do another audio test if you click the latter therefore please use “mute” instead), “webcam”, “sharing screen”.
2. The person with moderator rights has a little screen icon in front of the name. A moderator can share a screen, transfer his/her role to another participant by clicking on his/her name (make presenter), etc.
3. The plus button only shows up for moderators and allows to do the following. You can make use of these features, but you do not have to.
 - a) Upload files (.docx, .pptx, .xlsx, .pdf, .png). At the end of the session, the files will be deleted.
 - b) Initiating a poll. The question must be shown on a presentation slide via screenshare before starting a poll. For the poll it is possible to choose from a list of available answers or to compile your own answers (max. 5). When you publish the answers, a table with the breakdown of answers will be created in the corner of the slide.
 - c) Share an external video from YouTube or Vimeo.
4. If you choose to display a presentation you can switch between slides here.
5. Chat. You will see the “main chat” per default. Clicking on the name of a participant will allow you to select the participant for a private chat.
6. Shared notes also open in the chat area.
7. Allows you to open and hide the left panel.
8. Manage settings.

Polls:

Be reminded that questions cannot be entered in the poll but need to be shown on a slide via screenshare. To start a poll, click on the + button in the bottom left toolbar.

Start the poll by clicking on the answering options you would like to show.

The poll will now be visible to participants to select their answer and you will be able to see the answers coming in.

To end the poll, click on “publish polling results”. The outcome will now be visible to participants.

MESSAGES

Public Chat

NOTES

Shared Notes

POLLING

Polling

USERS (2)

Ca Catherine (You)

< Polling

Leave this panel open to see live responses to your poll. When you are ready, select 'Publish polling results' to publish the results and end the poll.

Option	Count	Percentage
A	0	0%
B	0	0%
C	0	0%
D	0	0%

Waiting for responses (0/1)

Publish polling results

Users Response

< Polling

Select an option below to start your poll.

Yes / No

Yes / No / Abstention

True / False

A / B

A / B / C

A / B / C / D

A / B / C / D / E

To create a custom poll, select the button below and input your options.

Custom poll

Before a live session

- Please make sure to access your session at least **15 minutes before the session starts**.
- Please test your microphone and webcam as mentioned in the descriptions above.

Technical requirements

- Laptop or computer with a webcam and ideally a headset which is connected to your laptop or computer. Please **do not use any mobile devices** (mobile phone, tablet, etc.) as only laptops and computers ensure best usability.
- We recommend using Google Chrome or Firefox as your web browser. Click here to download [Chrome](#) or [Firefox](#).
- An internet connection with at least 5 Mbit up- and download speed. We recommend a wired internet connection over Wi-Fi. [Click here](#) to test your internet speed.



Picture settings

- Make sure you are in a well-lit area. Your face should be lit equally (clip a light on your computer or set a lamp behind it to help illuminate your face). There should not be strong lightning or distracting items in the background. **Do not sit in front of a window.**
- Put your camera relatively close to you and at face level (use a stand or stack of books if needed). If possible, your head and the top of your shoulders should be visible.
- If you look directly at your camera while speaking, the participants will feel much more included in the conversation.

Sound settings

- Make sure you are in a quiet area with no background noise (e.g. mute your mobile phone, switch off the air condition).
- For best results use a headset or ear buds with microphone.
- Turn off notifications ([Windows Instructions](#)) and other pop-ups, alerts and sounds that might interfere with your talking.

Technical Support

- For technical assistance prior and during the event please contact support@steinerlive.com.

Additional information and instructions

- Please ensure that the **session does not run late**. Please always keep an eye on the time and cut Q&A / discussions if needed.
- Have any supporting materials printed out and at hand.