EANO 2021 – Poster Presenter manual

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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.
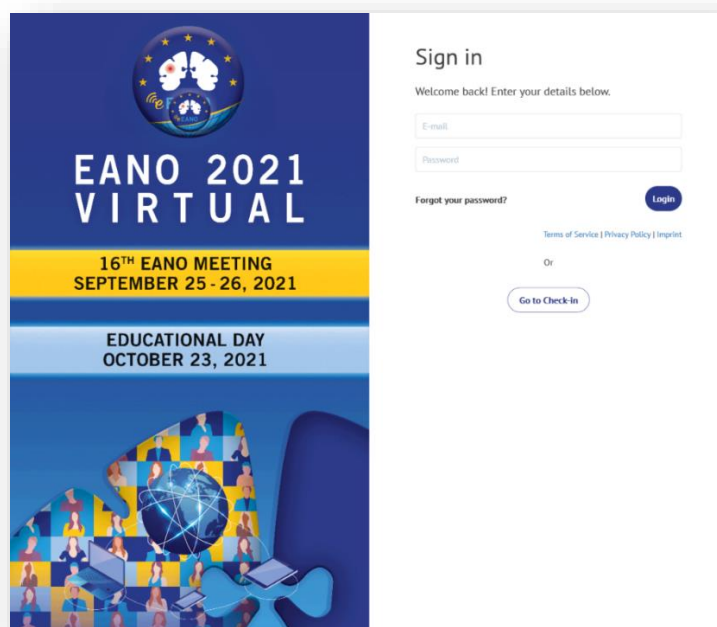
- If you are registered for the EANO Meeting and the EANO Educational Day select the respective event. If you are registered for just one event, you will be directed directly to that event.
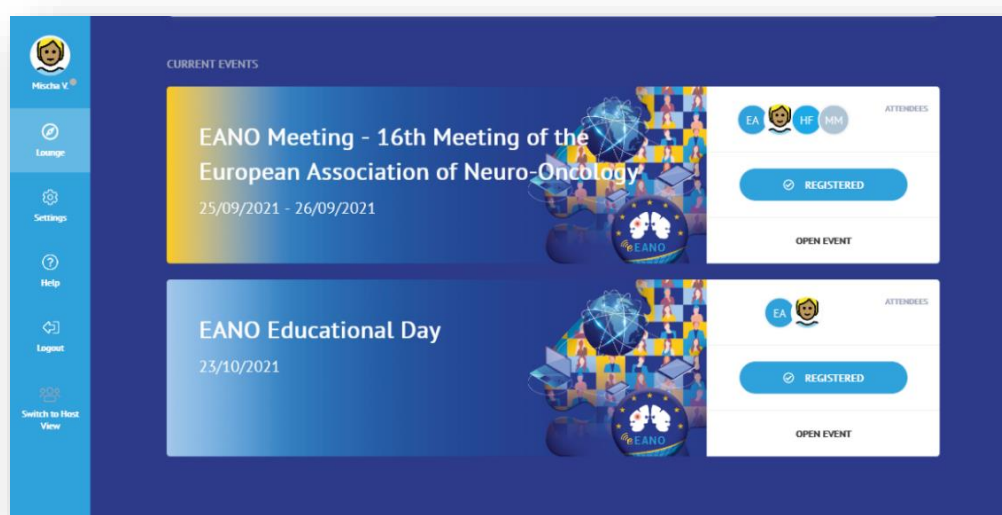
Step-by-step instructions on how to join your poster breakout room

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 poster breakout room** on the conference day, follow these steps:

1. Select "**E-Poster**" in the left menu bar to go to the E-Poster area.

2. In the E-Poster area use the **search field** to search for your poster by typing in your poster presentation number or your name. Then click on the blue "**VISIT**" button to open your poster page.
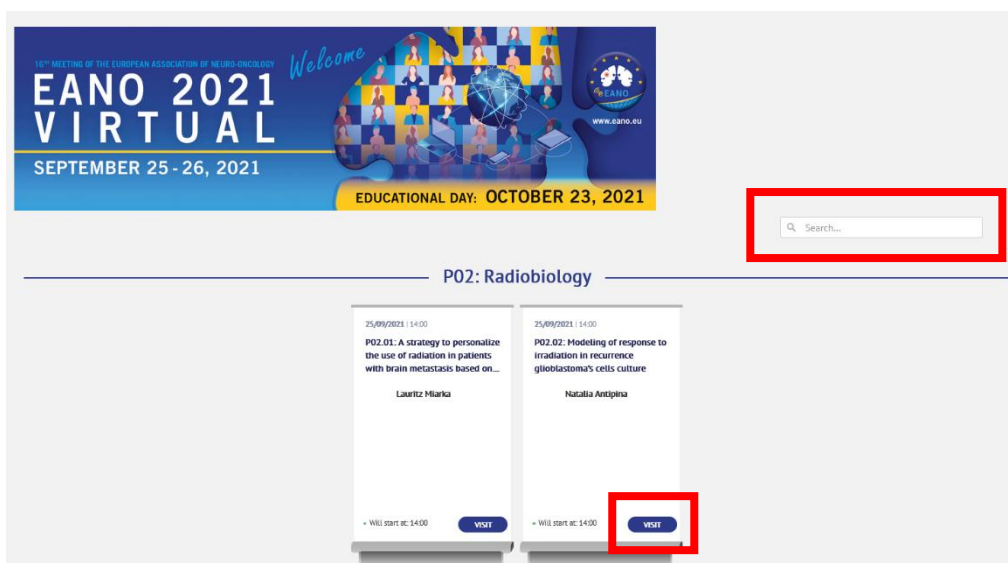
3. On your poster page you can see your e-poster presentation on the left (1), your contact box top right (2), where people can send you a direct message via the virtual platform messaging system, and your virtual networking table middle right (3).
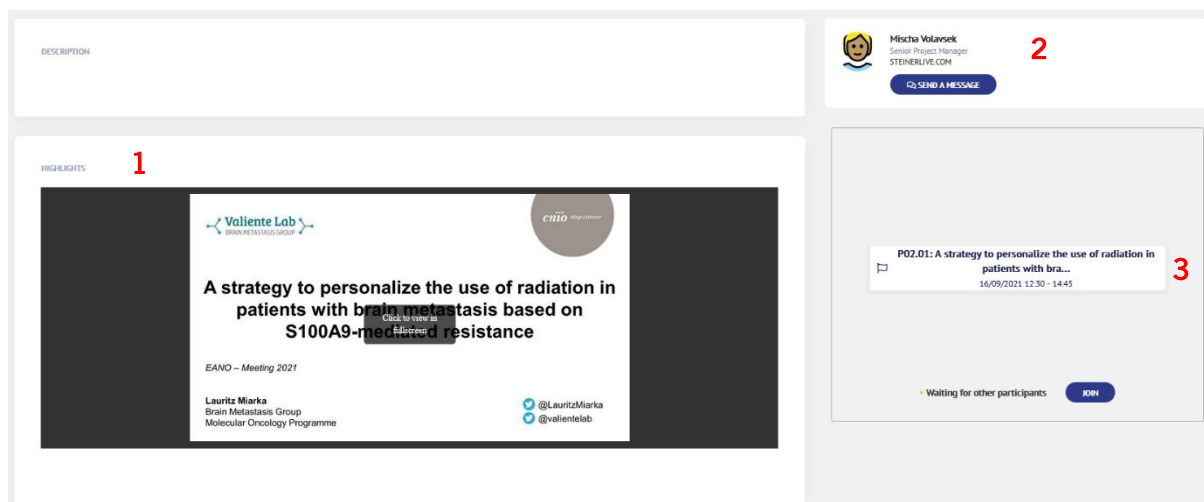
4. When your poster viewing with the authors session starts a blue "Join" button will appear beneath your networking table. Click on the "Join" button to enter your breakout room which will open in a new window within the platform.
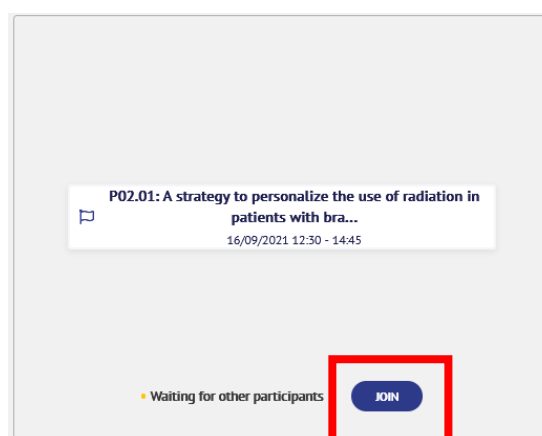

When someone already joined your breakout room you will see a circle with the person's initials next to the networking table.
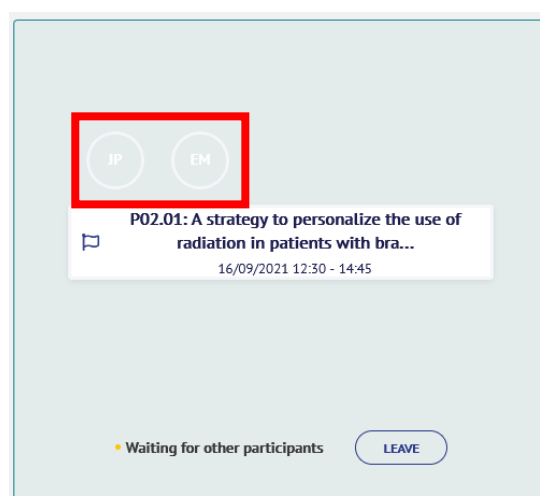
5. When you enter the breakout room make sure to enable and allow the use of your microphone and webcam. This is followed by an echo test – click "Yes" if you can hear yourself. If not, please make sure that you allowed access to your microphone either on operating system level and/or inside the browser itself!

In the lower part of the screen you will find the buttons to **mute/unmute** your microphone, leave audio (Note: you will have to do another audio test if you click this button therefore please use "mute" instead), turn on/off your **webcam** and **share your screen**.

To open the chat click on "Public chat" on the top left of your screen.
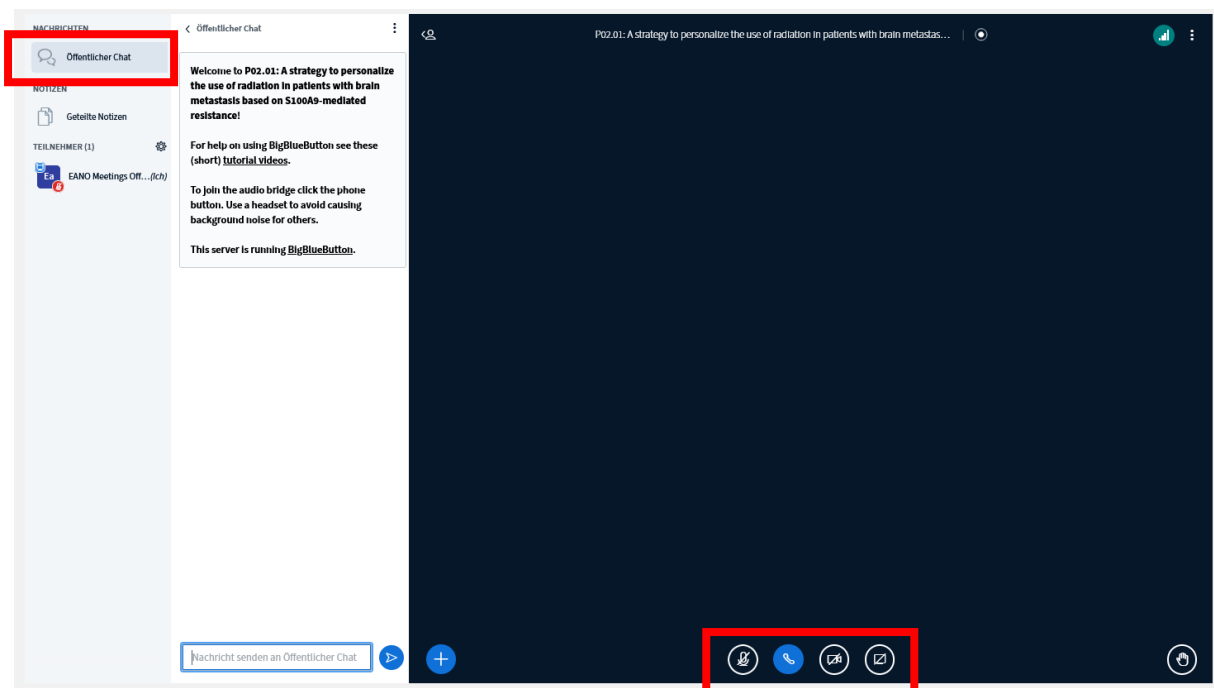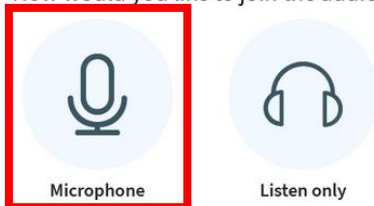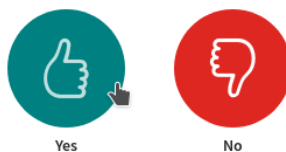
Technical requirements

- 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.