

ECBS2021 Speaker instructions

Contents

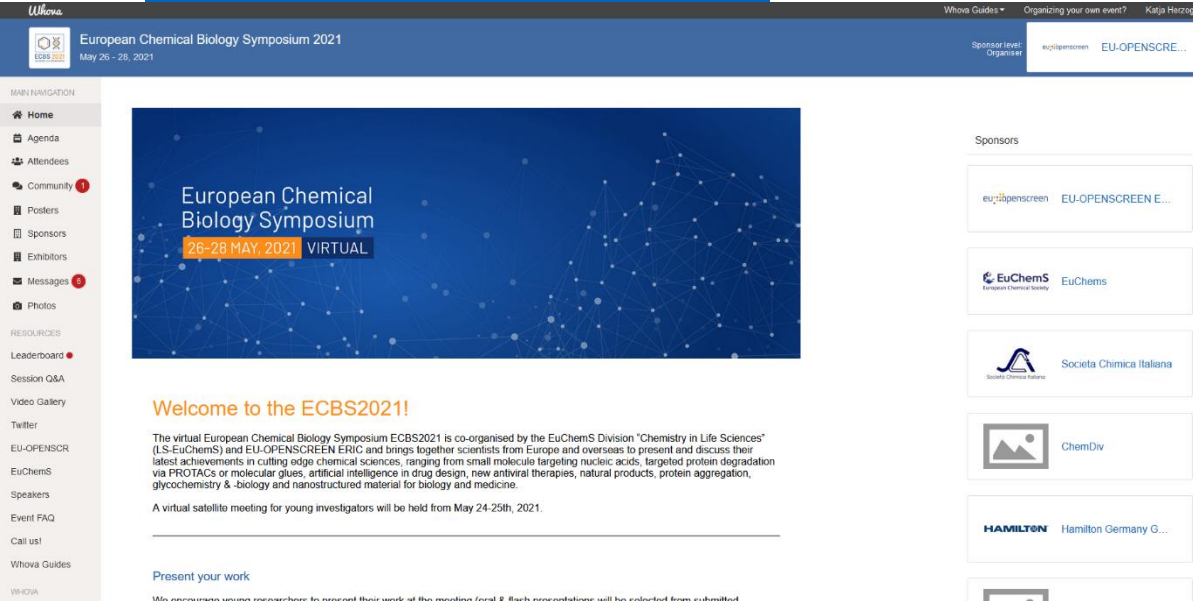
1. ECBS2021 website and Whova conference portal	2
2. Whova portal information	2
3. Consent to record all talks.....	3
4. Virtual slide deck & check	3
5. Your talk on the day of the conference.....	4
6. Questions from attendees during the conference.....	4
7. Poster	5

1. ECBS2021 website and Whova conference portal

- we have a website for the ECBS (www.ecbs2021.eu)
- and a separate virtual conference system called Whova (https://whova.com/portal/webapp/euope_202011/) for the days of the conference.
- inside Whova, we will use the zoom webinar plug-in for video streaming. I would recommend to download the Zoom app (“Zoom Client for Meetings”): https://zoom.us/download#client_4meeting

2. Whova portal information

- Your email address has already been added to the ECBS2021 Whova conference portal. You should have received a notification from Whova. If not, please login to the Whova system by using your email address here – you might have to set-up a Whova account for login.
- This is the landing page which all attendees will see: https://whova.com/portal/webapp/euope_202011/



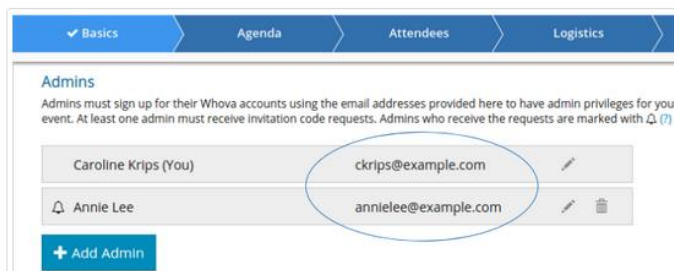
- On the left there are different menu points such as Home, Agenda, Attendees etc. **All video streams (including links) are available in the Agenda part:** attendees will be able to choose whether they would like to watch the conference directly in Whova or outside the Whova system in the Zoom app.
- Once you enter a live-stream, we will promote you to panelists, and you will be able to share your screen and speak.
- Please watch the speaker guide video a few days before the conference **to make yourself familiar with the system**, it will take approx. 6 minutes:
 - Speaker guide:
 - video: https://www.youtube.com/embed/m_96fZXrG7w?autoplay=1
 - text: <https://whova.com/pages/whova-speaker-guide/?source=ems>
 - Attendee guide:
 - video: <https://www.youtube.com/embed/flCltoKTsf4?autoplay=1>
 - text: <https://whova.com/pages/whova-app-user-guide/?source=ems>

- I highly recommend to install the Whova app (also on your phones if more convenient):
 - apple: <https://apps.apple.com/us/app/whova-event-cse25/id716979741?ls=1>
 - google play store: <https://play.google.com/store/apps/details?id=com.whova.event>

3 steps to preview your event in the app

1 Add emails to the admin list

Only admins can preview event on app before the event is submitted. Make sure your and your colleagues' emails are listed as admin. You can check and add admin by going to the "Basics" tab and scrolling down to the "Admins" section.



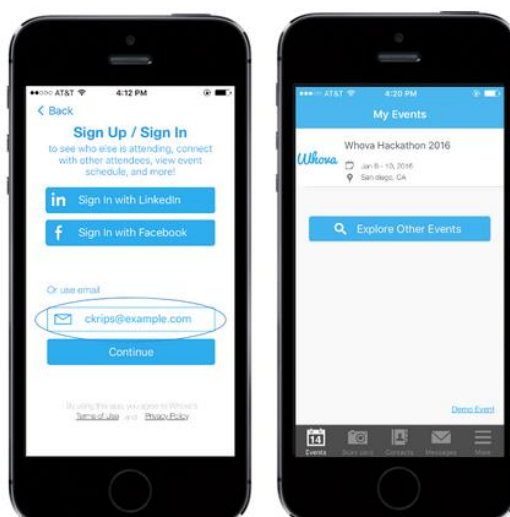
2 Download the Whova App

Search "Whova" in the App Store on your iPhone or in Google Play on your Android phone.



3 Sign in and preview your event

Open the app and register with the same email listed in the "Admins" section shown in step 1. Once you sign in, you should see your event in "My Events." Check it out!



★ Remember: You can still edit your app after you submit it.

3. Consent to record all talks

- We would like to record all ECBS2021 talks and make them available publicly to those who might not have had the chance to follow the conference. **If you accept to be recorded, please give your consent here until Wednesday, May 19th: <https://forms.office.com/r/aYPJie0qeP>.**

4. Virtual slide deck & check

- We would like to give you the possibility to check if the sharing of your presentation slides works well on your device(s).
- For this purpose, we will open dedicated **rehearsal sessions** (please refer to the **"Rehearsal instructions"-document** which was also provided to you by email) on
 - Thursday, May 20th,
 - Friday, May 21st and
 - Tuesday, May 25th (you will receive the specific zoom dial-in links in a separate mail).

- **For the rehearsal sessions in whova on Thursday, May 20th, Friday, May 21st and Tuesday, May 25th: If whova tells you “the session is expired” please click proceed and continue until the livestream. In case you encounter a problem, please also try the whova app or a different web browser. The direct zoom dial in links for the rehearsal session are provided in the rehearsal instructions document.**
- You can then dial in during the indicated times anytime and do your check with one person from our technical team.

In case we run into any technical issues during the live conference, it would help us to have your slides as a backup: **Please provide us with your slide deck/ presentation by Friday, May 21st by sending it to: ecbs2021@eu-openscreen.eu with subject “ECBS2021, ‘family name’, slide deck”.**

5. Your talk on the day of the conference

- If your talk slot in the program (<https://ecbs2021.eu/schedule/>) is indicated for
 - 60 minutes, please prepare a 50min talk, which will be followed by a 10min Questions&Answers session.
 - 30 minutes, please prepare a 20min talk, which will be followed by a 10min Questions&Answers session.
 - 20 minutes, please prepare a 15min talk, which will be followed by a 5min Questions&Answers session.
 - 15 minutes, please prepare a 10min talk, which will be followed by a 5min Questions&Answers session.
 - 5 minutes, please prepare a 5min talk, without time for questions (for flash presentations, there will not be any time for a Questions&Answers session.)
- About one hour before your talk: Please make sure to dial into our Zoom MEETING “device-check” link: these zoom conferences are in PARALLEL to the live session and should only be used for the ‘pre-check’ on the day of your talk.
 - *ECBS2021 – Wednesday, May 26th, Day 1 – SPEAKER CHECK DIAL-IN:*
<https://zoom.us/j/97838174896>
 - *ECBS2021 – Thursday, May 27th, Day 2 – SPEAKER CHECK DIAL-IN:*
<https://zoom.us/j/94948298632>
 - *ECBS2021 – Friday May 28th, Day 3 – SPEAKER CHECK DIAL-IN:*
<https://zoom.us/j/92333732973>
- Once everything is ok, please dial in for your ‘live’ session on the Whova platform about 10 minutes before the session starts so that we can promote you to the panelist function which includes screen sharing features. We kindly ask you to follow the entire session. In the unexpected case that one of the speakers has a technical difficulty, the plan would be to shift talks within the same session to make sure that we keep the overall time.
- For your talk:
 - *ECBS2021 – Wednesday, May 26th, Day 1 – Live link:*
<https://zoom.us/j/92173814118>
 - *ECBS2021 – Thursday, May 27th, Day 2 – Live link:* <https://zoom.us/j/93432273425>
 - *ECBS2021 – Friday May 28th, Day 3 – Live link:* <https://zoom.us/j/98907822129>

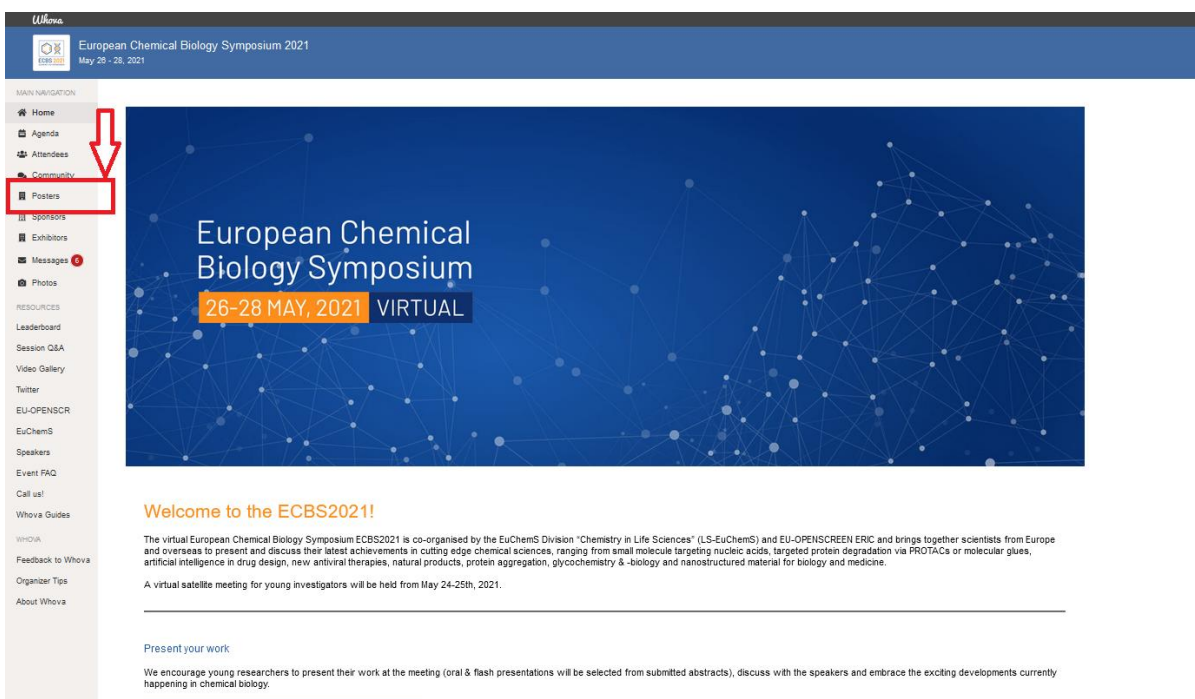
6. Questions from attendees during the conference

- The Questions&Answers Session will be handled by the session chairs.
- Session chairs chose among the provided questions and read them out aloud for the speakers. There is no time for Q&A foreseen for flash presentations.

- All attendees will be asked to raise their questions in the “Q&A” window of Zoom. For simplicity reasons, we decided against using the Whova Q&A function, as many attendees will be familiar with using the Zoom features directly in the live stream.
- The technical ECBS2021 team will however monitor questions that might come in from Whova, and will also make them available in the Zoom Q&A.
- Questions raised during the live session will be copied into the Whova platform so that questions can also be answered at a later time, in case there is no time left during the live session.

7. Poster

- Your name has been added for a potential poster in Whova. Please feel free to add content and discuss your work with other conference attendees and receive valuable feedback!
- A best-poster-prize is planned.



Whova

European Chemical Biology Symposium 2021
May 26 - 28, 2021

MAIN NAVIGATION

- Home
- Agenda
- Attendees
- Community
- Posters**
- Sponsors
- Exhibitors
- Messages 3
- Photos

RESOURCES

- Leaderboard
- Session Q&A
- Video Gallery
- Twitter
- EU-OPENSREEN
- EuChemS
- Speakers
- Event FAQ
- Call us!
- Whova Guides

WHOVA

- Feedback to Whova
- Organizer Tips
- About Whova

European Chemical Biology Symposium
26-28 MAY, 2021 VIRTUAL

Welcome to the ECBS2021!

The virtual European Chemical Biology Symposium ECBS2021 is co-organised by the EuChemS Division "Chemistry in Life Sciences" (LS-EuChemS) and EU-OPENSREEN ERIC and brings together scientists from Europe and overseas to present and discuss their latest achievements in cutting edge chemical sciences, ranging from small molecule targeting nucleic acids, targeted protein degradation via PROTACs or molecular glues, artificial intelligence in drug design, new antiviral therapies, natural products, protein aggregation, glycochemistry & -biology and nanostructured material for biology and medicine.

A virtual satellite meeting for young investigators will be held from May 24-25th, 2021.

Present your work

We encourage young researchers to present their work at the meeting (oral & flash presentations will be selected from submitted abstracts), discuss with the speakers and embrace the exciting developments currently happening in chemical biology.

Thank you very much for all your work and time – we highly appreciate it. If you have any question, please call us at: +49 30 94892422 or +49 30 94892424.

Best wishes,

Katja