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# BIGMARKER – SPEAKER BRIEFING

for SBS2 13th & 14th January 2021

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# YOUR PRESENTATION DOCUMENTS

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- Please send your presentation until **14th December via e-mail to [sbs2@ikts.fraunhofer.de](mailto:sbs2@ikts.fraunhofer.de)**
  - Allowed formats: .pdf, .doc, .docx, .odp, .ppt, .pptx, .odt, .jpg
  - Please share included videos separately: (allowed formats:.mp4 file or YouTube Link)
  - Please share any handouts for the attendees separately

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# SYSTEM REQUIREMENTS

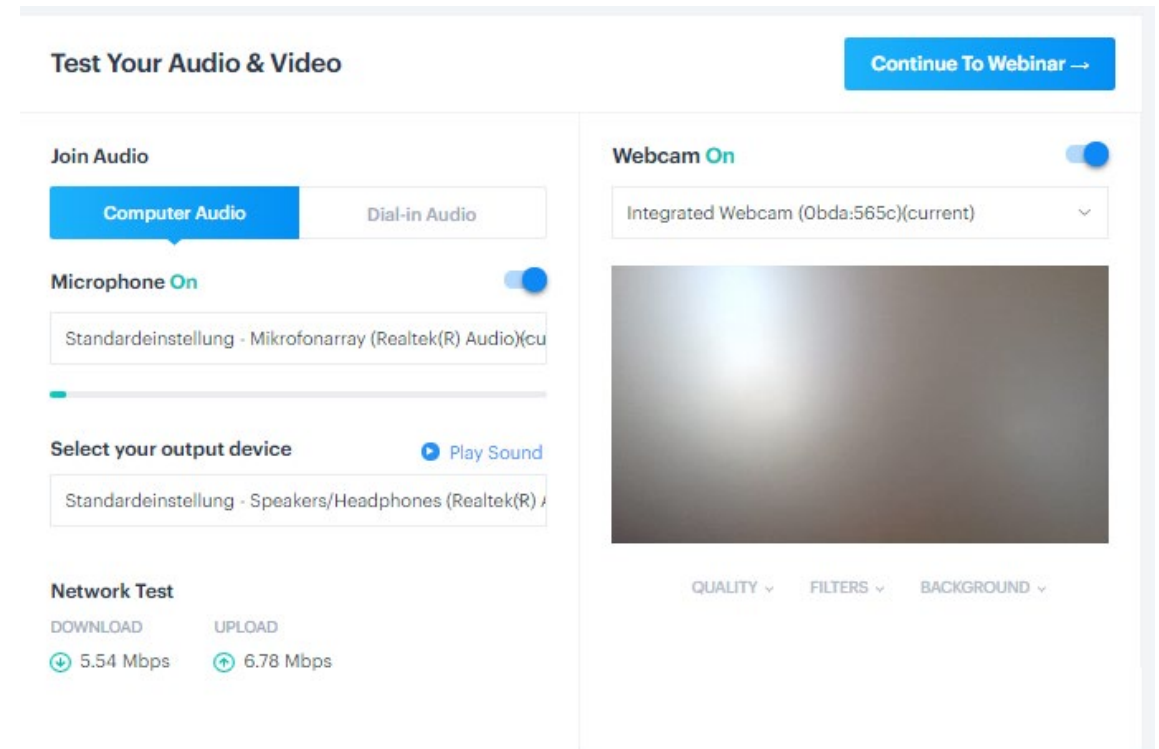
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The event will be held with BigMarker. **System Requirements:**

- Browser: Chrome or Firefox (Up to date)
- Internet: Consistent, high-speed, 10Mbps+
- Firewalls: None that block webinars
- Video Apps: None open (e.g., Skype)
  
- Please use a **headset** for the presentation.
- Make sure that you are seen clearly in the camera. Pay attention to light exposure etc.
- Make sure that you are not disturbed during the presentation

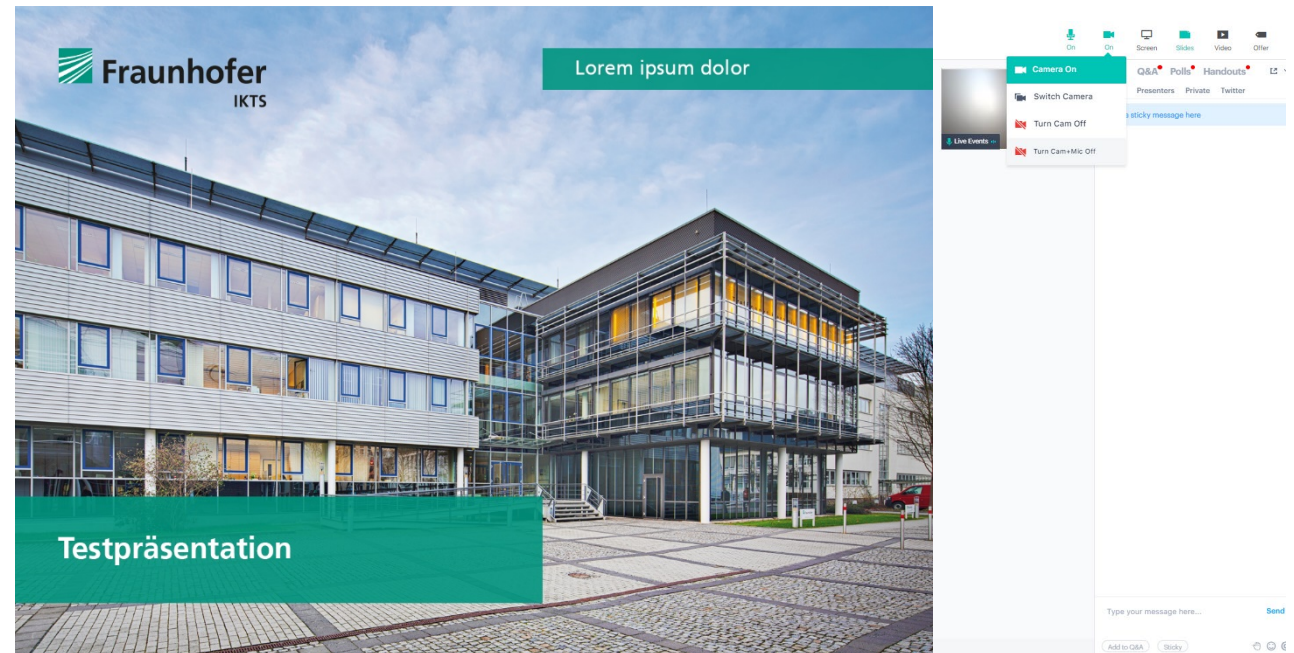
# BEFORE ENTERING THE EVENT

- Join the webinar via the Presenter-Link shared via e-mail
- **Please make sure to enter the webinar 30 minutes before the event starts for the final check**
- Turn on your microphone (and webcam) once it's your time and you are requested to present
- Make sure your connection is good – the system will test the connection automatically



# BEFORE ENTERING THE EVENT

- Turn off your cam + mic shortly before the event starts
- There will be a countdown visible telling you when the event starts
- If you have problems dialing into the system **on the day of the event**, please call the following number: **+49 0351 2553 7891**



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# DURING THE EVENT

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- **Please stay online and ready to present during the whole session (in case of failure or technical problems, we reserve the right to change the order of the sessions to ensure an optimal course of the session)!**
- **Process:**
  - Moderator is announcing your presentation
  - You are turning on your mic (+ camera) → Host starts the presentation for you
  - Use the mouse or arrow keys to navigate through the presentation
  - When you are done host ends presentation
  - Moderator will start mic (+ camera) to ask Q&A's
  - Turn off mic (+ camera) after the Q&A session