Virtual Technical Briefing

Fully Live

- Plenary Sessions:

  ❖ Cardiovascular disease and diabetes

  ❖ COVID-19, COPD, and diversity

  ❖ Caring for older people and ethical issues

  ❖ E-health, GP health and professional health

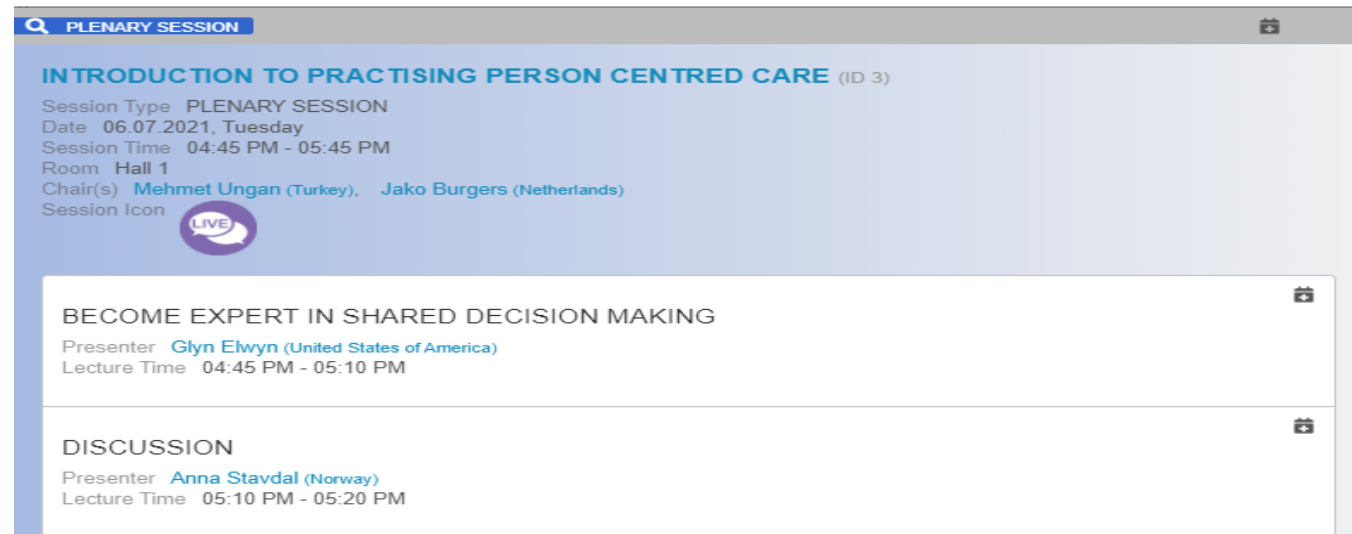 ❖ Introduction to practicing person centred care

- Research Masterclass

Pre-recorded with Live Q&A

- Plenary Session:

  ❖ Cancer care and core values in primary care

- WONCA Europe Open Meeting

- Oral Presentation Sessions

Instructions for Session Chairs

- Please review your session, via the conference calendar, ahead of the Live/Live Q&A session and note the <u>names of the speakers in your session</u>. You can do this by:

- Going to the session in the **Interactive Programme**.

- Click to enter the session - and access all session information: speaker names, abstracts etc.

- Please note that you cannot see recordings in the conference calendar (recordings can be viewed only in Virtual Platform when it opens).

PLENARY SESSION
INTRODUCTION TO PRACTISING
PERSON CENTRED CARE (ID 3)
04:45 PM - 05:45 PM

PLENARY SESSION

INTRODUCTION TO PRACTISING PERSON CENTRED CARE (ID 3)

Session Type PLENARY SESSION
Date 06.07.2021, Tuesday
Session Time 04:45 PM - 05:45 PM
Room Hall 1
Chair(s) Mehmet Ungan (Turkey), Jako Burgers (Netherlands)
Session Icon LIVE

BECOME EXPERT IN SHARED DECISION MAKING

Presenter Glyn Elwyn (United States of America)
Lecture Time 04:45 PM - 05:10 PM

DISCUSSION

Presenter Anna Stavdal (Norway)
Lecture Time 05:10 PM - 05:20 PM

Instructions for Session Chairs continued

- You will need to start the Live/LiveQ&A session by introducing yourself and the speakers in your session.

- During the Live Q&A part of the session:
  - If there are not many questions coming in from the chat or the questions are of less importance/interest, the chairperson should take the lead in order to facilitate a lively discussion amongst the speakers.
  - The chairs can also use their own questions to facilitate discussion. Please prepare a few in advance.

- The Live/Live Q&A session needs to end on time. If the session runs over time, we will need to stop the session.

Instructions for Session Chairs continued

- Please be in contact with your co-chair <u>ahead</u> of the Live/Live Q&A Session, to decide how you would like to work together i.e who will talk first, will you take turns asking questions to the speakers, will one of you ask questions and the other chair moderate the questions coming in from the chat etc. If you do not know the name or contact e-mail of your co-chair, please request this from the Congress Secretariat wonca2021@kenes.com.

- **You can find the name of your co-chair by entering the Live/Live Q&A Session via the [conference calendar](.)**.

Instructions for Speakers

- Please make sure that you remain muted at all times, unless you are presenting, or you have been addressed a question by the session chairs.

- Please remember to include the Conflict of Interest Disclosure slide in your presentation and to disclose verbally during your talk.

- If a speaker would like to comment on what another speaker has said, please write in the chat. If you wish

- Please stay in the session for the full duration.

Pre- Recorded with LIVE Q&A

Pre-recorded with Live Q&A Session

- The pre-recorded videos of the lectures will be live streamed to the virtual conference attendees at the scheduled time of the session.

- After we finish displaying the videos, the speakers and chairs will be cued to start the Q&A discussion.

- The Chair(s) will welcome the Q&A panel and will inform the audience to submit questions through the Q&A tab on the right top corner of their screens. These will be written questions and not audio questions.

- The chairperson's role will be to read the questions and to decide which questions to make public. **When a question is chosen, please read it out to the audience and address it to a specific speaker.**

- The speaker that the question was addressed to, will answer the question with his/her microphone.

- The pre-recorded videos of all the lectures will be available to view On-Demand from 24 hours after the session has taken place.

IMPORTANT: Speakers and Chairs, please read the abstracts presented in the session in order to familiarise yourself with content and be able to have engaging questions ready.

The speakers and chairs will use "Zoom" to join their session.
A link will be sent to you 2-3 days before the first day of the Congress. Please log in 30 minutes prior to the start of the session (the calendar that will be sent to you will include the 30 minutes prep time).

The Zoom session is live-streamed to the virtual meeting platform, where the participants can view all the sessions.

All the incoming questions will be transferred _automatically_ to the zoom chat and will be sent to the chair(s) only. The audience will be able to see the questions that are being asked from the beginning of the session.

Attendees view / Virtual Platform
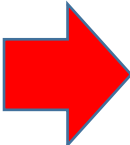
Speakers view/ Zoom

Fully Live Session

Fully Live Session

- The Chairs will introduce the session.
- The Chairs should explain to the audience that they can submit questions during the lectures and afterwards through the Q&A tab on the right top corner of their screens.
- The Chairs will introduce the speakers.
- Speakers using slides will share their screens and deliver their talks.
- Chairpersons will address any audience questions to the speakers – only the Chairs will receive the questions. **When a question is chosen, please read it out to the audience and address it to a specific speaker.**
- The speaker that the question was addressed to, will answer the question with his/her microphone.

Unmute your microphone to speak

Start Video when you are presenting and during the Q&A panel

Share screen when you are presenting
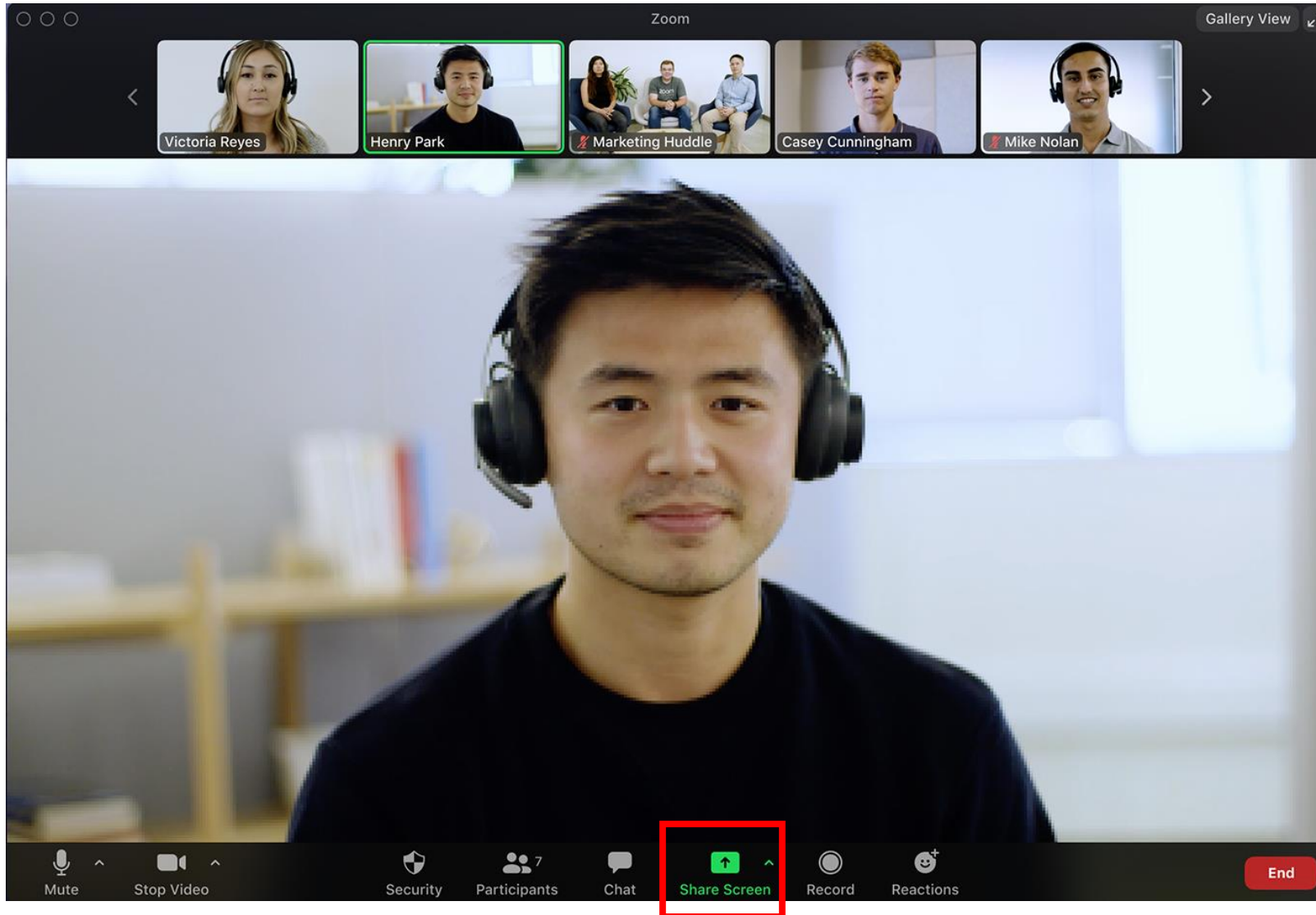
Share computer sound if you would have audio inside the presentation

Put the presentation on a Slide Show mode [make sure the Presenter view is unchecked]
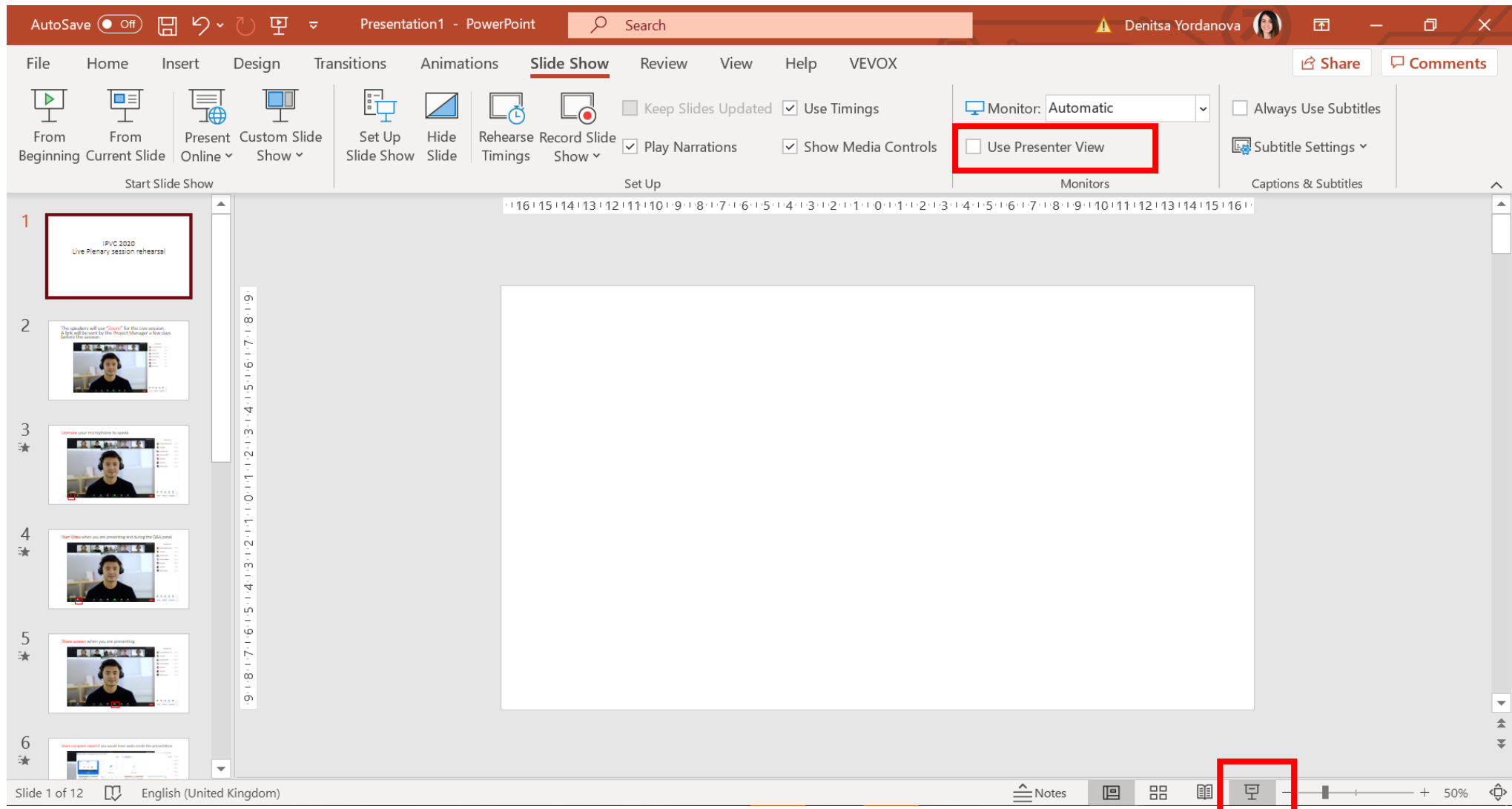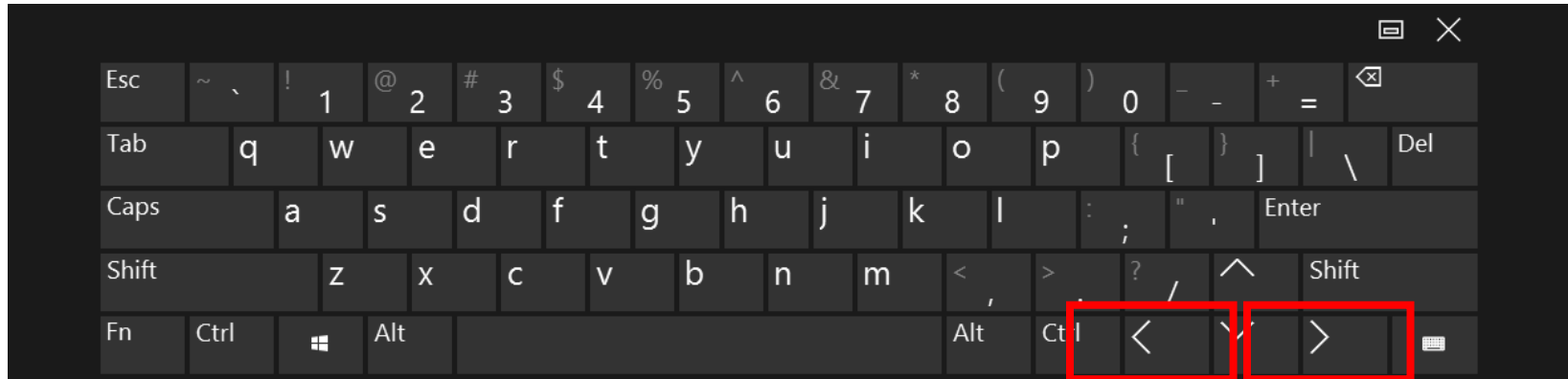
Switch the mouse pointer to a Laser Pointer
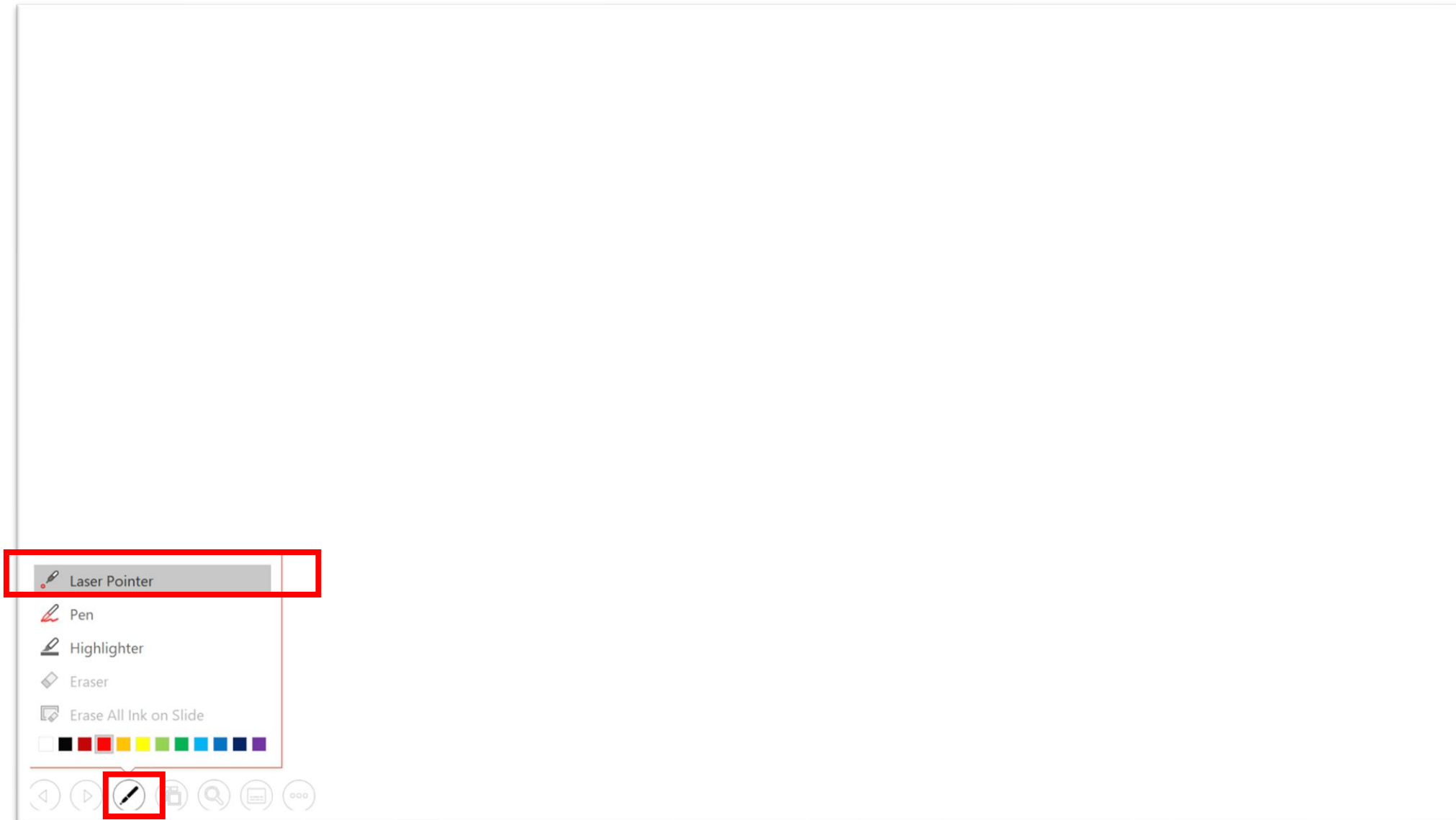
Navigate through the slides by pressing the left and right arrows on the keyboard
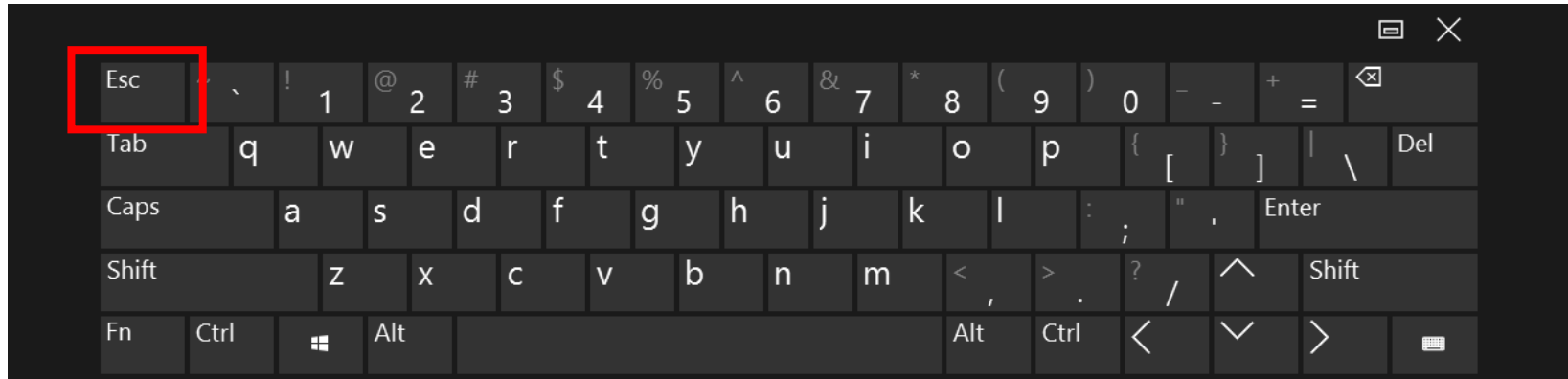
On Windows

On Mac

End the slide show by pressing Esc on the keyboard

On Windows

On Mac

Stop the Screen Share after you are finished with the presentation

All the incoming questions will be transferred <u>automatically</u> to the zoom chat and will be visible to the Chairs only . The audience will be able to see the questions that are being asked from the beginning of the session.

General instructions

- Please Join the zoom meeting at least 30 minutes before the actual start time.

- The link to Zoom will be e-mailed to you 2-3 days prior to the Virtual Conference (accounting for the 30 minutes). **Please make sure to add the link to your outlook calendar.**

- Please remember that the Live/Live Q&A Sessions takes place in Central European Summer Time.

- Please make sure to connect to the zoom with your <u>actual name</u> - the audience will be able to see the faculty names in the live streaming.

- Please make sure that you have updated your profile area with your **cell phone number**, including international prefix. These details will not be shared and will be used in case we need to contact you on the day your session takes place.

- Stable internet connection with a minimum **upload speed** of 5 Mbps. We recommend using a wired LAN internet connection if possible. 4g should not be used. You may check your internet speed using the following link: https://www.speedtest.net/
- Please make sure to connect with a webcam.
- Please make sure that you are in quiet place, with a neutral background, good lighting and are dressed appropriately.
- Please make sure that you have a good microphone.
  We recommend using a headset like this if possible:

*** Please do not share the zoom link with attendees, only the speakers and chairs (faculty) may use the link provided. ***

Connect via phone to the session & helpdesk support

- A zoom telephone number for most of Europe, USA and Canada will be sent to you with the zoom link. You will be able to dial in to the meeting if you have problems with the internet or your computer. You will be able to participate via your phone.

- Our support team will be available to help you in real time to connect if you are having any issues. Please write to wonca2021@kenes.com.

- A copy of this technical briefing can be found on the website.

- If we have not answered any questions you may have, please send us an e-mail: wonca2021@kenes.com