



1. How to prepare you for going live on the event and how to connect

Before starting your presentation or intervention, consider the following points:

1.1. Choose the right room

Your choice of the room is very important for the sound you end up with. Recording at home, you may not have much choice of rooms. But if you do have a couple of options, choose a small and quiet room. Also make sure to avoid any other background noise (eg dog barking, children shouting, birds chirping, clicking a pen etc.).

1.2. Use good equipment

If you have access to a headset or microphone, this would be an upgrade from your basic laptop microphone. It will help all the virtual event because it will keep the best audio quality.

1.3. Lighting Conditions in the room

Please choose a room with a good light because it will help to maintain the best video quality of your webcam. If possible, please don't stay near the windows because of the sunlight, since this will affect the webcam performance.

1.4. Run a test

You might want to test your equipment to make sure that you are at the appropriate distance from the microphone (not too close and not too far). Be sure to maintain a constant distance from the microphone while speaking. For the best result, be sure to finish speaking before the other speaker or going to next slide (if applicable).

1.5. Privacy (if applicable)

It must be guaranteed that all content used in your presentation can be shown online. If your slides include sensitive data, please remove these data before you upload your presentation.

2. How to connect in the day of the Event

Closer to the Congress, you will get an email with the Zoom link for your session. You will also get the link for the Web App of the Congress (which will allow you to assist the meeting online). On the day of the event, before starting your presentation or intervention, consider the following points:

2.1. Before you connect to the meeting

Be sure you are not connected to any other video conference or video platform, so your webcam and microphone can be fully available to connect to the Zoom app. Please confirm also that you have the CPC2022 event Web APP closed on your browser because it's not possible to be connected on both platforms at the same time to avoid audio and video feedbacks.

2.2. Enter the Zoom meeting 15 minutes before your session.

2.3. Technical Support

In case you have any further technical questions, feel free to contact the RXF Support Team – helpdesk@rxf.pt.