

## INFORMATION SHEET FOR THE SPEAKERS AND MODERATORS

Please read the following information carefully, to be prepared and have a stress-free congress experience.

### TWO DIFFERENT PLATFORMS:

FOR YOU AS A PARTICIPANT	FOR YOU AS A SPEAKER / MODERATOR
<p align="center"><b>BRELLA platform</b></p>	<p align="center"><b>vMix video call platform</b></p>
<p>This is where the congress takes place and participants will WATCH the presentations.</p> <p>You should be in Brella when you are not presenting or moderating a session.</p>	<p>This is where you are PERFORMING. The virtual stage.</p> <p>You need to enter the vMix platform for your session:</p> <ul style="list-style-type: none"> <li>• moderating,</li> <li>• giving live presentation</li> <li>• answering questions after pre-recorded presentation</li> </ul>
<p align="center"><b>HOW TO JOIN?</b></p>	
<p align="center">  </p>	<p align="center">  </p>
<p>„Join Brella“ personal link has been sent to you by the Secretariat on 26 April and again on 28 April.</p> <p>If you haven't received these emails, please check your „spam“ folder. And if it's not there either, contact: <a href="mailto:ipc2021@publicon.ee">ipc2021@publicon.ee</a></p>	<p>You will receive your unique vMix call link via email by the Secretariat at least 24hours before your presentation / session.</p> <p>If you have multiple sessions to moderate or presentations to give, unique link will be sent for each session.</p> <p><b>TESTING!</b> For those who did not pre-recorded their presentations in IPC2021 vMix platform, testing opportunities will be granted 1 day before your presentation or session. Access information and schedule will be sent via email on Friday, 30 April.</p>

## WHAT IS REQUIRED?

To access the Congress in Brella you need to:

1. Follow your „Join Brella link“ from the email
2. Create your account
3. Once the Congress starts, access the platform with your credentials <https://next.brella.io>
4. Make sure you have good internet connection to watch live-streams uninterrupted
5. Please watch the short guidance video in Brella before the Congress. This will help you with the functionalities the platform offers.

To access the presenting platform vMix you need:

1. Wired internet connection (avoid public wi-fi)
2. Some corporate and governmental networks use VPN. This can cause restrictions joining the vMix video call! If possible disable VPN or consult with your network admin.
3. Good if you have smartphone with you. This way you can use remote „clicker“ for moving slides (speakers) or read questions (moderators). If not, than you can use your computer for this.
4. Working web-camera, microphone and headset or speakers is a „must“.

### In conclusion:

Please add the email address: [ipc2021@publicon.ee](mailto:ipc2021@publicon.ee) to your address book. This way you make sure that the important emails are landing in your Inbox and not will be caught by spam filters etc. As we are mailing you a lot 😊

If you have any questions, reach us via WhatsApp: +372 5199 5203 or via email: [ipc2021@publicon.ee](mailto:ipc2021@publicon.ee)