**#ECMH2021**

**Welcome to the conference as a Presenter!**

**Please read also General Instructions**

**Top 6 Tips for smooth presentation**

1. Make sure that you have an updated version of Chrome. Virtual experience may be weaker with other web browsers. For example, Microsoft Edge is not supported.
2. Keep other tabs and software closed during the event, especially Microsoft Teams and Zoom. It is advisable to restart your computer before joining the event.
3. MAC-user: make sure that “Screen Sharing” and “Screen Recording” are activated in the settings
4. Make sure that you have an adequate internet connection – cable is better than wi-fi
5. If you are experiencing any audio or video problems, refresh the window.
6. Use headphones with microphone to guarantee good audio quality.

How to share your PowerPoint in Sessions

1. Every Session has Chair who is leading the Session and discussions. Chair is also following Chat and informing about the time (warning you when you have 5 minutes and 2 minutes left)
2. Open PowerPoint to your desktop in “Normal view” (view where you edit your presentations)
3. Close all other programs and windows than Hopin and PowerPoint
4. When you arrive in Session Room ask to share audio and video (blue box) and the moderator allows you in as a speaker
5. When it is your time to present, Session Chair asks you to share your screen (picture of monitor with red stripe)
6. You need to share your **Application Window** where you can see your PowerPoint presentation
7. Choose from Toolbar “Slide Show” mode “From the beginning”
8. Start presenting when Chair invites you to speak. We can see and hear you, but you can only see your own slides
9. To end your presentation, click “Stop Sharing” and return to your Session