



ONLINE SARB GRADUATION DAY – 23 MAY, 2020

GUIDELINES PRESENTERS, JURY AND PARTICIPANTS

Dear Colleague,

The Online SARB Graduation Day will be organized through Zoom.

Due to the large number of presentations, we have prepared 3 groups (= 3 rooms). You can see in the program who will present in each 'room'.

Each room will have a specific login link. Presenters and Jury Members will receive the login link a few days before the start of the meeting. Participants who registered online will receive the links of all rooms by email as well.

1. Presenters

- Presenters are requested to join 5 minutes before the start of the online meeting.
- All presenters must attend the full online session of their room (the meeting will receive accreditation points).
- A PowerPoint Presentation must be prepared of maximum 10 minutes. Once it is your turn, you open your PowerPoint on your computer and click on 'Share Screen'. When your screen is shared, you can start presenting your presentation in English. Please turn your camera on during the presentation.
- 5 minutes are available after the presentation for discussion/Q&A
- Stop 'sharing screen' after your presentation
- If it is not your turn, you are requested to 'mute' yourself in order to not disturb other presenters with background noises.
- !! Presentation times must be respected !!

2. Jury Members

- Jury members are divided in 2 groups per room. Jury members are requested to join 5 minutes before the start of their session.
- The evaluation form must be completed after each presentation and returned to the SARB Secretariat at the end of the day.
- Jury Members must introduce each presenter.
- Jury Members must inform the presenter when time is over (10 minutes).
- Jury Members can ask questions after each presentation. Questions must be asked orally.
- Jury members must check the 'Q&A' button to check if somebody else asked any questions through the chat function.

3. Participants

- The camera and microphone are not turned on from participants.
- If a participant has a question, these must be asked through the 'Q&A' function.
- If you need accreditation points, you must attend the full session.

Emergency contacts on 23 May:

Room 1: Ms. Astrid Dedrie (astrid@medicongress.com)

Room 2: Ms. Charlotte Schaeck (charlotte@medicongress.com)

Room 3: Ms. Sophie Vanaelst (sophie@medicongress.com)

Questions? Please contact charlotte@medicongress.com