



35th Hybrid Annual Meeting

28th - 29th September 2021

Rotterdam, The Netherlands **AND** online

Joining Instructions

Guidelines for Online Speakers

Plenary Room
(Channel 1) Sessions

Welcome!

Thank you for joining the **35th ESVS Annual Meeting!** As a Speaker, your participation is key to the success of the Annual Meeting, we want you to feel ready for this conference. To help you, we have put together this guide. We kindly ask you to carefully read it ahead of the event.

ESVS Annual Meeting

The ESVS Annual Meeting will be hosted in-person in Rotterdam, The Netherlands as well as online. In this online platform the participants can access their personal timeline/schedule which will show them the online sessions taking place. All Plenary Sessions will be live and streamed into the online platform (Channel 1).

As you will not be able to join the onsite Plenary Session in person, you will be enabled to join and present via Zoom.

Plenary (Channel 1) Sessions

Please find below, a list of the Scientific Sessions and Industry Symposia to be held in the Plenary room (Channel 1).

<i>Session Title</i>	<i>Date</i>	<i>Time</i>
Opening Ceremony	Tuesday, 28 September	8:00 – 8:30
Highlights of the ESVS 2022 Clinical Practice Guidelines on Chronic Venous Disease	Tuesday, 28 September	8:30 – 10:00
Incisional hernias after AAA procedures (BD BARD)	Tuesday, 28 September	10:00 – 10:30
Be aware of burns! So hot topics and big debates on PAD	Tuesday, 28 September	10:30 – 12:30
N.Volodos Honorary Lecture	Tuesday, 28 September	12:30 – 13:00
Pioneering new frontiers in thrombectomy and embolization (PENUMBRA)	Tuesday, 28 September	13:00 – 14:00
Clinical Trials - Breaking News 1	Tuesday, 28 September	14:00 – 15:00
Aortic controversies that rack your brain	Tuesday, 28 September	15:00 – 16:00
Deep venous stenting Case-discussion with leading experts (MEDTRONIC)	Tuesday, 28 September	16:00 – 16:30
Vascunet Consortium I: Registry Based Research	Tuesday, 28 September	16:30 – 17:30
Is there still innovation in aorta?	Wednesday, 29 September	8:30 – 10:00
A safe and Innovative Low Profile Device	Wednesday, 29 September	10:00 – 10:30
Prize Session	Wednesday, 29 September	10:30 – 12:30
J.Powell Honorary Lecture - Randomisation and RECOVERY	Wednesday, 29 September	12:30 – 13:00

A new outcome to measure EVAR success: Sac Regression (MEDTRONIC)	Wednesday, 29 September	13:00 – 14:00
ESVS and ESO (European Stroke Organisation) Carotid 2021 Guidelines compared - why are these guidelines so different?	Wednesday, 29 September	14:00 – 15:00
The trial we need: Symptomatic Carotid disease: TECAR vs CEA	Wednesday, 29 September	15:00 – 16:00
What is new in the treatment of Chronic Venous Insufficiency? (MEDTRONIC)	Wednesday, 29 September	16:00 – 16:30
"Keep the foot !" -comprehensive management of Diabetic Foot and CLTI	Wednesday, 29 September	16:30 – 17:30
Closing Ceremony	Wednesday, 29 September	17:30 – 18:00

Note: Lines marked in light red are Scientific Sessions; lines marked in light grey are Industry Symposiums

PLEASE NOTE: All the times listed above are **Central European Summer Time (CEST)**.

Presentation Requirements

Your presentation should follow the below guidelines:

- Prepare your presentation in PowerPoint, in 16:9 format; using the template shared by the ESVS team.
- Rehearse your presentation before joining the Zoom call, be sure it's the proper length in time.
- Save your presentation document and any videos you might include in your presentation (in mp4 or mov format) as separate files. **Important: please make sure to send your PPT presentation no later than 26th September, 23:00 CEST via a dedicated link that will be provided to you by Madina Lapeyre for scientific sessions or Marie Provost for industry sponsored sessions.**

How to Log in As a Speaker

In order for you to enter your session, please follow the below steps:

- As a Speaker of one of the above activities, you will receive an Outlook calendar invite from the AV partner Bourgonje including a Zoom link which you should accept.
- Please join the Zoom meeting **30 minutes** before your session starts.
- A technical host from Bourgonje will welcome you, give you a brief instruction and run through a short technical check to make sure everything is working **before** going live.

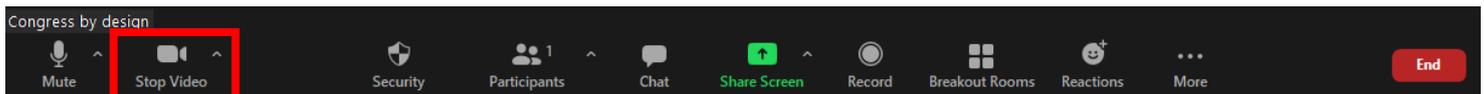
- You do not have to share your screen to show your presentation. The audio visual team of Bourgonje will share your presentation on your behalf. Please instruct them to go to the next slide when needed.

Joining the Zoom call

- When joining the Zoom call, you will be asked to:
 - **Join with Computer Audio** and
 - **Join with Video**

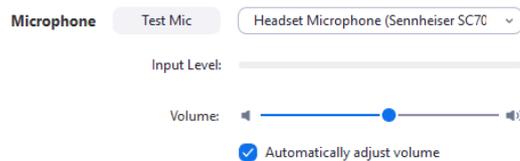
Please select **Join with Computer Audio** and **Join with Video** to allow for an optimally interactive session.

If you are not asked to join with Video, please make sure you enable your video at the bottom of your Zoom window.



If your audio is not working, click on the arrow next to the microphone icon and select Audio Settings from the menu that will appear.

1. Click Test Speaker to play a test tone
2. If you cannot hear it, select a different speaker from the menu or adjust the Volume



- You will now enter the Zoom Meeting room.

NOTE: We highly recommend using the **desktop version** of Zoom. Please make sure you have downloaded the most recent version to ensure all the functionalities work properly. To download the most recent version, please click this link: <https://zoom.us/download> (choose the download for **Zoom Client for Meetings**). Throughout the conference, we also recommend to frequently check for updates.

Preparing Yourself to Present

- Prepare your presentation in PowerPoint, in 16:9 format.
- Save your presentation document and any videos you might include in your presentation (in mp4 or mov format) as separate files. **Important: please make sure to send your PPT presentation no later than 26th September, 23:00 CEST via a dedicated link that will be provided to you by Madina Lapeyre for scientific sessions or Marie Provost for industry sponsored sessions**
- Click on the zoom link received by the Bourgonje (AV partner) **30 minutes** before the start of your session.

- Once the session starts, you will be introduced by the Ceremony Master (Ms Suzanne Bollen). Please say “next slide please” every time you’d like to advance your presentation.
- Within the Zoom meeting you will see the plenary room as a participant. This will allow you to follow the session and interact with the moderator onsite for Q&A.

Polls

Polls are a visual help to ask information from the audience and interact with them during your presentation. You can create multiple-choice questions with a maximum of 10 possible answers (either participants can chose one or several possible answers for each poll question). Upon your request, the technical team will display your poll question, and will close the vote once you instruct them to. The results will be shown on the screen upon closure of each poll.

Please let us know well in advance, but **no later than Friday, 24 September**, if you wish to use this polling option during your presentation. Please email Ms. Francesca Sabba at sabba@congressbydesign.com and provide the question(s) with the possible answers.

Q&A

During the Q&A section of the session, please remember that your presentation is being broadcasted to the online audience, and that they have the possibility to submit questions. Please leave room for the participants to ask their questions. The questions asked by the online participants will be displayed on a tablet from which the session chair will read these questions for the whole audience to hear and for you to reply to.

Tips

- If the connection seems to be unstable, turn off your video until you wish to speak or are presenting. You can check the quality of your internet connection [here](#).
- Sit in a quiet space where you won't be distracted.
- Make sure there is no background noise (music or people talking in the background).
- Preferably use a good HD camera and microphone (modern laptops usually have them).
- Close all unnecessary windows to avoid confusion when sharing your presentation. Closing all unnecessary windows and apps open and running in the background will also improve your internet connection.
- Turn your mobile phone and other devices on silent.

Adjusting your image and sound:

- Place your computer's camera at eye level (use a stack of books, for example) so you don't look down at the audience.
- Have a simple background, a busy background can be distracting for the audience.
- Do not sit in front of a light source such as a window or bright lamp, but make sure that the light source comes from behind your screen, so that your face is lit.
- Make sure you don't wear clothes with busy prints and noisy jewelry.

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Pre-Session Tips: Prepare!

- **Prepare** your presentation in PowerPoint, in 16:9 format; using the template shared by the ESVS team.
- **Rehearse** your presentation in advance, be sure it's the proper length in time.
- For the best experience, we recommend you download the **desktop version** of Zoom. Please make sure you have downloaded the most recent version to ensure all the functionalities work properly. To download the most recent version, please click this link: <https://zoom.us/download> (choose the download for **Zoom Client for Meetings**).
- Make sure your laptop is fully charged or connected to electricity and you have stable internet connection, ideally via cable.
- Join the Zoom call **30 minutes before the official starting time**. This will help to make sure that everything works, as it should; and it provides an opportunity to discuss session requirements with the Tech host and other speakers.
- Make sure your laptop is fully charged or connected to electricity and you have stable internet connection, ideally via cable.

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Start Session Tips: You are on!

- **Welcome the participants** (live and online), and encourage them to ask questions, address the online participants as well by asking them to engage in the chat and submit questions via the platform Live Q&A box.
- **Promote ways to stay in touch**: Encourage people to stay in touch and follow-up, for example by using the Meeting Hub function in the online platform.

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During & After Session Tips: Be a star!

- **Pick up** interesting questions from both audiences (live and online), summarize what was discussed and share these observations with the audience.
- **Encourage online feedback**: Remember that your session/presentation is being broadcasted to the online participants watching you via the portal. There is no applause in online sessions, so you may take a moment to thank the presenters in your session, as well as the participants for joining.

Speaker Support

Madina Lapeyre (madina@esvs.org, +33 (0)7 85 00 98 50) will be your main contact person during the conference. Please contact her to receive more detailed instructions regarding your presentation.