



## TIPS FOR EUGA 2021 – Participants - VIRTUAL ATTENDANCE

### PLATFORM MENU

Available buttons

Home, Faculty, Synopsis, Abstract Sessions, E-Posters, Sponsor Area

Each button refers to a different item in the congress area.

Synopsis -> you can see the full programme of the event and each scheduled presentation: you can share comments and questions through the *Questions and comments* button available by clicking on each lecture.

E-poster -> you can read and download all the accepted e-posters.

Sponsor Area -> see the sponsors of the congress, click on each booth to see their contents and interact with their representatives.

Faculty/Committees -> see all the involved Faculty Members and EUGA Committees

Abstract Sessions -> see all the abstract sessions available and download the Abstract Book

### LIVE SESSIONS

When sessions will be going live you can click on the "LIVE" button (available up right in the platform) by clicking there, you'll be able to see all the live sessions and send questions through the "Question&Answer" button available up left on the screen.

Each session will be presented live and the presentations will be live streamed.

Live discussions with speakers and chairs will take place right after every session and, for Abstract Session, after each single abstract presentation.

We strongly advise you all to stay connected during all the scientific sessions in order to see all the contents and interact with faculty members and other colleagues.

### Q&A Live Sessions

Your questions will be sent to the chairs of the sessions.

The Chair of the session will then be able to select the questions and share them with the speakers/abstract presenters who will be present to interact live during discussion.



## TIPS FOR EUGA 2021 – Abstract Presenters/Speakers - VIRTUAL ATTENDANCE

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E-poster -> you can read and download all the accepted e-posters.

Sponsor Area -> see the sponsors of the congress, click on each booth to see their contents and interact with their representatives.

Faculty/Committees -> see all the involved Faculty Members and EUGA Committees

Abstract Sessions -> see all the abstract sessions available and download the Abstract Book

### LIVE SESSIONS

You are asked to connect through the direct Zoom link we sent to your personal email, at least 30 minutes before your involvement. You'll then be greeted by one of the technicians who will lead you to the assigned session at the agreed time.

*Please note:* the provided link will be valid from 2 to 4 December.

If you're not involved in a session, but wish to attend to enjoy the contents of the scientific programme, you can browse through the EUGA 2021 Virtual Platform as a delegate.

Faculty members/Abstract Presenters will therefore be able to access the meeting in *2 different ways*:

- Zoom link with direct connection to technicians and to a dedicated virtual room if you need to attend a session as a Speaker/Chair
- Personal credentials to enter the virtual platform and attend as a delegate, as you did now.

***Please make sure to click on the Zoom link at least 30 minutes before the session you are involved in.***

### BEFORE CONNECTING

Please make sure to have a PC (Windows, Mac OS) and the following items correctly set up:

- Headphones with microphone or microphone included in the PC
- Webcam, also included in the PC
- Good and stable Internet connection

### Q&A Live Sessions

Chairs will receive questions from delegates through a dedicated chat. The Chair of the session will then be able to select the questions and share them with the speakers who will be present to interact live during the discussion.



***PRE-RECORDING ACTIVITIES FOR PRESENTERS ATTENDING VIRTUALLY***

Your pre-recorded Lecture/Presentation will be introduced by the chairs at the beginning of the session and the pre-recorded presentation will be live streamed.

At the end of each session a live discussion will follow with Chairs, other faculty members and delegates. Please use the technical instructions provided for pre-recording activities by the organizing secretariat.

**TIMING**

We kindly ask you all to be on time for your involvement, in order to avoid any overlapping or technical issue.



## TIPS FOR EUGA 2021 – Chairs

### PLATFORM MENU

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Synopsis -> you can see the full programme of the event and each scheduled presentation: you can share comments and questions through the *Questions and comments* button available by clicking on each available lecture.

E-poster -> you can read and download all the accepted e-posters.

Exhibition Area -> see the sponsors of the congress, click on the booth to see their contents and interact with their representatives.

Faculty -> see all the involved Faculty Members and EUGA Committees

Abstract Sessions -> see all the abstract sessions available and download the Abstract Book

### LIVE SESSIONS

You are asked to connect through the direct Zoom link we sent to your personal email, at least 30 minutes before your involvement.

You'll then be greeted by one of the technicians who will lead you to the assigned session at the agreed time.

If you're not involved in a session, but wish to attend to enjoy the contents of the scientific programme, you can browse through the EUGA 2020 Virtual Platform as a delegate.

Chairs will therefore be able to access the meeting in *2 different ways*:

- Zoom link with direct connection to technicians and to a dedicated virtual room if you need to attend a session as a Speaker/Chair
- Personal credentials to enter the virtual platform and attend as a delegate, as you did now.

Please make sure to click on the Zoom link at least 30 minutes before the session you are involved in.

### TIPS FOR CHAIRS

You will be asked to briefly introduce the session and the involved speakers as well as to moderate the final discussion at the end of the session. In case of Abstract Sessions, please note 2,5 min discussion will follow each abstract presentation.

Questions from the audience will be managed through a dedicated chat and the technical staff will provide any necessary support.

### TIMING

We kindly ask you all to be on time for your involvement, in order to avoid any overlapping or technical issue.

### AGM

If you are a EUGA Member, we inform you that the AGM will be live streamed from Ljubljana on Saturday 4 December, 08.00 am CET.





## **CERTIFICATES & CME ACCREDITATION**

### **Certificates of attendance**

If you would like to receive an Attendance Certificate please ensure you have your badge scanned every time you enter and exit the meeting room. Details of how to download your Attendance Certificate will be shown on the back of your name badge.

### **CME ACCREDITATION & CME Certificates**

EACCME application has been granted to EUGA 2021 Annual Congress for gynaecologists, urologists, surgeons, neurologists and psychiatrists, nurses, physiotherapists, midwives. Up to 11 UEMS Credits will be assigned to delegates after online completion of the assessment form. If you would like to receive a CME Certificate please ensure you have your badge scanned every time you enter and exit the meeting room. Details on how to complete the meeting evaluation form and how to download your Certificate will be shown on the back of your name badge.