



# Webinar Guide

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Welcome to our 8<sup>th</sup> seminar on [Exercise in Medicine – the Webinar Edition](#) on December 14-16, 2020, in [zoom](#) webinar ([zoom.us](#)).



Hosted by [Cardiac Exercise Research Group](#) (CERG), at Department of Circulation and Medical Imaging, Faculty of Medicine and Health Sciences, Norwegian University of Science and Technology (NTNU), Trondheim, Norway.

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## Platform

You can join our webinar in two different ways, either via the Zoom app or web client in your browser:

Internet Explorer 10 or higher,  
Chromium Edge 80 or higher,  
Google Chrome 53.0.2785 or higher,  
Safari 10.0.602.1.50 or higher or  
Firefox 76 or higher.

The Zoom app requires that you download, install and sign-up for a free account in advance. The Zoom web client does not require an account, but has limited features and works best on Google Chrome, Firefox, or Chromium Edge.

### FAQ: Can I watch the webinar on my phone?

A: Yes, if you have the Zoom app on your phone. The Zoom web client does not support mobile web browsers.

## Program

The latest version of our [program](#) is available on CERG's webpage.

## Registration

**Registration is free of charge.** After registering, you will receive a confirmation email "Exercise in Medicine - the Webinar Edition Confirmation" with your **personal link** to the webinar. The confirmation email also contains a file that enables you to download and import the webinar to your calendar system.

### FAQ: I cannot find my confirmation email?

A: If you are sure that you have registered for the webinar:

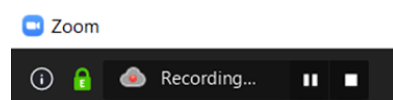
- 1) Search for "Exercise in Medicine - the Webinar Edition Confirmation" in your inbox and junk mail.
- 2) Send an email, labeled "Missing Confirmation Email", to our [Zoom Host](#). Give your full name and email address and we will send you a new confirmation email at our earliest convenience.

### FAQ: I'm a one of the invited speakers, do I have to register?

A: Yes, all speakers have to [register](#) for the webinar.

## Recordings

The whole webinar is being broadcasted live in Zoom, but also recorded and launched on [CERG's webpage](#) afterwards. [Registration](#) is required to get access to the live stream.

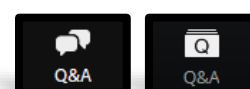


# Attendees



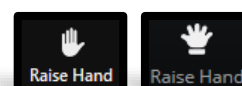
All registrants enter the webinar as “Attendees”. By default, Attendees cannot share their audio or video, but there are multiple ways for you to engage in the webinar.

## Questions and Answers (Q&A)



Attendees can at any time send in questions to the [Panelists](#) (and the Zoom Host) via the **Q&A forum**. Questions may be answered in writing or presented by the Webinar Host at one of our scheduled Q&A sessions. Each 15-min talk, science dialogue, panel and round table discussion is followed by a 5-10 min **interactive Q&A session**. Attendees may choose to follow the live conversations in the Q&A forum and upvote their favorite questions as they appear. Voting on interesting and engaging questions help us direct the Q&A sessions toward the preferences of our Attendees. Thus, do not be afraid to ask questions.

## Raise Hand



Attendees may also ask questions directly to the Panelist(s) on the screen, simply use the “**Raise Hand**” function to let us know that you would like to ask a question in person. The Zoom Host will temporarily enable you to turn on your mic. We request that all Attendees joining us with audio during one or more interactive Q&A session(s), use a **headset** to help us reduce echoes and other background noise.

## Chat in the Break and Engage in Polls



The Attendees’ **chat** is turned off during the webinar (*i.e.* during talks, science dialogues, Q&A sessions, panel and round table discussions) but opens for casual small talks and chit-chats during the breaks. Another interactive feature of our webinar is **polling**. All polls are launched directly in Zoom.

## Panelists



All speakers (giving talks or lightening talks), moderators, and participants in science dialogues, panel and round table discussions, *i.e.* everyone that appear on the screen, are referred to as "Panelists".

## Preparations before the Webinar

### Practice Session in Zoom



All panelists can book a **practice session in Zoom webinar** together with our Zoom Host, who is happy to show and aid you with all features described in this guide.

### *Booking?*

Book your own practice session by sending an email, labeled "Practice Session in Zoom", to our [Zoom Host](#). Suggest a few times that works for you, and the Zoom Host will get back to you as soon as possible. For your information, the Zoom Host is in Trondheim, Norway (Central European Time, UTC+1h), and is available for practice sessions all weekdays **until December 11**.

### Audio and Video Quality



We recommend that you use a **headset**, with a built-in microphone, during your interactive sessions to help us reduce echoes and noise.

We also recommend that you join your session(s) from a **neat and quiet place** with minimum visible and audible disturbances in the background (*e.g.* bookshelves, clutter, blinding or uneven lights, people, doors opening and closing, or noise from traffic or outside).

A **stable internet connection** is A and O for a great webinar experience. Thus, one easy way to ensure satisfactory audio and video quality is to use a computer with a built-in Ethernet port and connect to Internet with a network cable.



Of course, the quality of your gadgets affects the audio and video they deliver, which is why we implore you to **test your mic and camera** in Zoom before the webinar.

## Stage and Audience

Keep in mind that your audience is in front of their computers – one of the most distracting environments ever. We have therefore prepared **six tips and tricks** on **how to prepare your stage in front of the screen** and **how to attract and maintain the attention of the audience**.



### Stage:

- Remove or reduce light that hits your face from above, on the side or from behind. The light should reach your face from the front. For instance, place yourself facing a window or another light source.
- Place your web camera right in front of you, at the levels of your eyes, so that you can look straight into it and not look up, sideways or down towards your audience. This can easily be achieved by placing a couple of books under your laptop or external camera.
- It is very tempting, and natural, to look at your own screen when giving a video presentation. However, remember that if you want to have eye contact with your audience, you need to look into the camera and not down on the screen.



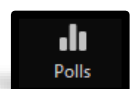
### Audience:

- One neat trick to attract and maintain attention, that is widely used in advertising and presentations, is to create a clear and relatively simple structure and start by presenting 3-5 themes (teasers) for your talk.
- Our next tip is just a friendly reminder; although you cannot see or hear them, the audience is there to listen to you and are there because they are interested in your [topic](#). Thus, their attention and engagement during your talk will follow the energy and expectations that you bring to your own presentation.
- Although it may be challenging to engage and interact with the audience on a digital platform, it is not ruled out. For instance, one way to make your content more interactive is to [launch polls](#) to steer the direction of your talk.



### Polling?

If you want to **launch a poll**, please inform the Zoom Host before December 11. Programming the poll in advance will make the poll and webinar run more smoothly. Send an email to the Zoom Host, labeled "Webinar Poll", with your question(s) and answer options.





## Presentation



We have two requirements for the use of (PowerPoint) Presentations:

- **Slide size: Widescreen (16:9)**


In PowerPoint: Click on the "Design" tab >> "Slide Size" >> "Widescreen (16:9)".

- **Font size:  $\geq$  24 pt**



### *7 Tips and Tricks for Visually Effective PowerPoint slides*

*Originally compiled By Ole Andreas Alsos at the Department of Design, Faculty of Architecture and Design, NTNU, Trondheim, Norway.  
Cited with a few alterations and with Alsos permission.*


1. Use  instead of words

2. Remove irrelevant material,

White space

3. Omit unnecessary words

4. Careful use of different colors

5. Use grids and alignments 

6. Create contrasts with **emphasis**

7. If possible, replace slides with videos or props 

## Join the Webinar

Around 15:00 UTC, on the day of your session, you will receive an email, labelled “Panelist for Exercise in Medicine - the Webinar Edition”, with a personal link that enables you to enter the webinar as a Panelist. In contrast, the link provided in the registration confirmation email, labeled “Exercise in Medicine - the Webinar Edition Confirmation”, lets you enter the webinar as an Attendee. You can use *either* of these links to join the webinar, however if you **wish to talk to the Webinar Host or Zoom Host before the webinar** (15:00-16:00 UTC) you must use the Panelist link as the Attendees link is not activated until the launch of the webinar. Once the webinar has started, it is not possible to talk to the Hosts one on one in Zoom, but the **Zoom Host and Co-hosts will be at your service and available in your personal chat thread during the whole day.**



We wish that you **enter the webinar at least 15 min before the start of your session**, upon which one of the hosts will greet you in the chat.

## Preparing Presentation Window

We will also ask you to **prepare your presentation window for sharing before your session**. If you have dual screens, you can simply start the slide show on one screen and join the webinar on the other. However, if you only have one screen, it will run smoothly and look more skilled if you do one of the following:

- Convert the PowerPoint presentation to a pdf. In PowerPoint: Click on the “File” tab >> “Export” >> “Create XPS/PDF”. Open the pdf-file on your computer, and you are done for now. When you share the presentation window in Zoom, simply click Ctrl + L (PC) or ⌘ + L (Mac) to switch Full Screen Mode.
- Or use PowerPoint. Start the slide show as usual and go to the lower left corner: Click on the “●●●” >> “Screen” >> “Show Taskbar”. Keep the slide show on in the background, and you are ready to go.

## Share Presentation Window

Before initiating your talk, you have to **share your presentation**.



In the Zoom app: Click “Share Screen”, select the presentation window (*not* Screen), and click on “Share”. Do you intend to **share a video clip**? *Remember to tick the Share Audio square in the lower left corner before clicking “Share”.*

In the Zoom web client: Click “Share Screen”, Click “Application Window”, select the presentation window, and click on “Share”.

By sharing the presentation window, and not your screen, your presentation in Zoom Webinar will *not* be disturbed by notifications and programs running in the background on your PC.

During our test runs, we have noticed that Panelists sharing their screen from a Mac may have default security settings that significantly hampers the sharing process in Zoom Webinar. **We therefore recommend that all Mac users book a [practice session](#) with the Zoom Host.**



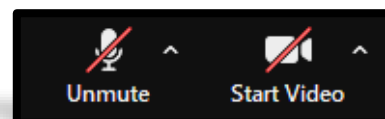
## Giving a Talk



All speakers, with their own session in the program, are scheduled for a **15-min talk and 5-10 min for questions and comments** from the audience.

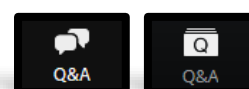
Your session starts with a brief oral introduction of you or your research, by the Webinar Host. Thus, there is no need to spend time on introducing yourself. The introduction is based on the [short biography](#) you provided us with earlier this fall. In case you want to steer the introduction in another direction, please [contact](#) the Webinar Host.

The Webinar Host ends her speech by *welcoming you to the screen*, upon which **you have to turn on your own mic and camera** and [share your presentation](#). Now, you are ready to start your talk and presentation.



The Webinar Host and Zoom Host are the chairs of the webinar and will keep track on the time during your presentation. The Zoom Host will send you a chat message when there is 1 min left, to help you round of the presentation. At the time you finish your talk or when your time is up, the Webinar Host appears on the screen to start the [Q&A session](#).

## Questions and Answers (Q&A) Session



All webinar Attendees can, at any time, send in questions to the [Panelists](#) via a Q&A forum. However, you do not have to mind the Q&A forum during your talk, the Zoom Host and Co-Hosts keeps track of the questions for you. **In the subsequent Q&A Session, the Webinar Host will ask you questions from the Q&A forum or arrange it so that the Attendees can ask the questions directly.** After the Q&A session, it is possible for you to go through the remaining questions in the Q&A forum and you may choose to answer some of them in writing.

## Giving a Lightning Talk in a Data Blitz and Panel Discussion



All Speakers participating in a data blitz are scheduled for a **5-min lightning talk followed by a 30-min panel discussion.**

The session starts with the Webinar Host introducing the topic and moderator of the Data Blitz and Panel Discussion. The Webinar Host ends her speech by welcoming the moderator to the screen, which is the key phrase for the moderator to **turn on their mic and camera, and to take over the lead.** The moderator gives a brief introduction about the concept (Data Blitz and Panel Discussion), before introducing the first speaker. Indeed, each speaker will be introduced before their turn, which means that you do not have to spend time of your lightning talk to introduce yourself. However, you must **turn on, and off, your own mic and camera** and [share your presentation](#) yourself.



In the end of the panel discussion the moderator opens for a brief [Q&A session](#) with the audience, before rounding off and summarizing the data blitz and panel discussion.



## Participating in a Round Table Discussion

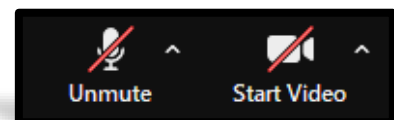


All round table discussions are scheduled for 40-50 min and starts with a **10-min [talk by the moderator](#)**.

**On December 14**, all Panelists have given a talk earlier that day. Thus, the session starts with the Webinar Host introducing the theme and the moderator of the round table discussion. The Webinar Host ends her speech by welcoming the moderator to the screen, which is the key phrase for the moderator to **take over the lead** by **turning on their mic and camera**, [sharing their presentation](#) and **starting their introduction talk**.

**On December 15**, only half of the Panelists have given a talk earlier that day. Thus, the session starts with the Webinar Host introducing the theme, the panelists and the moderator of the round table discussion. The Webinar Host ends her speech by welcoming the moderator to the screen, which is the key phrase for the moderator to **take over the lead** by **turning on their mic and camera**, [sharing their presentation](#) and **starting their introduction talk**.

After the introduction, the moderator briefly re-introduces the Panelists and invites them to join the discussion “around the screen”, upon which you must **turn on your own mic and camera** again.



In the end of the round table discussion the moderator opens for a brief [Q&A session](#) with the audience, before rounding off and summarizing the round table discussion.

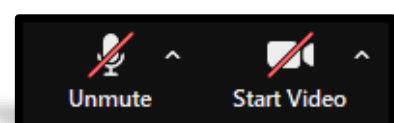


## Participating in a Science Dialogue



In a science dialogue, each speaker gives a **10-15 min talk** and then participates in a **15-20 min moderated discussion** connecting the two talks.

The session starts with the Webinar Host introducing the topic and moderator of the Science Dialogue. The Webinar Host ends her speech by welcoming the moderator to the screen, which is the key phrase for the moderator to **turn on their mic and camera, and to take over the lead**. The moderator gives a brief introduction about their idea for the Science Dialogue before introducing the first speaker. The second speaker is also introduced before their talk, which means that you do not have to spend your time on that. However, you must **turn on, and off, your own mic and camera** and [share your presentation](#) yourself.



In the end of the discussion the moderator opens for a brief [Q&A session](#) with the audience, before rounding off and summarizing the science dialogue.



## Contacts for Panelists

**Webinar Host:** Kristin Espolin Johnson ([kristin.e.johnson@ntnu.no](mailto:kristin.e.johnson@ntnu.no)), is our hostess appearing on the screen, who will be there to guide you all through the webinar program.

**Zoom Host:** Emma Ingeström ([emma.ingestrom@ntnu.no](mailto:emma.ingestrom@ntnu.no)), works behind the stage (screen) of the webinar. Her main role is to aid and guide the Webinar Host and Panelists in Zoom.

**Zoom Co-Hosts:** Alexander Gran Svenningsen ([alexanrg@ntnu.no](mailto:alexanrg@ntnu.no)), Andreas Johansen, Daniel Leven Gjerdset and Sveinung Gunnarson Rydland also work behind the stage (screen) of our webinar with various tasks to make the webinar run as smoothly as possible.

## Digital Poster Session

Lastly, we would like to inform our Panelists that we are arranging a [Digital Poster Session](#) to provide our webinar attendees with conversation starters on an informal networking platform. We appreciate your help spreading this information to your acquaintances, friends, and colleagues (e.g. PhD candidates), all of which are more than welcome to contribute and [send in ePosters](#).