

Instruction for speakers - Dutch Nephrologydays 2021

Dear Madam, Sir,

This document contains the instruction for the execution of your presentation that you will present during the Virtual Nephrology Days 2021. Please read this instruction carefully and do not hesitate to contact us in case of questions and/or uncertainties. Our telephone number is 0031-46-2021 300 or by email info@nefrologiedagen.nl.

Technical performance of your session:

If your session is pre-recorded (see broadcast schedule), you will make a PowerPoint presentation of your presentation. Then you turn the PowerPoint into a video with narration. After you have done that, send the video via WeTransfer.com to info@nefrologiedagen.nl. If your session is broadcast live, you do not need to provide us with a video.

Important: do not use share-point to share a video with us. In most cases we do not have access to the servers of hospitals. Give your as simple name as possible when saving, starting with the session number followed by, for example, your name. We then place the video hidden on the Youtube channel of the Dutch Nephrology Days.

Your chair(s) will receive a catalog containing the link(s) to your session per session. As soon as the link is added by the chair(s) to his/her content library in the platform and then clicked, your presentation (video or live) is started. With your own login you get access to the platform as a speaker and you can follow or present everything. The chair can pause during the session, channel questions from the participants, create a poll and close the session afterwards. In short, you are fully supported by your chair and you do not have to perform any of the functions of the chair. You just need to focus on your lecture and delivering your video.

Internet connection and browser

We have decided on pre-recorded sessions, unless it is better for the session to broadcast them live. Pre-recorded sessions are the most reliable when it comes to the pressure on the internet connections. For the live parts of the session (read: discussion) it is important that you have a good internet connection. As for the browsers, all common browsers, except Internet Explorer, are suitable for reaching the platform, including for mobile devices. We do recommend using Google Chrome. If you do not yet have this browser, you can easily download it via the following link: <https://www.google.com/intl/nl/chrome/>

Important: Make sure you log in as a speaker outside a VPN or office environment. (Note: many hospitals work with such a secure environment, test this in advance!)

Instruction pre-recording, making a video

Making a video of your PowerPoint presentation is explained on a website of MicroSoft:

<https://support.microsoft.com/nl-nl/office/van-your-presentation-make-a-video-c140551f-cb37-4818-b5d4-3e30815c3e83>

When making your video, please choose the format at least "Full HD (1080p)". We already described how you can send the video to us above. Deadline for submission is no later than September 30, 2021.

Briefings for the chairs only

Your chair(s) will be invited to one of the rehearsals! These are scheduled for:

- Monday, September 20 at 2 pm
- Tuesday, September 21 at 8 pm

You do not need to be present.

Access to the platform

You will receive your login well before the start of the congress, which will give you access to the platform. As soon as you have received this login, you have access and you can take a look at the virtual 3D conference center. If you have not yet received a login on October 5th, please let us know and we will ensure that you receive a new login.

Important – CGR Disclosure and official language

In the context of legislation and regulations of the Medicines Advertising Code, it is important that you show in your presentation whether and which ties you have with the industry, so that participants can inform themselves about this. You will also find this slide on this page. Not to mention, clinical and basic science sessions must be presented in English. The paramedical and multidisciplinary session may be presented in Dutch.

Finally:

I wish you every success with the preparations and thank you very much for your contribution to the Nephrology Days 2021.

Sincerely,
Mauritz Scheffens, Congress Manager Dutch Nephrology Days