Technical test sessions
28 November 10:00-11:00 CET and 2 December 10:00-11:00 CET
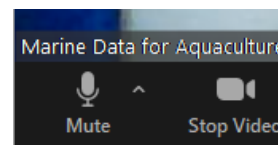
Dear Speakers,

Thank you for your time to join this technical test. The purpose is to check your equipment and to go through all aspects of the online event to ensure it will run smoothly.

During the test we will check the following points:

1 Your video and audio through Zoom.

To enhance the view, we suggest you have light facing you and not coming from behind, please avoid being in front of a window. In order to have the clearest audio coming from your side, we advise you to use a separate microphone, either connected to headphone or stand-alone. Free kits of our cell-phones can also be connected to a computer and offer clear sound to the audience.

When participants are accessing the room, they will be muted to prevent noise in the background. When you need to speak for your presentation or to join the discussions, don't hesitate to unmute yourself.
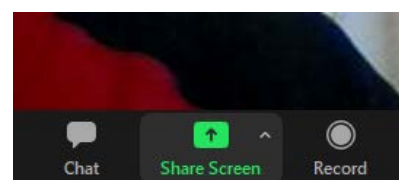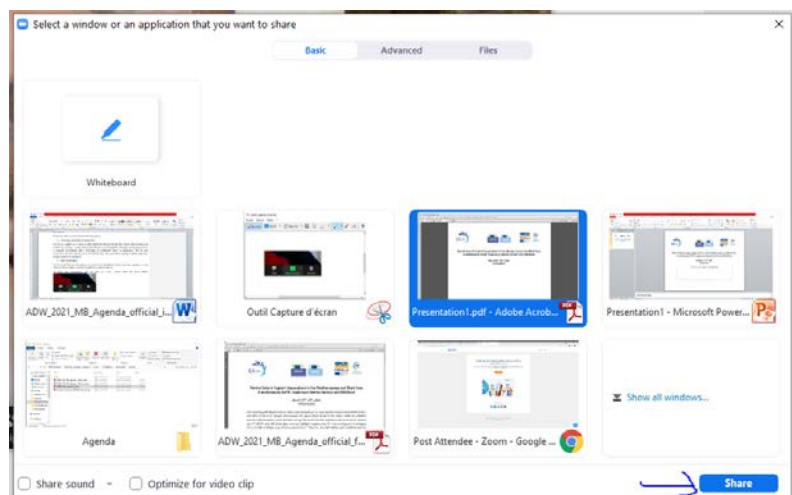

2 Your Presentation.

For the purposes of this test session we will invite you to share your presentation directly from your computer, so you will have the possibility to move your slides.
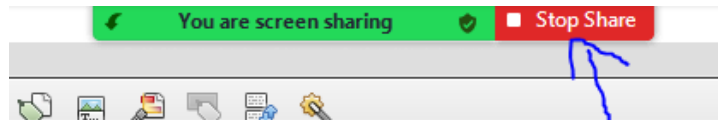
To share your presentation, you click on "Share Screen" from the Zoom taskbar.

You will then have a choice among several windows to share - select your presentation (don't forget to have it already open).

We advise you to convert your presentation in PDF and share the pdf. If you click on Ctrl+L it will be displayed on full screen.

Then you can start presenting, moving your slides. Once it's over, you can click on Stop Share to stop sharing.
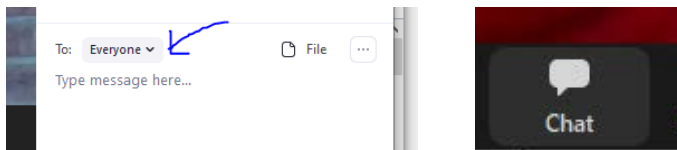

However, be reassured that Cedefop staff and the Conference Organiser team have your slides and can launch them in case of an unexpected technical problem.
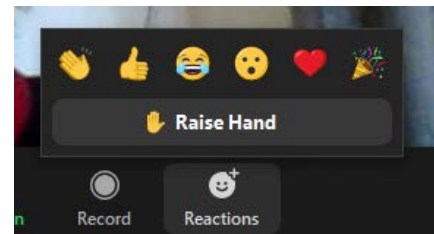
3   Zoom Features.

During the test session the participants may raise questions in the chat:
You can either write a message to everyone or address your message to a speaker/participant in particular using the "to:" button

Reactions are good to bring some interaction with the participants; you can have some from the reaction button in the taskbar. Participants can also use these buttons to raise their hand.
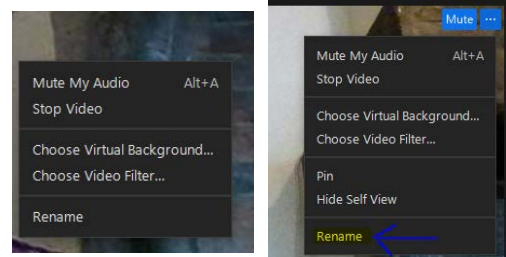
Please make sure that you are participating in the event with the correct Name indicated in the following order: First name, Last name, Institution

You can **rename yourself** at any time using the right click on your video or on the top right of your video "rename".
We then advise you to present yourself in the following
                    First name - SURNAME - Institution

4   Any questions?

If you have questions don't hesitate to ask our supporting staff and we will help you to solve any technical issue you may have. Even after the test session you can contact the technical support team by sending an email to: cedefop-FutureofVET@propager.com or via Zoom private chat (during the event).