Botulinum Research Center, Institute of Advanced Sciences

Organizes

International Wemposium (Web-Symposium)
on

``15th Annual Botulinum Research Symposium
Theme – Redesigned Botulinum Neurotoxins ``
(15th Annual BRC Symposium): 18-19 August 2021

GENERAL INSTRUCTIONS FOR THE SPEAKERS

Dear Colleagues,

Thank you for your willingness to present/Chair at the Wemposium. The wemposium will be held on **Zoom App**. We request you to download the Zoom App on your laptop or mobile phone prior to start of the event. **The link is being shared in the mail.** We request you to kindly follow the instructions mentioned below for smooth conduction of the webinar:

☞ Join the wemposium 15 minutes prior to the **session as per schedule and as per Eastern Daylight saving Time (EDT) -** avoid last moment technical rush. The wemposium shall start **sharp at 9:00 am (EDT).**

☞ Please find the zoom android application link here https://play.google.com/store/apps/details?id=us.zoom.videomeetings&hl=en_US&gl=US ☞ iPhone users can find zoom app link here https://apps.apple.com/in/app/zoom-cloud-meetings/id546505307
  ☞ For zoom tutorials use the link https://zoom.us/resources
  ☞ You will need a stable internet connection.

☞ If you are using **mobile phone or tab** to access the wemposium you are requested to **install "Zoom cloud meetings"** from play store or app store. Click **"open"** Then click on the link provided and give necessary access permissions. Click **"Join a Meeting".** Enter **"Meeting ID".** Then click **"join Meeting".**

☞ If you are using the **laptop or desktop** then please **click on the link above** to join the Wemposium, give necessary access permissions and click on **"join Meeting".**

☞ Please enter the meeting Room with your "Registered Name" only (You need to rename yourself to your Registered name - From the Zoom Room click on the "Participants" icon at the bottom of the window > Click the "Rename" button > Enter your new name in the "New Screen Name" field and be sure to have the "Remember my name for future meetings" checked >"OK".

☞ Please do not share the link with others who have not registered for the wemposium.

☞ If you face issues in audio/video or any other technical issues, please check your system configurations as this app is very user friendly and should not have any major issues. Please ensure that your firewall does not block the app and the audio of your systems is not muted.

☞ Use headphones for better audio.

☞ Kindly put your **microphone on mute** unless you are speaking.

☞ For your slide presentation, you will be able to share your screen directly, and do a slide show of your PPT slides. You will have access to share your screen for your presentation. Make sure your slide file is opened to be clicked for sharing.
  In case you want to send your slides for us to display, please use Google Drive, dropbox, or Wetransfer to ensure large folders reach us. Please send them to **bsingh@inads.org**.

☞ Session chairs will be introduced, who will conduct the sessions. Please leave five minutes of your allotted time (usually 30 min) for Q&A. Session chairs may raise questions posted in the chatbox.

☞ After your session is over, please stop sharing your presentation promptly so that next speaker can use the share screen mode..

☞ The sessions **will automatically be recorded**, and the recording will be shared with the speakers

☞ In case of any queries you can get in touch with the ADMINS of BRC Symposium 2021 whatsapp group, or via phone call or whatsapp message to Prof. Bal Ram Singh at +1 5089922042 or email: bsingh@inads.org.

  ☞ You are kindly requested to share your WhatsApp number, if available, so that it can be added to the speakers' group.

We look forward to seeing you at the Symposium   Regards, Team Symposium