



The INSHS 13th International Christmas Sports Scientific Conference

in collaboration with

Global Sports Innovation Centre (GSIC) powered by Microsoft – Spain
and

International Human Motricity Network (IHMN)

1-3 December 2021

(Please note all times on programme are CET)

<https://xmasconference.com/>

Technical Guidelines



FOR ALL PARTICIPANTS

As you will be aware, we were intending to use Hop-In as the conference platform. After some teething troubles with registrations we decided to use another platform. We chose Google Meets for its ease of use and ready availability.

1. How to join the event on Google Meet?

- Click on the correct Google Meet link in the invitation email which will be sent out on the 30 November 2021. All 3 links (one for each day) will be sent to you in that email. We will also send 'reminders' each evening with the link for the next day's session. Also, the website will have the links for each day.
- Every day has a different link! (See website for the links!)
- You can leave and re-connect to the Conference by clicking on this link of each day at any time during the day.

2. How to communicate during the event?

- Send a **chat** message (remarks, questions) during the event:
 - At the bottom right, click Chat .
 - Enter a message.
 - Click Send. .



- Contact in case you had any technical problem: czupka@gmail.com.
- Contact relating your presentation/abstracts/paper: whyte.inshs@gmail.com
- Contact relating paying/billing issues: maguruskt@gmail.com

REQUESTS AND SUGGESTIONS FOR SPEAKERS/PRESENTERS

(keynotes and regular oral presenters)

It will be important to keep strictly to the planned time schedule. Therefore, please help us by being ready to present according to the programme. Thank you for your cooperation and understanding.

Before the event:

- Wired internet connection highly recommended.
- Preferably use the Chrome browser to enjoy all features of Google Meet.
- We suggest that presenters should undertake a test before the start of the event. [Here is the tutorial about it.](#)
- Make it sure that your ppt is open and test whether it is ready to share.
- We suggest that it will be easier if you do not have too many tabs/windows open.

Prior to and during your session:

- Join the event a **minimum of 15 minutes before you start** your presentation.
- **Click on the correct Google Meet link** in the invitation email (sent one day before the event, on the 30 November 2021). Remember please: Every day has a different invitation link.
- Use Video and audio preview screen.
- After clicking your meeting code or link, you can adjust your camera and mic ([details here](#)) and see how you appear before entering the meeting. You will also get a preview of who has already joined the meeting.
- You can leave and re-connect to the conference by clicking on the day's link at any time during the day.

Your presentation:

- The chair will make a brief introduction prior to your presentation.
- The chair will give a warning signal when you have three minutes before you need to finish your presentation.
- At the end of your presentations the chair will ask for questions from participants who can 'raise a hand' to be unmuted. Questions can also be asked via the chat section.
- Please test in advance. [How to share your presentation during your session?](#)
- You can change the number of participants you see on your screen. [How to view the people?](#)



INFORMATION FOR E-POSTER PRESENTERS

Your e-poster will be projected as a slideshow in a rotating system after the morning sessions on Wednesday and Thursday. Each poster will be displayed for 2 minutes each time - without oral presentation. The organisers will inform those in the audience of the sessions and encourage them to read and comment, if appropriate.

Questions on your poster may be asked in the Chat section. You will be able to respond at that point, or exchange contact details for future communications.