



Deutscher  
**Hebammen**  
Verband



# 16. Deutscher **Hebammen** Kongress

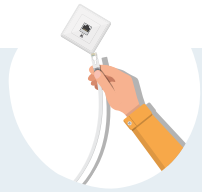


technical brief for speakers

# Thank you for participating at the congress!

Please observe this guideline with notes on the procedure and technical requirements, to guarantee the congress runs smooth.

## General advice



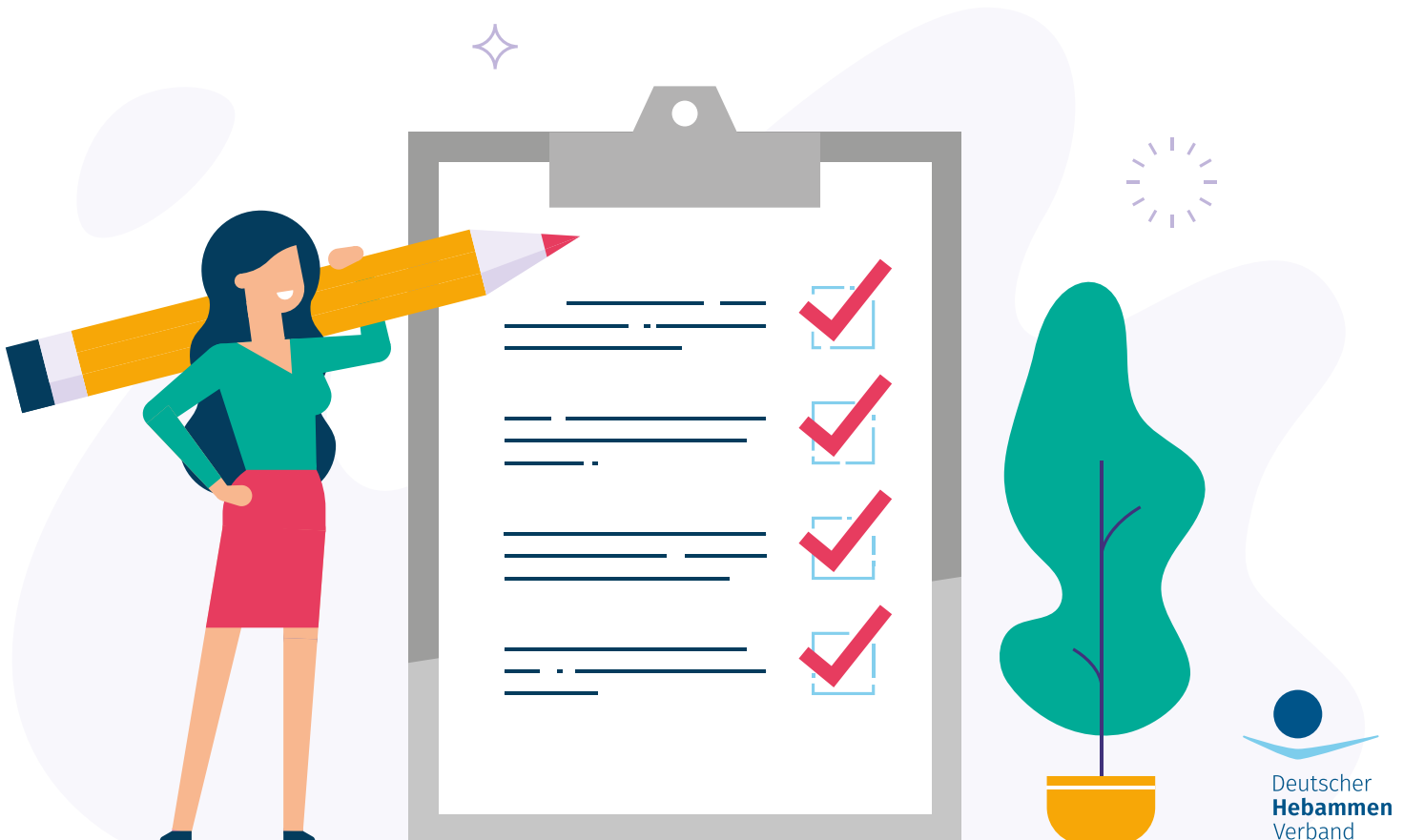
- Make sure you have a **stable internet connection** (at least 6Mbit download and 2Mbit upload). Please use a **LAN cable** if possible.
- When using WiFi, you should turn off all other devices to free up more bandwidth
- Please use a high-performance laptop or PC with a FullHD webcam and make sure you have a well working audio equipment. The best option is to use a headset.
- Get **everything wired** : use LAN cable, use wired audio (avoid Bluetooth), plug-in the laptop to power
- Use Google Chrome as browser
- Please provide us with a cell phone number where you can be reached in case of a technical emergency regarding your session
- If you hand in a PowerPoint presentation make sure:
  - that you use the congress PowerPoint template
  - that one slide takes two minutes to be presented
  - avoid too much text as this makes it hard for every user to follow
- Testrun: Make sure to use the same technical set up as you will be using during your presentation



# Process



- Open the link for the call sent via e-mail **30 minutes** before your session starts in order to make a speed test with the technical support to check your settings and internet connection.
- If you're presenting with PowerPoint you'll be asked to share your screen.
- Mute your microphone after the check. The technical support will switch you to the main congress once your session starts.
- Your presentation starts when the host asks you to start. Only then turn on your microphone. Please turn it off whenever you're not talking.
- Please keep the device of your emergency phone number close to you, so that you can be reached by the technical support in case of any technical problems.



# Physical set up

- Try to shut off things that make noise in your room (e.g. landline phone, fax machine, airconditioning)
- Don't sit in front of a window because light can change during your presentation
- Make sure you have consistent and bright lighting (e.g. put a light source in front of you)
- Try to arrange a neutral background (no shelves, no plants, no paintings)
- Try to avoid constant motion in the background (e.g. fan) it slows down your bandwidth
- Avoid small patterns on your clothing

Sit in front of the laptop/ computer, so that your upper body and head are visible.

Remember that your name will be shown while broadcasted.



Try to look into the camera if possible. Even if it's your turn of presentation and you have to look into your notes sometimes.

Make sure the webcam is in level with your eyes (e.g. raise camera/webcam up by putting your laptop on a stack of books)



# Hardware set up

- Try to use a current, high-performance laptop or computer
- If possible, use an external full HD webcam
- Use an external microphone and headphones to guarantee the best sound quality
- If you cannot use a headset, please use an integrated high-quality microphone
- Plug-in your laptop for the whole presentation and shut off other programs on your computer
- If you want to follow the livestream you must use another device which is muted
- If you use a second screen, open your PowerPoint presentation on that second screen before the call starts leave it open for the entire time
- Please **do not use videos, motion graphics or music** in your PowerPoint presentation and make sure the font size is big enough and easy to read

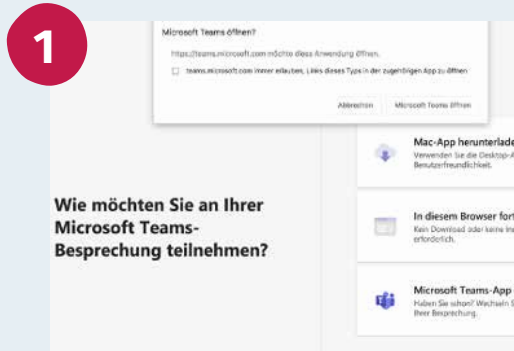


Please install the Microsoft Teams Desktop App -  
You don't even need a Microsoft Teams account to join.

If you can't install the Microsoft Teams Desktop App follow the instructions under "Software settings: Microsoft Teams Browser (Chrome)".

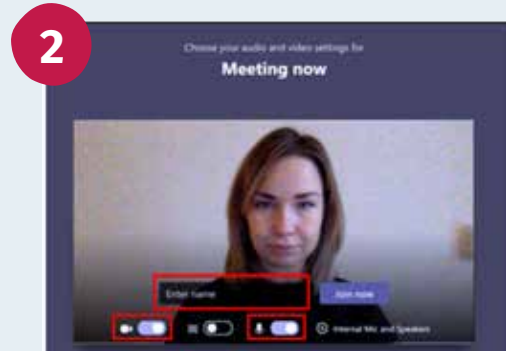


## Software settings: Microsoft Teams Desktop App



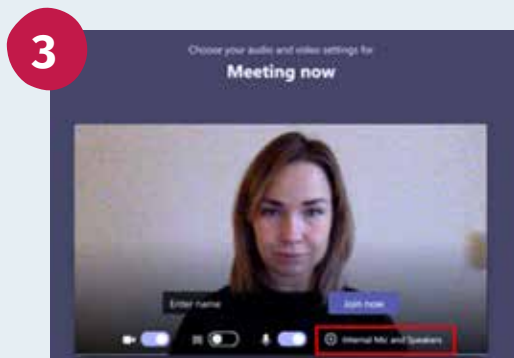
Please choose 'open with Microsoft Teams App' for joining the call.

(You don't even need a Microsoft Teams account to join)

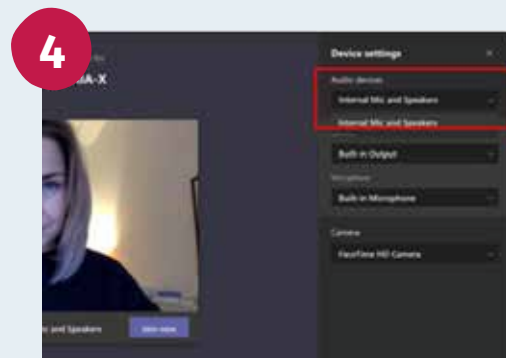


Click 'Enter name' and fill in your full name.

Make sure you enabled the camera and the microphone.



Click 'cog' and select microphone and speaker settings.



If you use an external mic and external speakers, choose 'external mic and speakers'.

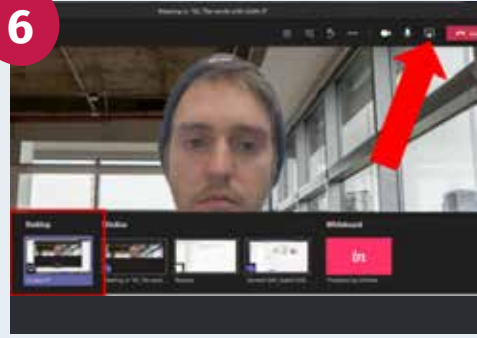
Or decide separately by choosing 'speakers' or 'microphone' below. (e.g. if you use 'external speakers' but a 'built-in mic' or vice versa)

5



After completing the device settings, click 'Join now'.

6



1. To start your PowerPoint presentation, click the symbol with the arrow above

2. Choose **Desktop**. Now you're sharing your screen with the audience.

Don't open it by choosing 'window' or 'Powerpoint presentation'

1. You'll be prompted to grant permission the first time you try to share your screen. Select **Open System Preferences** from the prompt.

If you miss the prompt, you can do this anytime by going to **Apple Menu > System Preferences > Security & Privacy**.

2. Under **Screen Recording**, make sure **Microsoft Teams** is selected.



3. Go back to your meeting and try sharing your screen again.

**Note:** If you're using Teams on the web, make sure you've also granted screen recording permission to your browser.

### Attention: Share content on a Mac

If you're using a Mac, you'll need to grant permission to Teams/Chrome to record computer's screen before you can share.

<< Please follow these instructions

Please make sure you enabled the permissions settings before the congress.



Alternative :



## Software settings: Microsoft Teams Browser (Chrome)

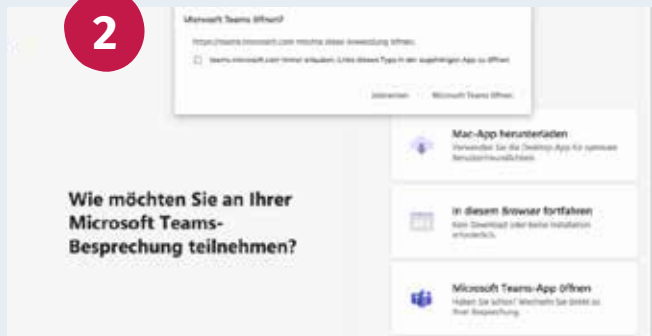
1



Open the link sent via e-mail with Google Chrome.

(Chrome is the only software that is supporting Microsoft Teams)

2



Click 'open with Browser'

## Pre-recordings, video or music files

If you can't attend your session live and would like to pre-record a video message that should be shown during the event or if you'd like to show a video or music during your presentation you must send this to:

[producer@berlinsneuekinder.de](mailto:producer@berlinsneuekinder.de) until 30th of April.

Videos or music within your PowerPoint presentation won't be able to be displayed.



The video format must be:  
1920x1080pixel (fullHD)  
1080p25 H.264 .mp4





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We are looking forward to your participation.