



rethink food resources,
losses, and waste 2023



Guidelines for oral presentations and streamyard platform

RETASTE: Rethink Food Resources, Losses, and Waste Conference | Athens, Greece, September 27-29, 2023

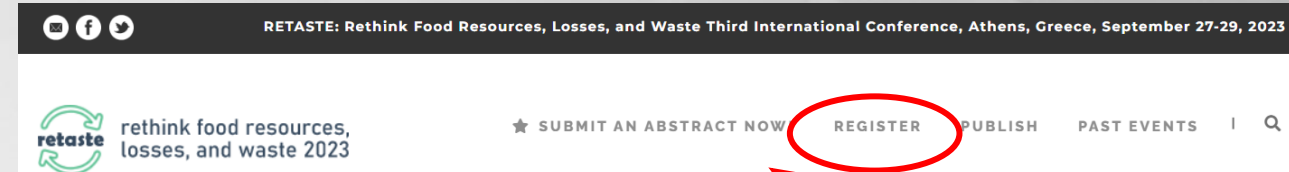


How to submit your presentation at www.retaste.gr

1. Please go to www.retaste.gr
2. Go to the “REGISTER” tab to login your profile
3. Go to “Register Now”
4. Find your Abstract at the Dashboard and click “Edit”.
5. On the right side find section “Attachments” and click “Choose File”
6. When your file is uploaded click “Submit”

FORMAT

- ✓ name your ppt presentation as your Abstract ID
- ✓ use 16:9 layout
- ✓ do not use any animation or transitions effects
- ✓ videos should not be embedded but in separate files



My Abstracts

Show 10 entries Search:

ID	Title	Review	Status	Preference	Submit Date	Action
185	Rethink Food Waste	No reviews as yet.	Pending	Poster	April 5, 2021 3:14 pm	Edit Delete Preview

Showing 1 to 1 of 1 entries

Previous 1 Next

rethink, food, waste

Aknowledgements

RETASTE: Rethink Food Waste

Presenter Preference

Poster

Attachments

Use this form to upload your images, photos or tables.

Supported formats:
ppt,pptx,mp4,avi,mkv,mov

Maximum attachment size: 30MB

Choose File No file chosen

Platform for the oral presentations

➤ **Presenters will connect at streamyard.com (an email has been sent to you with instructions)**

- Streamyard is a broadcasting platform, available online [Streamyard.com](https://streamyard.com).
- It can host up to 10 people at the same time.
- **To avoid any technical difficulties and setbacks be sure to log in Streamyard 30 minutes before your presentation and exit Streamyard right after you finish.**
- You can view the rest of the event through <https://retaste.gr/>

General Instructions

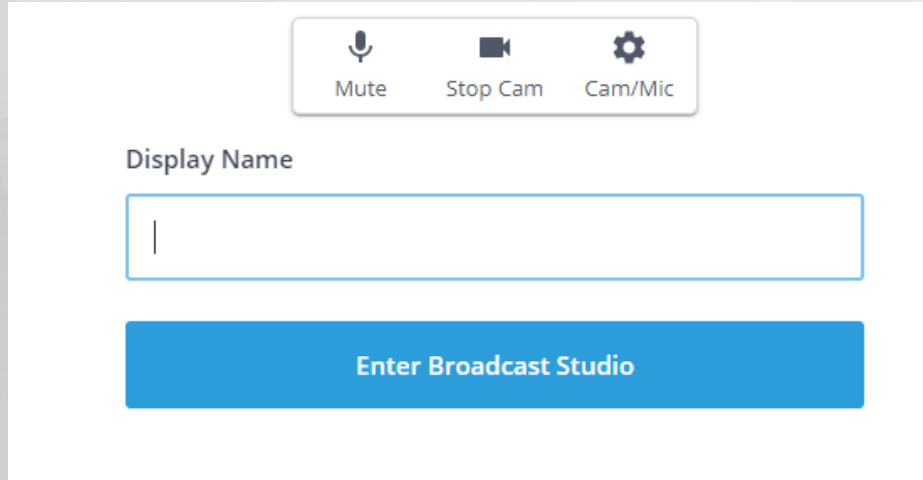
- go to Streamyard.com and enter the broadcast using your full name.
- we recommend the use of **Google Chrome** for optimum experience
- use the same computer as the one where you performed your test session
- **secure a dedicated internet connection** with cable (no wifi)
- secure that **nothing is running on the background** (e.g., dropbox uploading /downloading files)
- secure **adequate lighting in the room**
- use headset or external microphone
- **tilt laptop monitor or position camera** so that it is on the same level as your eyes
- If you are presenting, please use **16:9** format for your presentation
- Please use virtual backgrounds if you wish (“camera”, “change virtual background”)

FOR SPEAKERS only

- Test file sharing
 - In advance:
 - Have your files open
 - **In powerpoint, go to “slide show” and unclick “use presenter’s view”. Instead choose “monitor”, “primary monitor”**
 - At the moment of sharing
 - Do not forget to click on “slide show”
- Test Sound, camera, light (if not already done before)
- Use Powerpoint 16:9 format (“design”, “slide size”)

BASIC FEATURES

- ❑ Please enter your full name as you want it to be seen by the viewers



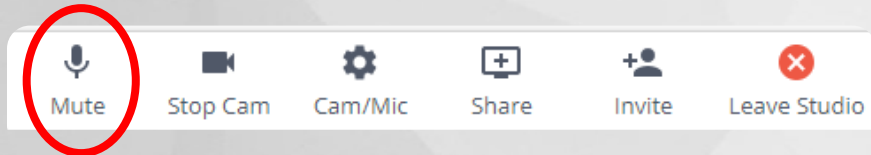
The screenshot shows a white rectangular interface for entering a broadcast studio. At the top, there are three icons in a row: a microphone icon labeled 'Mute', a video camera icon labeled 'Stop Cam', and a gear icon labeled 'Cam/Mic'. Below these icons is the text 'Display Name' followed by a text input field with a vertical cursor. At the bottom of the interface is a blue button with the text 'Enter Broadcast Studio'.

- ❑ As soon as you enter Streamyard you will be in a separate space called “Backstage”. Only the event host can see you and may add you to the broadcast at any time so be ready

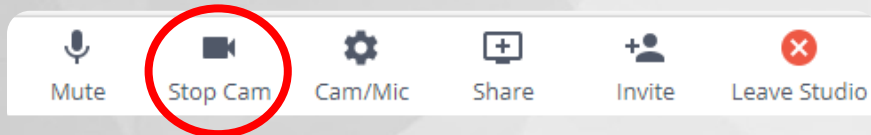
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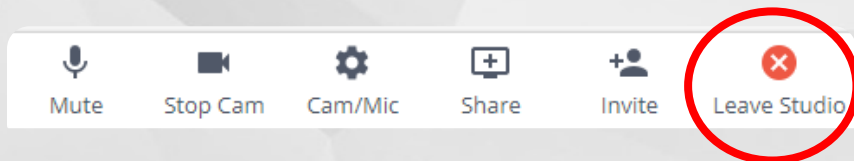
- ❑ Mute / Unmute



- ❑ You can start or stop your cam by clicking on the “Camera” button



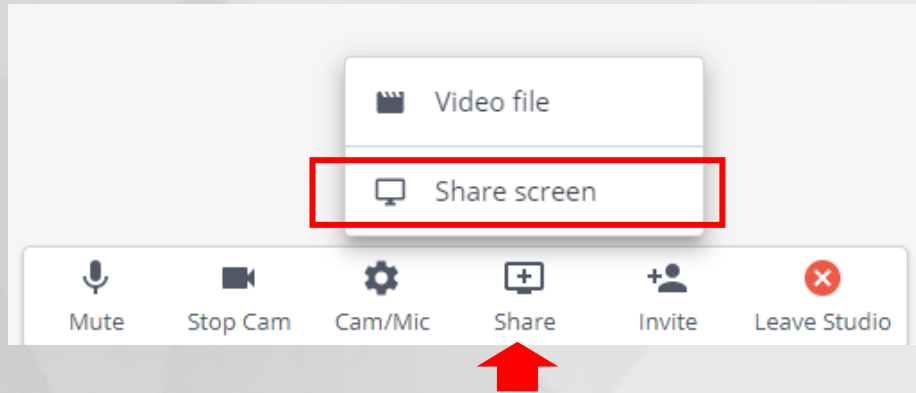
- ❑ You can leave Streamyard by clicking on the “Leave button”



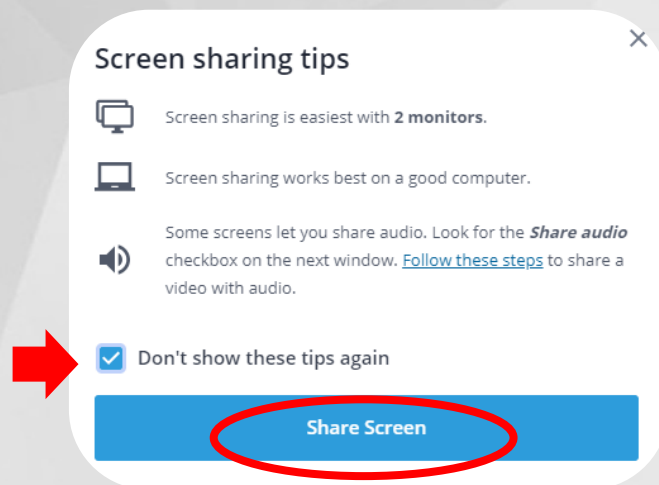
SHARE SCREEN

❑ Have your presentation open

❑ You can share your screen by first clicking on the “Share” button and then clicking on the “Share Screen” button



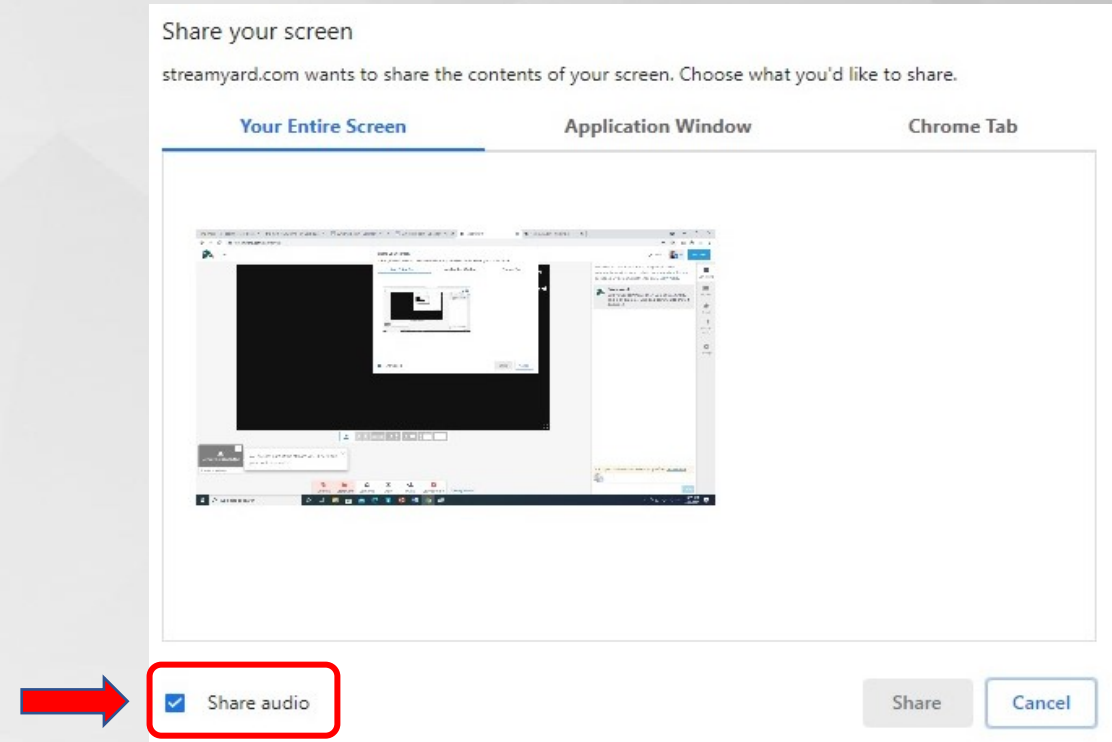
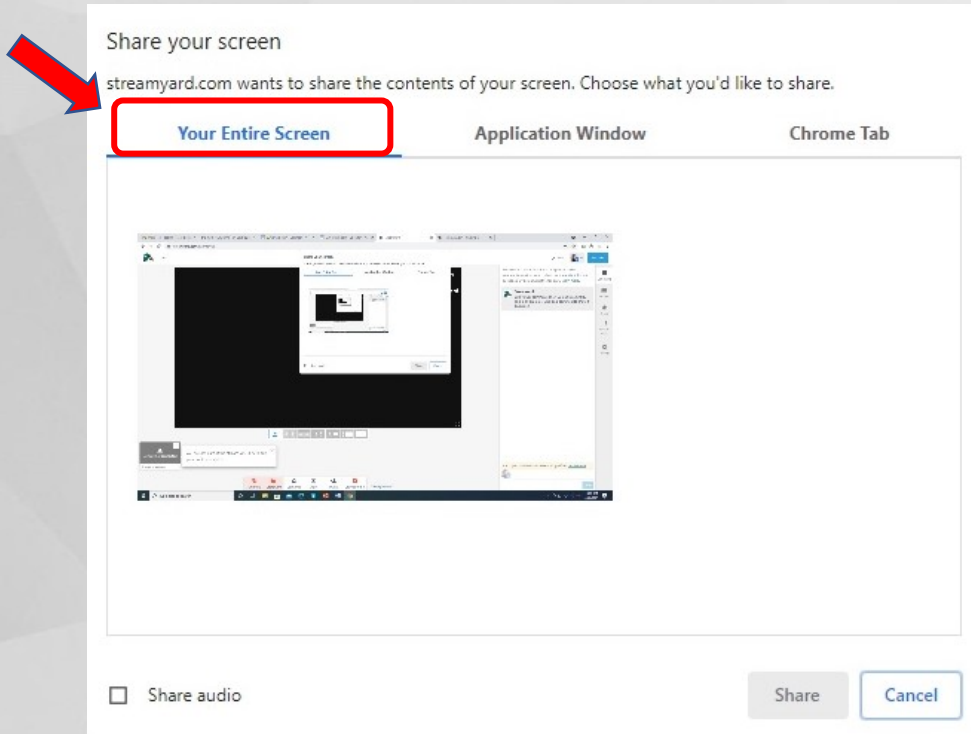
❑ Please check on the box that says “don’t show this again” button and then click on “Share Screen”



SHARE SCREEN

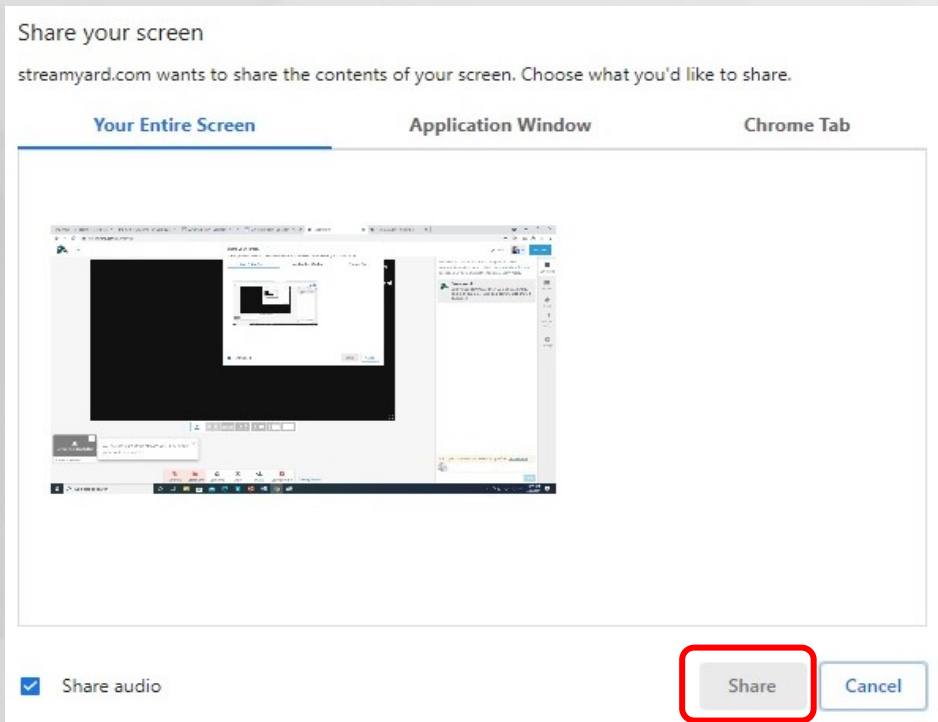
- In the following menu you may choose to share your **entire screen (is suggested)**.

- Please check the box below to share audio



SHARE SCREEN

- Your Share button should be clickable after that so please click on the “Share” button



- Open your presentation in a Slide Show / full screen mode.
- You will see only your presentation.
- When you have finished your presentation click on “Stop Sharing”



PRIVATE CHAT

- ❑ You can communicate with the moderator and the IT support of the session via the private chat.

There is a column of options to your right. You can send messages using the private chat option.

The screenshot displays the StreamYard control panel. On the left, a video preview window shows a black screen with a 'B' in a white box, a 'LIVE With StreamYard' banner, and a 'StreamYard LIVE SHOW' logo. Below the preview is a toolbar with icons for Mute (D), Stop Cam (E), Cam/Mic (F), Share Screen (G), Invite (H), and Leave Studio (I). A notification box above the toolbar reads: 'You are not part of the stream yet. Click to add your audio and video.' To the right of the preview is a vertical menu with icons for Comments, Banners, Brand, Private Chat (highlighted with a red box and a red arrow), and Settings. At the bottom right, there is a 'Chat' button (K) and a text input field for adding destinations to post comments.

EQUIPMENT

- Please use the same device and network during rehearsal and the live event.
- Use the best equipment available. A USB camera or microphone will provide better quality.



- Always use headphones or earphones.



- Make sure to have your charger plugged in to avoid a disconnection by shutting down.



- Better use an Ethernet cable instead of WiFi.



- At the day of your presentation, log in at least 20 minutes earlier than your scheduled presentation