

Dear NRR2020 conference oral or panel speaker,

I'm Laura Juva from Tapaus and I work together with the NRR2020 team from Aalto University. We are producing the IWA Nutrient Recovery & Removal Virtual Conference on 1.-3.9.2020.

Below you can find information about how to join the live discussion part of your session. Each session will start with your pre-recorded videos and after that the session scientific moderator and the session technical moderator will start the live discussion where we invite all the speakers to participate on live. This discussion will be live-streamed to the conference audience and recorded. The audience can ask questions and send comments via the session chat. The recordings and the session chat will remain open and active until September 10<sup>th</sup> 2020.

#### Application for the video contact

- To join your session's live discussion, please download and install the Zoom application ( <https://zoom.us/download> )
- Zoom app will automatically use your computer's voice and camera
- We will send a link to your session's live discussion about one week before

#### Internet

- To ensure that we get a bright picture and voice from your computer, you should have a sufficient internet connection.
- If you wish you we test the Zoom connection with you before the seminar. We will set up the meeting for this in August.

#### During the live discussion

- Make sure to have a light/white wall behind you
- Make sure to have "Headroom": space between the top of frame and the top of your head
- Make some distance between you and your computer. We should see some of your chest and not only your head
- The light should not be placed behind or above you but in front or from one side
- Eyelines:
  - Single person shoot: Try and look at the lens/laptop throughout.

#### On the event day

- We kindly ask that you join to the meeting 10 minutes before the live discussion starts. Please keep the microphone on mute, so you won't interrupt the other speakers
- After the live discussion please leave the Zoom meeting

#### Other information

- We will get touch with you in August, so we can arrange the appointments for testing the Zoom.

If you have any questions concerning these instructions, please contact [lauva.juva@tapaus.fi](mailto:lauva.juva@tapaus.fi) or [nrr2020-be@aalto.fi](mailto:nrr2020-be@aalto.fi)