# ONBOARDING

- Your presentation will take place over **Zoom**. Please make sure that Zoom is installed on your device beforehand.

- Arrive at the onboarding room **30 minutes** prior to the start of your talk. Please be aware of any time differences due to time zones.

- You will receive your onboarding room **credentials** via email approximately 3 days prior to the conference.

- Please wait in the **onboarding room** for one of our staff members. They will meet you and conduct your personal onboarding in one of the Zoom breakout rooms.

- During onboarding, we will check your **setup**, individual functionalities, and answer any final questions.

- If your presentation includes **video** or **sound**, it is important that you enable your computer's sound in addition to screen sharing.

- As the last step of your onboarding, we will send you the **final link** to your presentation room in Zoom.

- In the final Zoom room, a **moderator** will be waiting for you. They will inform you about the live start of your session, present you and your topic to the participants, and hand over the floor to you.

- Then, you may begin your presentation.

- All talks will be recorded and streamed live on our online conference platform **devm.io.**

- devm.io is the **main platform** for networking and interacting with participants. You can follow the entire main conference here.

- devm.io and the conference website will present the program in the **time zone** in which the conference is held. Please keep this in mind when making plans.

- On **devmio**, (remote) participants can ask questions about your session using the public **chat.**

- Your **access** to devmio: Please enter your e-mail address and password at https://devm.io/login. Please use the same e-mail address that you have used in our previous communication.

- Under **Events & Tutorials > My Events** you will see the respective conference. You are already registered there as Speaker. Search for your session in the program. The **„Live Discussion"** box is located to the right of your session window.

- Typically, the session moderator will conduct a brief **Q&A** with you at the end of the session to discuss/answer questions asked in the public chat. However, you are welcome to discuss a different approach with the moderator. Please allow about **5 minutes** for the Q&A during your session time.

**Tip:** We recommend following the devm.io chat on a second screen. Please make sure the tab or video is muted on the second device. Note: the stream on devm.io has a slight delay of about 15 seconds.

The session duration is **45 minutes.**

Please keep the respective **time zone** in mind.

In order to prepare yourself for our platform and the conference process, we recommend that you become familiar with the information on your attendance at the conference dure and the devm.io conference platform (please see "on-site attendance" and "platform") to ensure you are fully prepared.

Feel free to use the **provided conference templates** for your presentation.
Before your presentation, please send us your talk's slides to the following email address: conference@sandsmedia.com

If you have any questions during the conference or the weekend before, you can contact us through the following channels:

**Phone:**     +49 174 3183826
**Email:**      conference@sandsmedia.com
**Slack:**      You will receive an invitation to our Speaker Slack channel where you can
                contact us.

We wish you a good conference and look forward to an exciting event with you.

**All the best!**
**Your program team**