Annual Meeting on Imaging and Imaging Based Therapy
in Epilepsy, Neurology, Neurosurgery and Neuroscience
AMIE 2020 | September 14-15

AMIE 2020 SuSIE

&

Summer School on Imaging
in Epilepsy, Epilepsy Surgery, Epilepsy Research and Cognitive Neurosciences
SuSIE 2020 | September 16-17

AMIE 2020 SuSIE

Functionality of the GoToWebinar platform for AMIE & SuSIE registered workshop participants and lecture attendees

Dear registered workshop participants and lecture attendees!

Thank you very much for booking the international Neurotech Meeting, Conference, Fair and Summer School **AMIE & SuSIE**. Due to the CoVID-pandemic, this year's edition will be held **exclusively online** – for the first time since the foundation of the SuSIE in 2015.

All scientific workshops and lectures will be given via . *Sponsored* workshops may use different platforms.

This short manual will explain how

i)   registered *scientific* workshop participants can join their booked workshops
ii)   registered *sponsored* workshop participants can access the respective company hosted websites
iii)   you can attend the SuSIE lecture day and key-note lectures without prior booking.

I suggest you keep it at hand as a reference.

Enjoy the 2020 edition of the AMIE & SuSIE and stay healthy, wherever you are.

Best regards,
Prof. Jörg Wellmer, Lead organizer of the AMIE & SuSIE

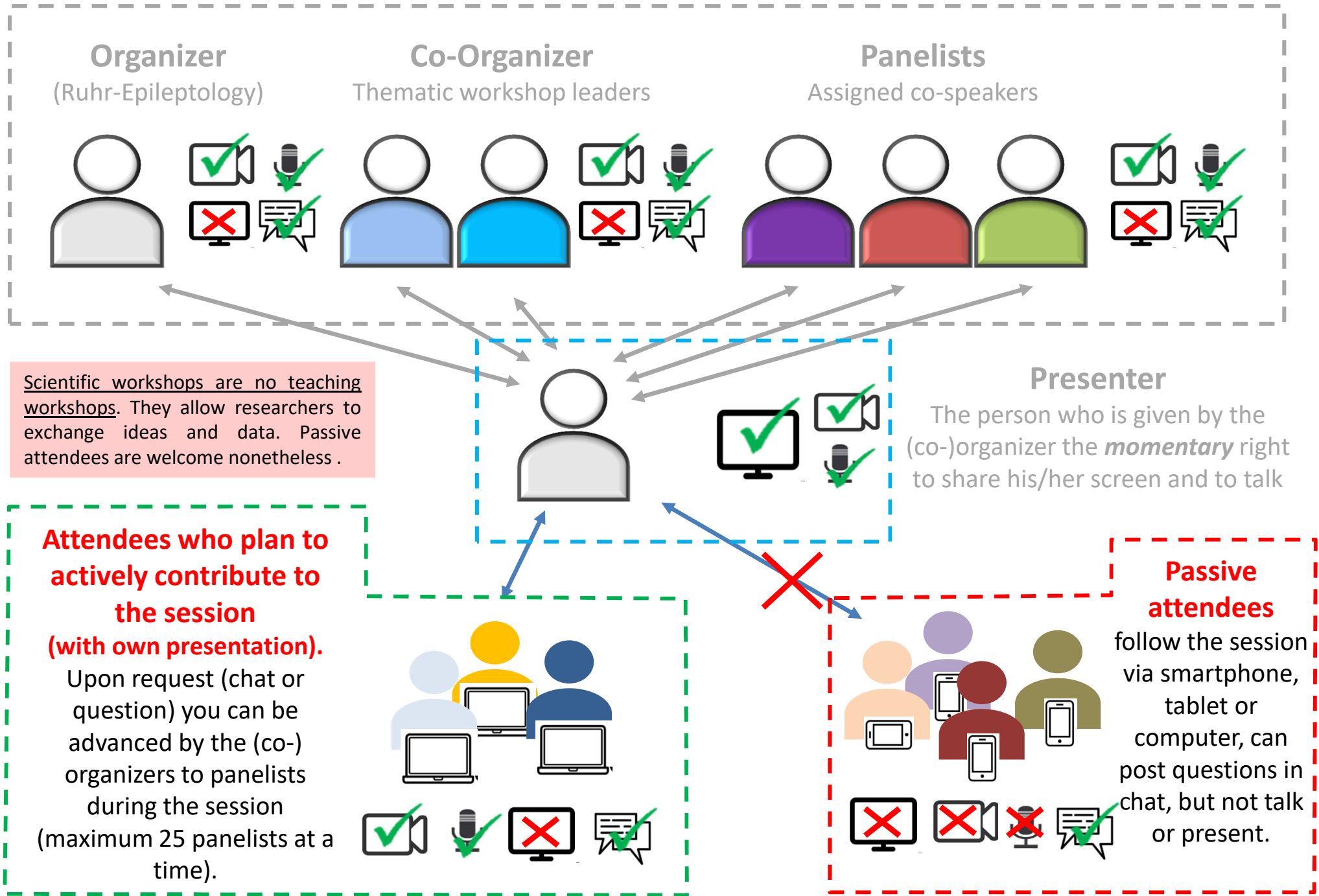# Guiding you through this manual

The multitude of possibilities to attend the AMIE & SuSIE and the related multitude of access possibilities via **GoToWebina**r may confuse you. Therefore:

1   Check out on the following pages to understand which **participation scenario** accounts for you and if you are planning to play an *active* or *passive* role in the scientific workshops

2   Find out which **technical preparation** is necessary for your successful participation

3   Keep in mind how to enter the virtual workshop and lecture rooms on the day of the event

In the next slides, the following pictograms are used:
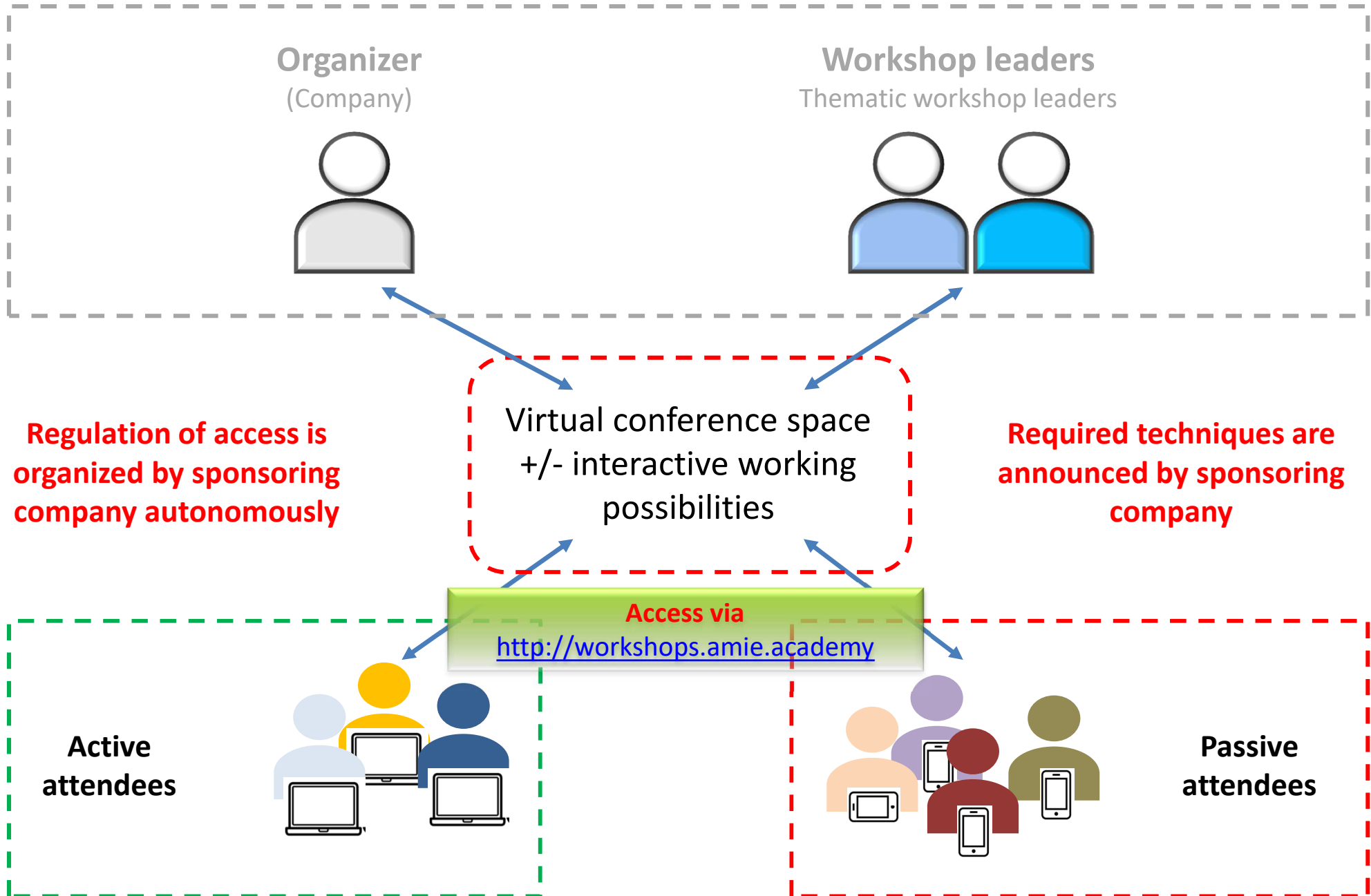
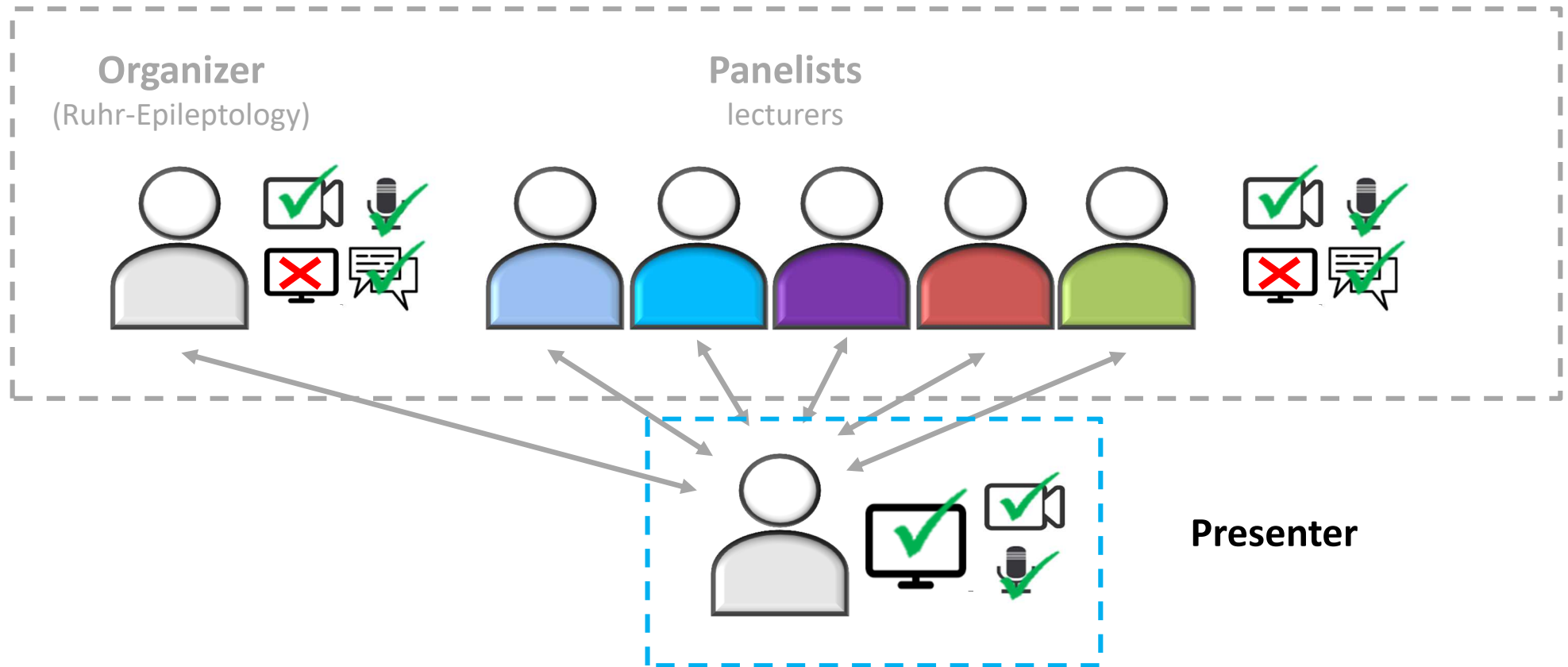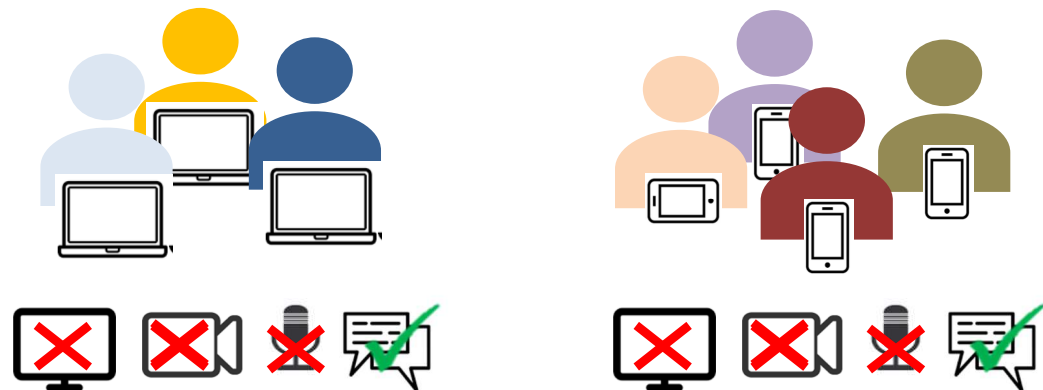|		
☑ screen	☒ screen	Participant can / cannot share their screen
☑ camera	☒ camera	Participant can / cannot share their camera view
✓ microphone	✗ microphone	Participant can / cannot share their microphone
✓ chat		Participant can send questions and read chats addressed to all participants

1

Scientific Workshops are organized like this

Organizer
(Ruhr-Epileptology)

Co-Organizer
Thematic workshop leaders

Panelists
Assigned co-speakers

Scientific workshops are no teaching workshops. They allow researchers to exchange ideas and data. Passive attendees are welcome nonetheless .

Presenter
The person who is given by the (co-)organizer the *momentary* right to share his/her screen and to talk

Attendees who plan to actively contribute to the session (with own presentation). Upon request (chat or question) you can be advanced by the (co-) organizers to panelists during the session (maximum 25 panelists at a time).

Passive attendees follow the session via smartphone, tablet or computer, can post questions in chat, but not talk or present.

Lectures are organized like this
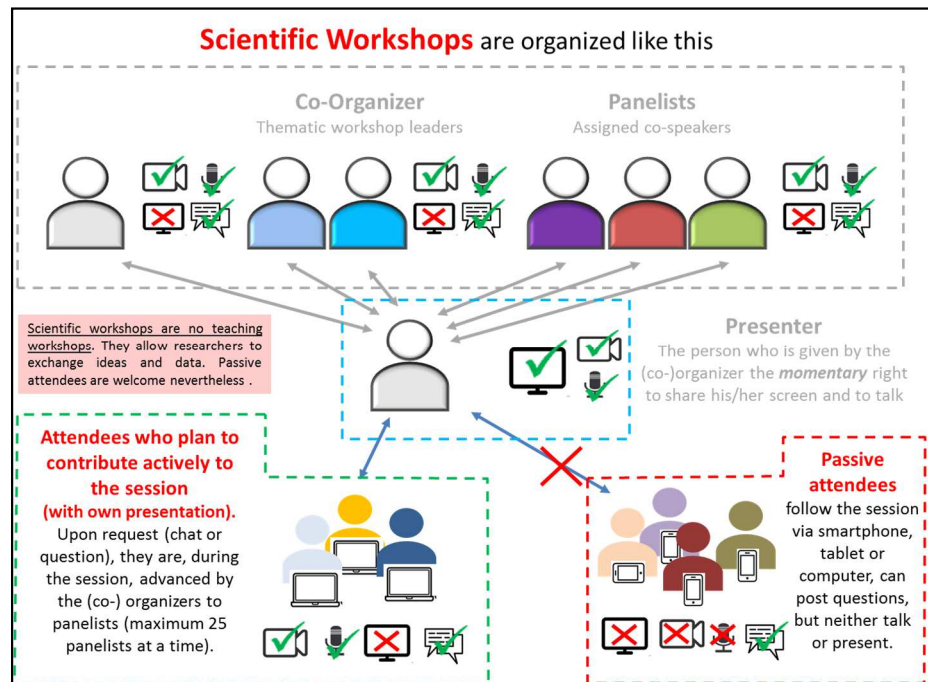

Organizer
(Ruhr-Epileptology)

Panelists
lecturers

Presenter

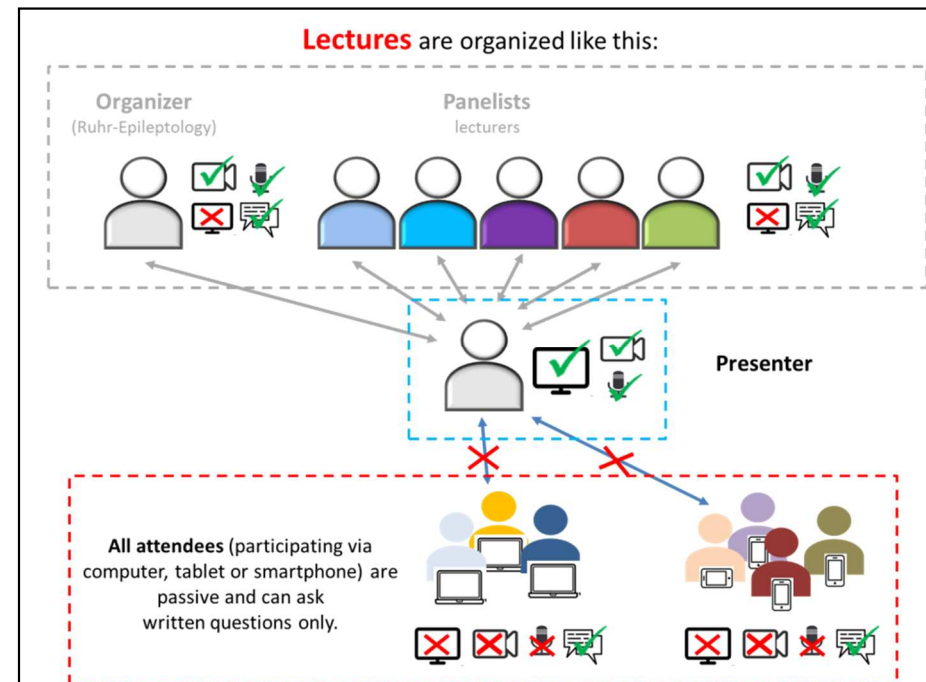**All attendees** (participating via computer, tablet or smartphone) are passive and can ask written questions only.

Which technical preparation is required for AMIE scientific workshops and SuSIE lectures/key-note lectures?

AMIE **2020** SuSIE

GoToWebinar by LogMeIn

Scientific Workshops are organized like this

Co-Organizer
Thematic workshop leaders

Panelists
Assigned co-speakers

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Lectures are organized like this:

Organizer
(Ruhr-Epileptology)

Panelists
lecturers

Presenter

All attendees (participating via computer, tablet or smartphone) are passive and can ask written questions only.

active participation

passive participation

GoToWebinar "Instant Join App" for laptop/desktop computer (see page 8ff).

GoToWebinar "Instant Join App" for laptop/desktop computer (see page 8ff).

GoToWebinar Mobile App in smartphone or tablet - opens automatically upon pressing the link

Access to the workshop and lecture rooms

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GoToWebinar
by LogMeIn

Access to AMIE Scientific Workshops: Via the link which has been sent to you by e-mail or via
http://workshops.amie.academy + workshop ID

Access to AMIE Sponsored Workshops: http://workshops.amie.academy or via a link the
respective company has sent to you

Access to the SuSIE Lecture Day: http://lectureday.susie.academy or via the link you find
in this mail

Access to the SuSIE Key-Note Lectures: http://key-note-lectures.susie.academy or via the link
you find in this mail

Downloading the
GoToWebinar "Instant Join App"

Instant Join system requirements

Operating system	Windows Vista or earlier Mac OS X 10.8 (Mountain Lion) or earlier Linux or UbuntuGoogle Chrome OS
Web Browser	**All webinar types:** Google Chrome (most recent 2 versions) Mozilla Firefox (most recent 2 versions; Linux only) **Webcast webinars and Simulated Live webinars:** Internet Explorer v11 (or later) with Flash enabled Apple Safari (most recent 2 versions) Microsoft Edge (most recent 2 versions)
Internet connection	1 Mbps or better (broadband recommended)3G connection or better (WiFi recommended for VoIP audio) for Chromebooks
Software	None
Hardware	Microphone and speakers (headset recommended**) **Note:** You will only need this if unmuted by the organizer.

In case of need for further help, please visit:

https://support.goto.com/webinar/help/join-a-webinar-online-instant-join-app-g2w030003

AMIE & SuSIE via GoToWebinar

Downloading the
GoToWebinar "Instant Join App"

Based on your registration at the AMIE & SuSIE, you will receive an e-mail from us which has about the following content:

Scientific Workshops	Please register for [name of session] on [date], [time] via: https://attendee.gotowebinar.com/register/305384887548211xxxx ← **Link** After registration, you will receive a confirmation e-mail with further information regarding your participation. Brought to you by GoToWebinar® Webinars Made Easy®
Lectures	URL for the SuSIE Lecture Day: https://attendee.gotowebinar.com/register/200520285446003038, Webinar ID 569-735-451 URL for SuSIE Key-Note Lectures: https://attendee.gotowebinar.com/register/104591452733018126, Webinar ID 941-903-867

Downloading the
GoToWebinar "Instant Join App"

Press the links to each workshop and enter your personal data. You can do this as soon as you have our invitation email.

We highly recommend checking out the system **several days** before your session (what-ever your role is) begins.

Mon, Aug 31, 2020 12:55 PM - 1:26 PM CEST

Show in My Time Zone

*Required field

First Name*

Last Name*

Email Address*

By clicking this button, you submit your information to the webinar organizer, who will use it to communicate with you regarding this event and their other services.

Register

AMIE & SuSIE via GoToWebinar

Downloading the
GoToWebinar "Instant Join App"

After doing so, this page should show up …

You're Registered!

Mon, Aug 31, 2020 12:55 PM - 1:26 PM CEST

Add to Calendar ▾

At the time above, join the webinar.

Before joining, be sure to check system requirements to avoid any connection issues.

A confirmation email with information how to join the webinar has been sent to you.

Questions or Comments? Contact:

To Cancel this Registration

You may cancel your registration at any time.

If you've used GoToWebinar on your computer before, you may directly add the session to your calendar …

… or join the webinar directly when it is already on air

When you run GoToWebinar for the first time on your computer, press "check system requirements"

Downloading the
GoToWebinar instant Join App

https://support.goto.com/webinar/help/system-requirements-for-attendees-g2w010003

GoToWebinar Attendee System Check for Classic Webinars

Looks good! You can join a webinar.

- ⊘ **OS** - Windows 10
- ⊘ **Browser** - IE 11
- ⊘ **Internet connection** - Strong

Test your system again | View System Requirements

Next steps

Try a test session — First time | Join a webinar — Attendee | Learn How — Join guide

Are you hosting a webinar? **Check your system.**

If you use GoToWebinar for the first time, you have to run "Try a test session" and then download the program called "GoTo Opener" to your computer .

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GoToWebinar
by LogMeIn

If asked: select "computer audio" (**not** "telephone call")

Now

- the installation should be completed,
- you can go back to the email with the link to the session,
- press the link
- and you should be in the virtual conference room.

As soon as the organizer has entered the conference room, the session can start.

The organizer can make you a presenter, you can present your data for example by sharing your screen (showing a powerpoint presentation) and speak, and if you activate your camera, you will be seen by the audience, too.
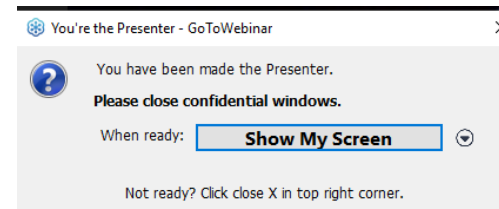
See pages 16ff when your installation has failed …

How to use the virtual conference room as a presenter

When you are made the presenter, you will find the following panel at your screen:
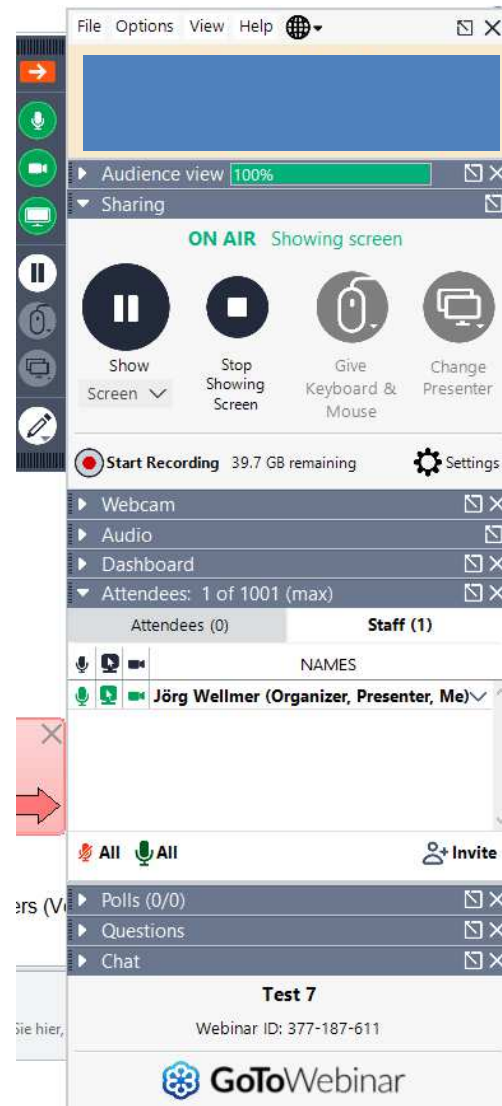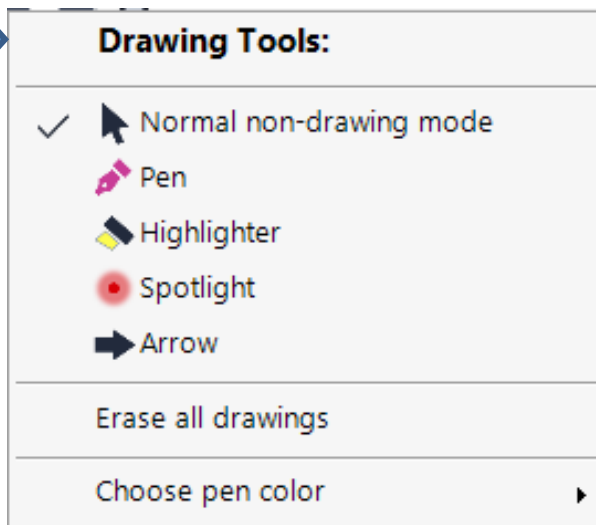

Click on the microphone 🎤 and camera 📷 to start both and the screen symbol 🖥 to let everybody see your screen (and your presentation).

That's it for the moment!

Giving a presentation may not be new for you.
The only function you will need to get used to as a presenter is:

Drawing Tools:

✓ ▶ Normal non-drawing mode

🖊 Pen

◣ Highlighter

🔴 Spotlight

➡ Arrow

Erase all drawings

Choose pen color ▶

You can use any of these options during your presentation to highlight aspects, but be aware of two pitfalls:

- To proceed to the next slide, you have to activate „Normal non-drawing mode" again
- Before going to the next slide, you have to press „Erase all drawings"

Play a bit around and you will get used to it.

When your installation fails

GoToWebinar Attendee System Check for Classic Webinars

Looks good! You can join a webinar.

- ⊘ **OS** - Windows 10
- ⊘ **Browser** - IE 11
- ⊘ **Internet connection** - Strong

Test your system again   View System Requirements

Next steps

Try a test session   Join a webinar   Learn How
First time   Attendee   Join guide

Are you hosting a webinar? **Check your system.**

Even if the "Check system requirements" message looks like this, you may fail activating your camera and/or microphone, in particular (but not only) when using a Mac.

Therefore don't forget to press

"Try a test session".

When your installation fails
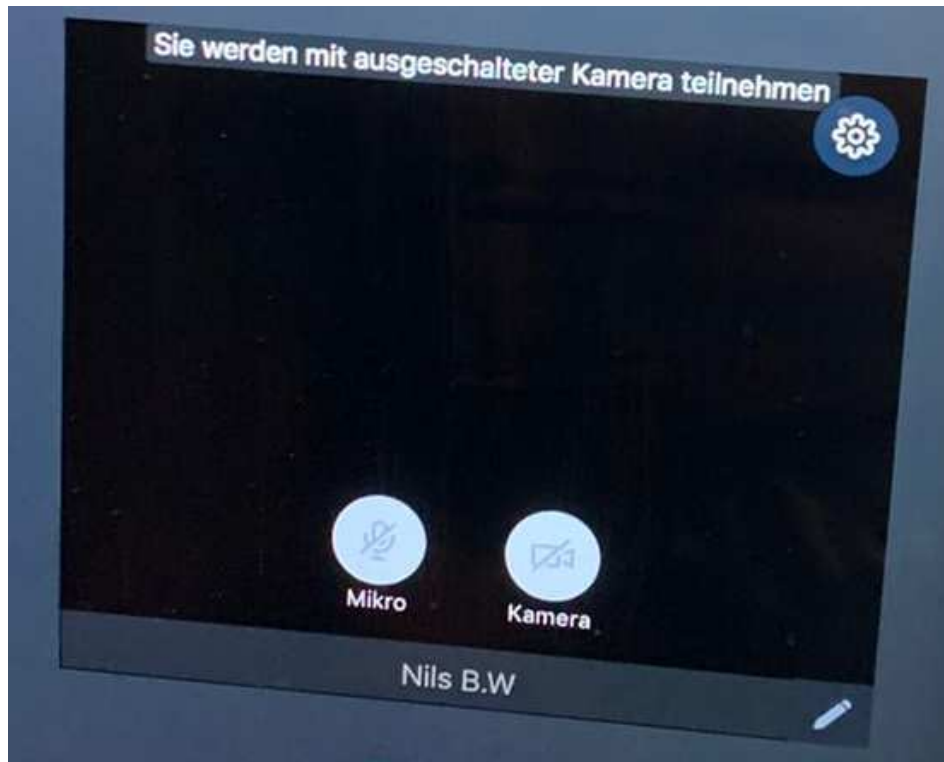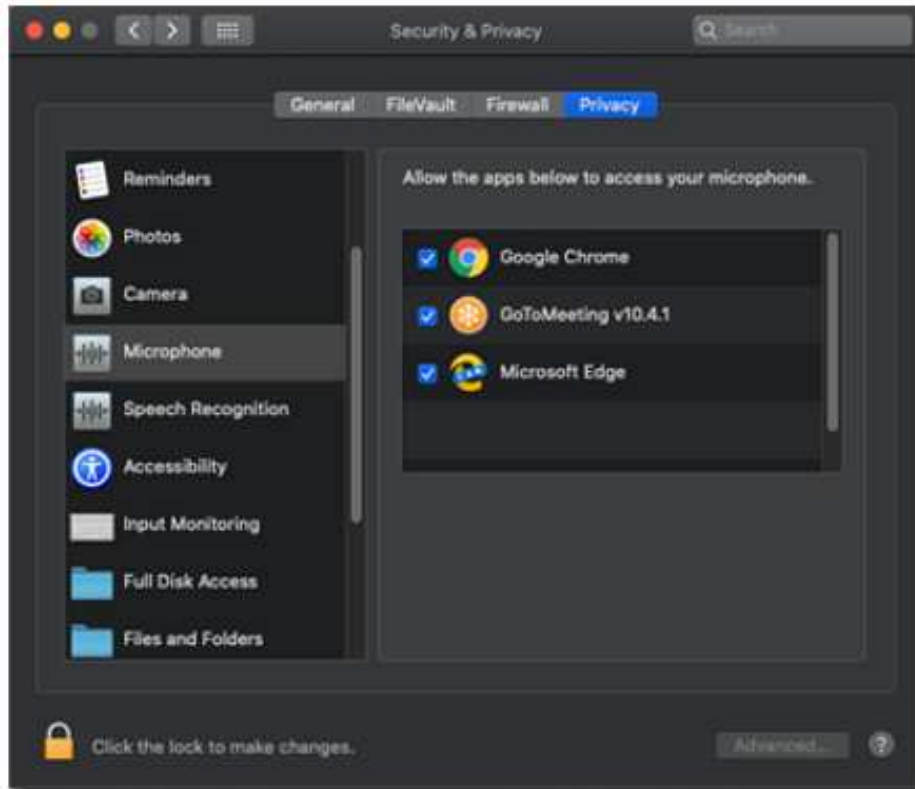

Sorry, this is in German.
It says: you are going to participate with switched-off camera.

In this case, most likely your computer does not permit GoToWebinar to access your microphone and camera.
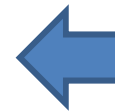
I was able to reproduce this problem on the Mac of my son.

Solution: allow GoToWebinar to get access to your camera and microphone

You should then proceed as follow:

Go to the privacy settings of our computer and allow GoToWebinar to get access/control over your computer/camera/microphone.

It may look like this or different …

You may have to re-boot your computer!!

Without reboot it didn't work on my son's Mac, thereafter without any further problem.

In case of any other bugs: Please visit the GoToWebinar support page at https://support.goto.com/meeting/help or more specifically at https://support.goto.com/webinar/help/why-cant-i-access-the-microphone-share-my-camera-or-share-my-screen-on-my-mac