

EuroPython 2020

Speaker Guide

Version: 2020-07-22

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Introduction

First of all, thank you for submitting a presentation to our CFP and congratulations for getting the session accepted ! EuroPython without speakers would be much less fun 😊

This document is meant to provide an offline guide to speakers presenting at our online event. For many of us, running such an online event is new, so we have tried to outline as many details and possible sources of questions as possible.

Our aim is to make the event very interactive, live and fun for everyone.

Document Tour

As the EuroPython organizers have done a lot of research and want to include much of what we've learned to help our speakers deliver the best talks, the document becomes inevitably long. As it might be daunting to take in the whole thing, we provide a bit of a summary to help you navigate.

Essential Sections

[Important Deadlines](#) - If you miss the deadlines, we might have to replace you as a speaker.

[Speaker Rehearsals](#) - Mandatory to sign up for a rehearsal slot before your talk.

[Getting set up as a speaker for EuroPython 2020](#) - Some prep work you'd ideally have done before you participate in a rehearsal.

[Preparations on the conference day of your session](#) and [Presenting at the online version of EuroPython 2020](#) - These are the juiciest bits that detail the entire workflow as a speaker from prep to finish. We will try to go through them with you during rehearsal.

[Considerations for presentations](#) - We have included this as an essential section as it includes some tips specific to the online setup and Zoom Webinar particularities, rather important to get the right to give the audience a smooth experience.

Advice and References

The sections below are a compilation of advice in different aspects. We do hope you can read through them. But they can also serve as reference material, e.g. if you are wondering what kind of audio setup you should have, you could look it up in the audio subsection of Technical Preparations.

[General speaker tips](#) - Over the years, we've collected a number of useful hints and tips for speakers and we have adapted these for the online setup.

[Conference tools for EuroPython 2020](#) - the tools and features of the tools we use with our speakers to run the talks. If you forget anything we talk about during the rehearsal, you can look them up here.

[Technical Preparations](#) - We have prepared a list of recommendations for your internet connection, webcam, lighting, audio setup, and restreaming advice. Highly recommended to have a read especially if you are not extremely familiar with presenting at an online event.

[Backup plan](#) and [Zoom Dial-in Numbers](#) - Backup plans will hopefully help ease your panic when things break live; and if there is no way to connect to the internet on the day, you can quickly look up the correct Zoom Dial-in numbers to join via the telephone.

Important Deadlines

Before we head-on into the details, we want to draw your attention to a couple of important deadlines we have set in order to be able to prepare the event upfront.

- Use the speaker coupon sent to you to register for a ticket: **July 5.**

Note: If you do not register by July 5 and do not reply to our emails, we may have to remove your talk from the schedule.

- Participate in a rehearsal session: **July 19**

Please [see below](#) for how to sign up to a rehearsal session.

- (For poster sessions) [Send in your poster as PDF](#): **July 21**

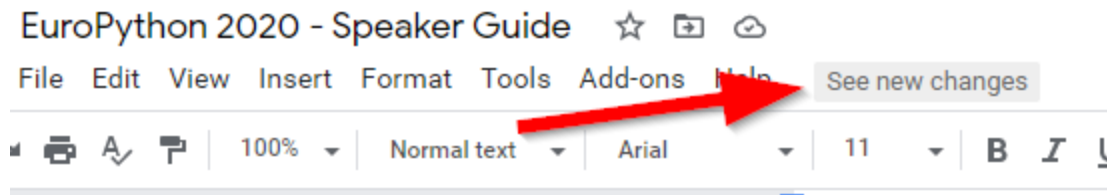
If you are presenting a poster, please use our slide upload feature to upload the poster as a PDF file. Note that we cannot accept other formats for posters since these will go on a special posters page.

- [Send in your slides as PDF as a backup](#): **July 21**
- (Optional) [Send in a pre-recorded video as a backup](#): **July 21**

Updates to this document

Please note that this document is a live document. We will keep on adding new details to it to improve the setup. It is a good idea to check back every now and then for updates.

Google docs keep all editing history, so it's easy to follow up on what changed. The document will even remember when you last looked at it. By clicking on "See new changes":



it will show you a summary of all recent changes.

We will also add notices about important changes to the [history section](#) at the end of the document.

Speaker Rehearsals

We will be holding a larger number of speaker training sessions for EuroPython 2020 speakers in order to make sure that everyone is familiar with the [conference system setup](#), has the right tools installed and to go through the [presentation flow](#).

We have prepared a Google Sheet where you can select a rehearsal session for this purpose:

- [EuroPython 2020 - Speaker Training Sessions](#)

We will offer sessions which should work for most European and American time zones as well as a few for Asian time zones.

In each session, we can train up to 6 speakers. We will send you calendar invites for the slot you have signed up to before the meeting.

Getting set up as a speaker for EuroPython 2020

Some things to consider in preparation for the conference:

- Make sure your talk title and description is [displayed correctly on the website](#)
- Make sure you are listed as the speaker (in particular if there are multiple speakers)
- Check your speaker profile (click on the speaker link on the talk page) and update it if needed (you have to log into the website for this)
- Find the best Zoom dial-in number for you to use as backup (see [below](#))

- Check your Internet connection quality and upload speed (should be at least 1Mbit/s)
- [Download the Discord client](#) for your platform. If you already have this, please make sure it is the latest available version.
- Register an account on [Discord](#), if you don't already have one (we will run through this with you in the [Speaker Rehearsals](#))
- [Download the Zoom client](#) for your platform. If you already have this, please make sure it is the latest available version.
- Register an account on [Zoom](#), if you don't already have one
- Join one of the [rehearsal slots](#) the EuroPython organizers have arranged
- Join the EuroPython 2020 Discord server (this is typically done during the rehearsal sessions)
- Take notes of any questions you may have and submit them to the program@europython.eu (please see the FAQ below as well)

Preparations on the conference day of your session

Some things to remember on the day you are having your session:

- Have **all your devices connected to power** (esp. your notebook if you're using one for the presentation). Running presentations off of battery is usually not a good idea. Having a fully charged battery as backup is a good idea.
- Check your Internet connectivity.
- Set up your backup mobile hotspot.
- Prepare your PC/notebook for the session.
- Turn off any background updates (esp. Windows updates can be annoying).
- Turn off systray or other notifications (Zoom will already help you with this, but it's better to double check).
- Turn your mobile silent.
- Put a glass or bottle of water near your desk.
- Relax a bit before starting.

Presenting at the online version of EuroPython 2020

Unlike our in-person events, we will unfortunately not have the usual direct contact between the speakers and the audience. You won't be able to look at the people attending your session and get an idea of their excitement. On the plus side, this may actually take away some of the stress of presenting in front of a larger audience and make you feel better as a speaker.

To still make the presentation live in the sense of "this is happening right now", with the added feeling of "wow, this person is talking to me from a thousand kilometers/miles away", we would like the presentations to be given live at the scheduled time, in person, ideally with webcam on, instead of playing a recorded video.

Being on time

We understand juggling with timezones in an online event can be unpleasant. To make this easier, we've made our [schedule](#) show your own timezone (taken from your browser), so you do not have to do the conversion yourself.

Typical presentation flow

Here's a short rundown of what our presentation flow will look like.

- On the day before the conference or a few hours before your talk:
 - [Upload latest slides to the website](#), so that attendees can download them from there and for the moderators to use as a backup
 - Join the [speaker Zoom prep room](#) to test drive your setup any time of the day ahead of your talk.
- On the conference day your talk is [scheduled](#):
 - Check the Discord #speakers-announcements channel for any announcements
 - Follow the Discord #speakers channel for any questions by the session chair or room manager
 - Join the track's Discord greenroom audio channel about **15 minutes before your talk** is scheduled to start (this is used for on-boarding the next speaker in a track)
 - Prepare your setup, open the Zoom client
 - Join the Webinar as participant with your real name via the link on the Discord chat channel
 - [Leave computer audio in Zoom or deafen Zoom in your OS setup](#), to prepare for joining the Discord greenroom audio channel (this prevents you hearing audio from two systems)
 - Tell room manager that you are ready and would like to be on-boarded to the Webinar using the Discord greenroom audio channel
 - After you've joined the webinar, click "Raise Hand" in Zoom so the room manager will quickly identify you and turn you into a panelist
 - When you're ready, switch to the track's Discord [talkback audio channel](#) (this is used by the room manager and session chair to talk to you during the talk, e.g. to tell you that you only have 5 minutes left; it's a one way channel)
 - [Join computer audio again in Zoom or undeafen Zoom](#), depending on what you did before joining the greenroom
- When your time slot starts:
 - *The session chair introduces the next talk and speaker*
 - Get called in by the session chair to start your webcam, unmute
 - *The session chair will ask a few questions and then let you start the presentation*
 - Start sharing your screen (and audio if necessary)
 - **Present your session**
 - *The session chair will remind you of the time left via the Discord talkback audio channel at regular intervals (10 minutes left, 5 minutes left, 1 minute left)*

- *After the presentation the Session chair then runs the applause sound / video*
- The session chair will host the **live Q&A session**, read out questions and have you answer them on the Webinar. **Please keep the answers short.** More context and explanations can be provided after the talk on the Discord talk channel.
- *The session manager mentions the talk/topic channel on Discord for additional questions*
- *After the Q&A, the Session chair then runs the applause sound / video again*
- Finally, mute yourself, stop screen sharing, stop the webcam sharing
- After your talk:
 - **You made it!**
 - [Leave the Discord talkback channel](#); the room manager will disconnect you, in case you forget
 - Please visit the [talk/topic chat room on Discord](#) to take additional questions from the audience
 - **Enjoy the conference!**

Considerations for presentations

Since we're running an online event using screen sharing for content delivery, there are a few limitations / advantages you should keep in mind.

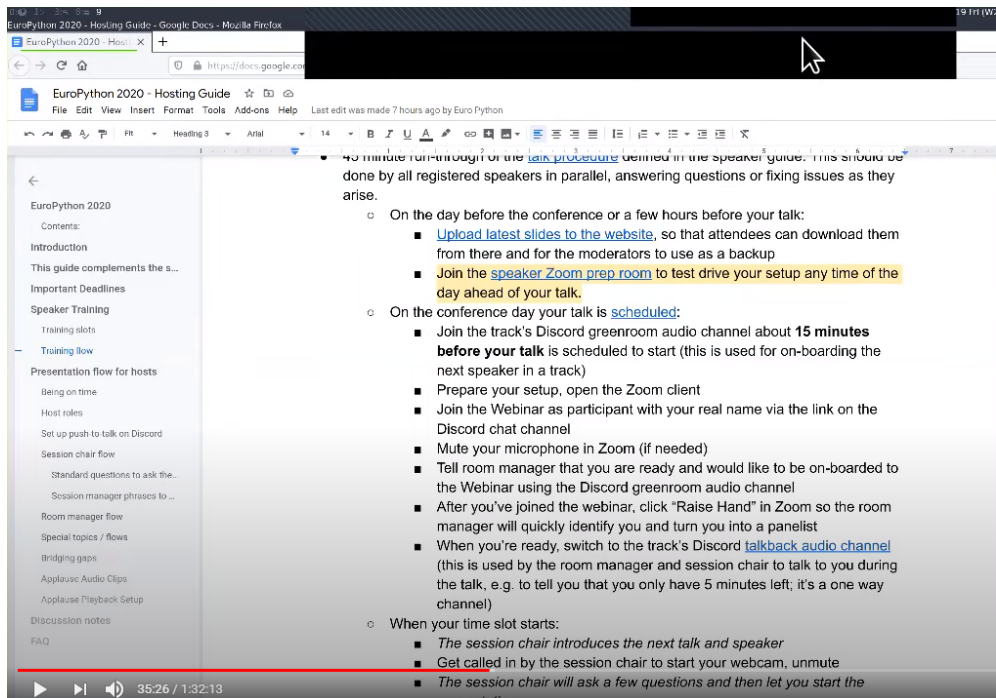
Images are great, motion picture doesn't work well

- **Using images works great** for online conferences.
- **Using moving images or films does not work well**, since the frame rate is very low and the attendees will only see jittery movement. See below for instructions on how to make this work for dedicated video sharing.

Presenting using screen sharing

- All presentations are delivered using screen sharing, so you will have to have the application you're using for the presentation running (i.e. it's not possible to upload a PDF and present the PDF, as some conference tools allow you to do)
- For screen sharing, please make sure you **share an entire desktop** and not only the application window. The latter often causes scaling problems and can also result in Zoom adding black/grey bars across the screen share to cover content from other windows.

Here's an example of the Zoom sharing tools being removed from the share by Zoom, so that attendees cannot see what's behind them:



Also note that people watching the streams on YouTube will see a fairly large “Zoom” watermark in the lower right corner. This will not be shown on the videos we cut after the conference. It is also not visible to people following the streams in Zoom.

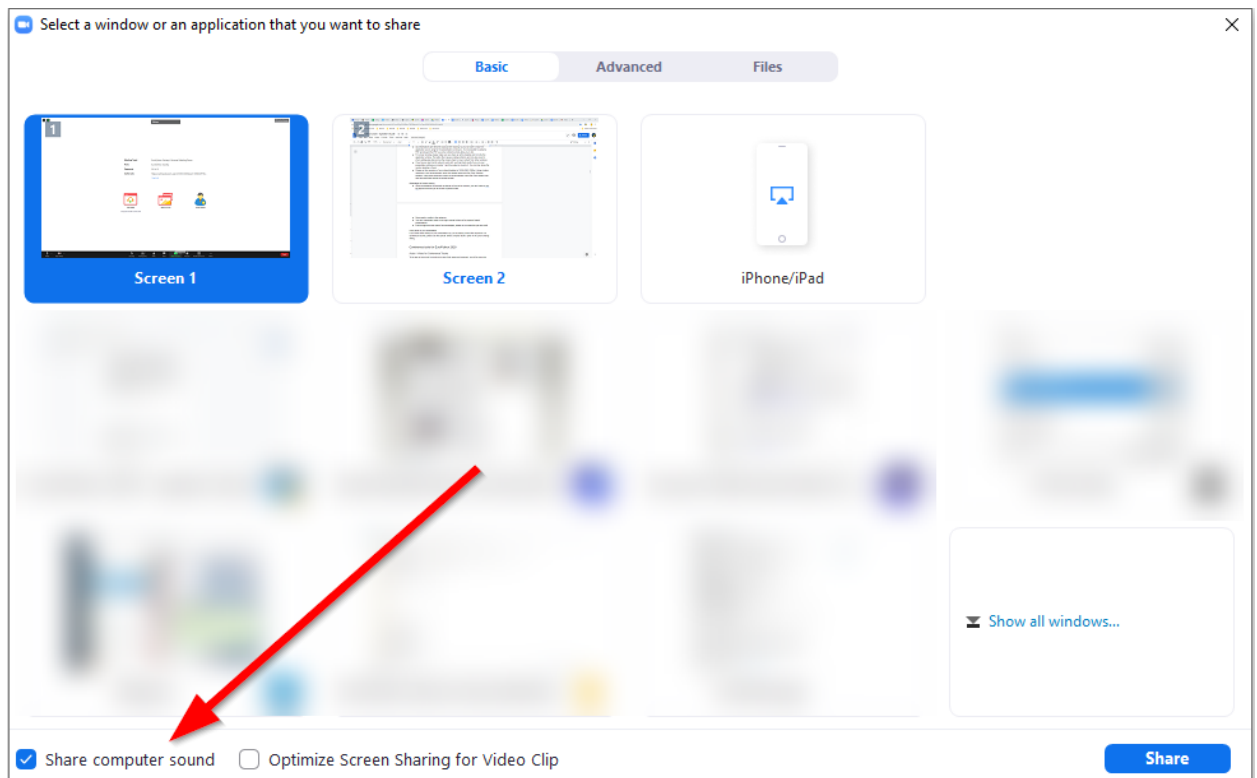
- If you have a dual monitor setup to work with, you'll get best results if you run your presentation software on monitor 1 and the output on monitor 2. You can then share the monitor desktop in Zoom.
- **Please set the resolution of your shared desktop to 1920x1080 (1080p).** Using a higher resolution is not recommended, since this causes issues with the Zoom Webinar streams. Using lower resolution is also not recommended, since the Zoom stream may then put black bars around the shared screen.
- **Fast slide switches may not necessarily work well when streaming.** It is possible that the upload from your notebook / PC is not fast enough to update the stream completely and so the audience may not see what you wanted to show.
- **Please check your Internet connection upload speed** before the conference. Anything below about 1Mbit/s upload may cause Zoom to create a lag between the screen sharing and your audio, which will result in a very strange experience for the audience.

Advantages of screen sharing

- Since the audience will typically sit directly in front of the monitor, you don't have to use a big font as much as you do for the in-person event.
- More detail is visible to the audience
- You don't necessarily have to use high contrast colors as for projector based presentations
- Even though there are quite a few advantages to have the audience be able to better see/read your slides/presentation, please do not make the type too small.

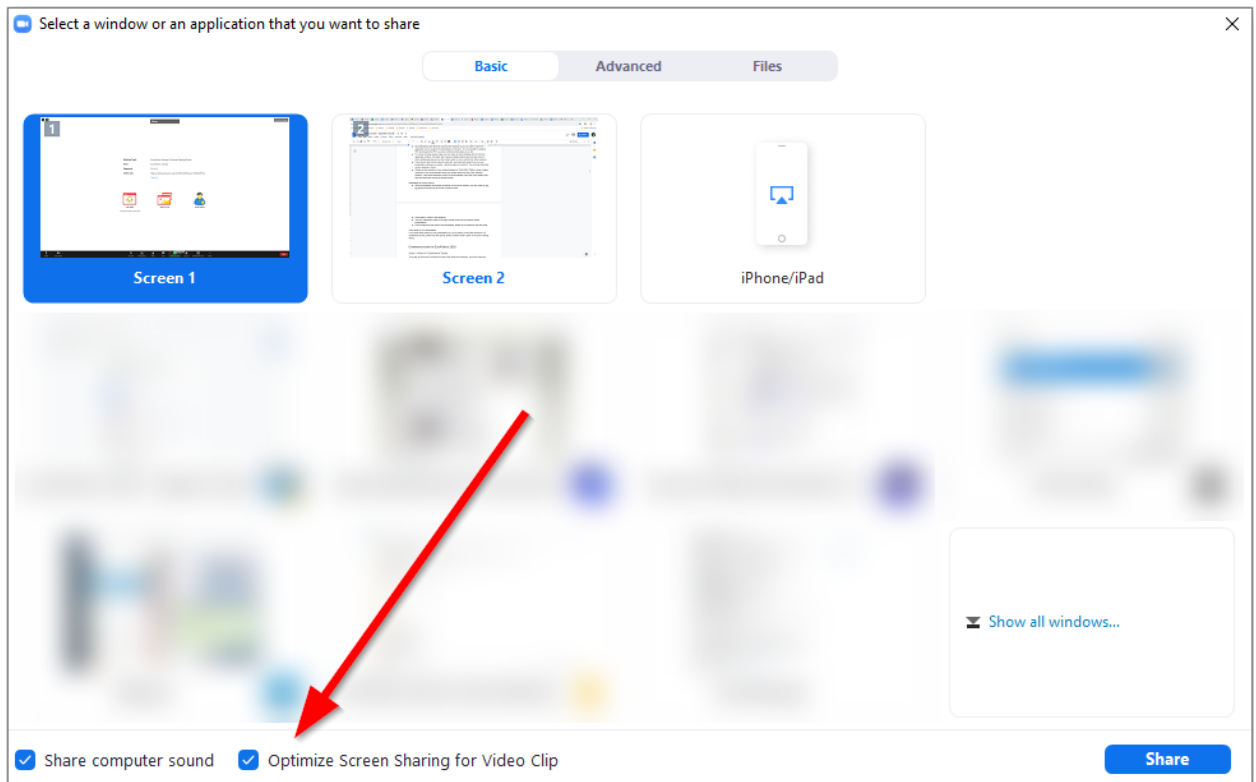
Using audio/video in your presentation

- If you need **audio sharing** in your presentation (eg. you're playing a short film sequence or a synthesized sound), please use the special "Share computer audio" option in the Zoom sharing dialog:



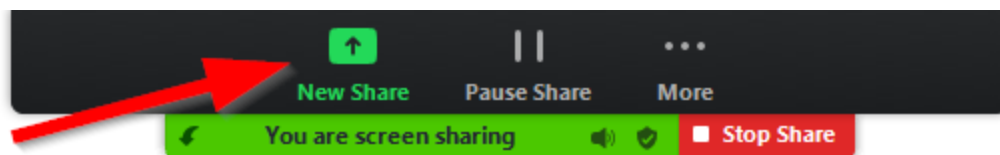
Sharing the audio via your microphone often results in artifacts due to the Zoom speech processing applied to the microphone input.

- If you want to **show (full screen) video**, you can temporarily switch to the optimization of video clips:



This should only be done when sharing the video, since it greatly reduces the resolution of the streaming output.

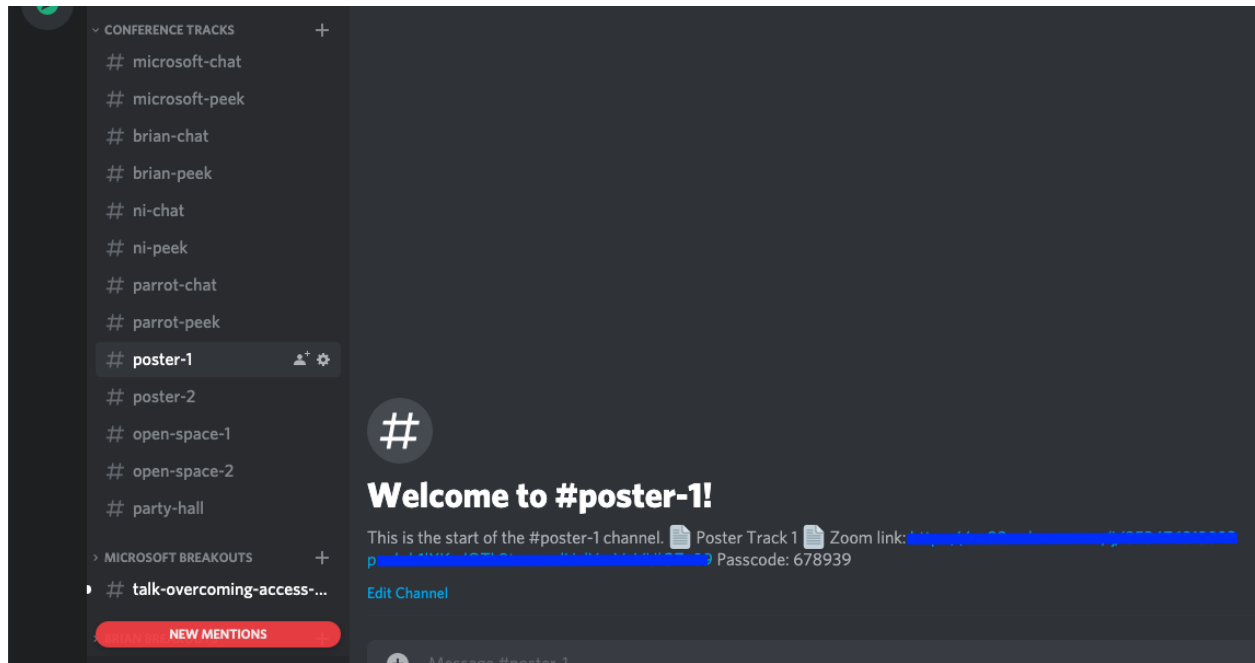
- You can switch between the different modes by clicking on “New Share” in the sharing panel:



More information on using Zoom is available in our [conference tools guide](#).

Poster Presentation

On Discord we have list of all conference tracks under “**CONFERENCE TRACK**”:



There you find the rooms "**poster-track-1**" and "**poster-track-2**". In the sticky note on top there is the **zoom link** (and also a YouTube link, but you will not need that one).

Please enter the zoom room around 15 minutes before your presentation begins. Also please check the #speakers channel on discord.

Poster presentations are **in a regular zoom meeting room**, so attendees can ask questions and talk. (It isn't a zoom webinar, therefore all attendees can use their webcam and microphone).

The poster session is somewhat like physical poster sessions – People enter the room, ask questions and leave.

You are basically free how you present your poster. I recommend sharing the screen with the poster and maybe a link to the poster in chat, so people can look at the high resolution version.

Poster Previews are located at <https://ep2020.europython.eu/events/posters/>

General speaker tips

Practice!

This is the most important tip of all. The more practice you've had, the better your talk will be. Practice at home, practice saying it out loud, try to find some real people to try it out on - friends, family, co-workers, in an online user group or a meetup.

And when you do it, get feedback, get a feeling for what works well and what doesn't, and make changes to improve your talk.

Less reading out bullet points, more excitement

While it is much more forgiving to read from your slides in the online setup, it is still good to look into the camera from time to time and remember the audience. Or if that is too weird, look at the host's video feed if you can, to get a bit of visual feedback. This can make you feel less nervous, talk more naturally and make the session more engaging.

Try to remember why you are interested in the topic in the first place, and channel that sense of wonder and excitement! And then imagine you are explaining that to an old friend so you can have fun together!

Tell a story

Read about [The Hero with 1000 Faces](#). It might be a tech talk and full of facts, but every talk can be made into a story, into a journey. Put yourself in the audience's shoes. Take them on a journey.

Start off with a goal for an adventure ("we need to scrape 10,000 websites"), meet some monsters along the way ("javascript! iframes! tables for layout! ie6!"), and then come back home with magical gifts for your people ("tips for scraping bottomless web pages!").

Make it fun

Pictures instead of bullet points in slides. Pictures are great. Everyone loves cats. Throw in some jokes. Even bad jokes. Even a really bad pun.

Demos: always have a backup plan

Demos *always* go wrong. That said, it is probably less stressful to live-code in the online setup since it is a more controlled environment, and you are not physically seeing the burning

anticipation of 500 people. And it is more interesting than bullet points. But you might still want to limit the amount, or to put it bluntly, limit how much can go wrong.

Apart from a lot of [practice](#), have a backup plan! Can you prepare a version of the demo with screenshots instead? Or maybe record a live-coding / demo session in advance, so you can play the video if all hell breaks loose.

Keep the pace up

This is hard. Because I want to say “fast-paced talks are better”. But, when you're nervous, you tend to talk fast, and that's bad. Especially because a lot of people (even you!) might not be a native English speaker. So, force yourself to speak slowly and clearly. But! Don't let people get bored.

Instead, know your audience. Try and anticipate what they can guess, don't spend too long on things that are obvious (but remember that what's obvious to you may not be obvious to everyone). If it's obvious where you're going, then get there quickly! But when something is deep or not obvious or counter-intuitive, slow down. Pause. Give people time to realise it's true.

Final tip: relax!

Remember, Python people are lovely :)

Even the *worst, most nervous* presenter is always forgiven, because we all love Python, and we love hearing stories about it.

Conference tools for EuroPython 2020

Audio / Video for Conference Tracks

To be able to have both live audio and video (both slides and webcam), we will be using the [Zoom Webinar platform](#) for running the conference tracks.

Zoom Client

As a speaker, you should download the Zoom client application to your PC/notebook, so that you get all the necessary functionality for giving your presentation. Be sure to get the latest version, since Zoom often releases new versions.

Zoom Client downloads: <https://zoom.us/download> (all platforms)

- MSI file for Windows: <https://zoom.us/client/latest/ZoomInstallerFull.msi>

- Ubuntu/Debian/Mint DEB file: https://zoom.us/client/latest/zoom_amd64.deb
- CentOS/RedHat/Fedora RPM file: https://zoom.us/client/latest/zoom_x86_64.rpm
- OpenSUSE RPM file: https://zoom.us/client/latest/zoom_openSUSE_x86_64.rpm
- Arch PKG file: https://zoom.us/client/latest/zoom_x86_64.pkg.tar.xz and AUR <https://aur.archlinux.org/packages/zoom/>
- Other Linux binary: https://zoom.us/client/latest/zoom_x86_64.tar.xz

Zoom help center: <https://support.zoom.us/hc/en-us>

If you are interested in more details, please have a look at our [conference tools guide](#).

Q&A Session

We will use Zoom Webinar's built-in Q&A for your post-talk Q&A session. The session chair will read out each question for you, so you can focus solely on delivering your talk. If you wish not to take any questions, please inform the room manager when you touch base with them in the [Greenroom channel](#) on Discord. All the other chat interactions will happen on our Discord server.

Text Chat for Conference Talks

We will use a [Discord server](#) as our conference chat platform. This will also link to the Zoom Webinars (used for tracks), Jitsi virtual rooms (used for smaller rooms) and other resources in the channel descriptions.

Discord Client

We advise all conference participants to download a Discord client application, but it's also possible to simply join via a Chromium-based web browser.

- Discord Client downloads: <https://discordapp.com/download>

If you are interested in more details on Discord, please have a look at our [conference tools guide](#).

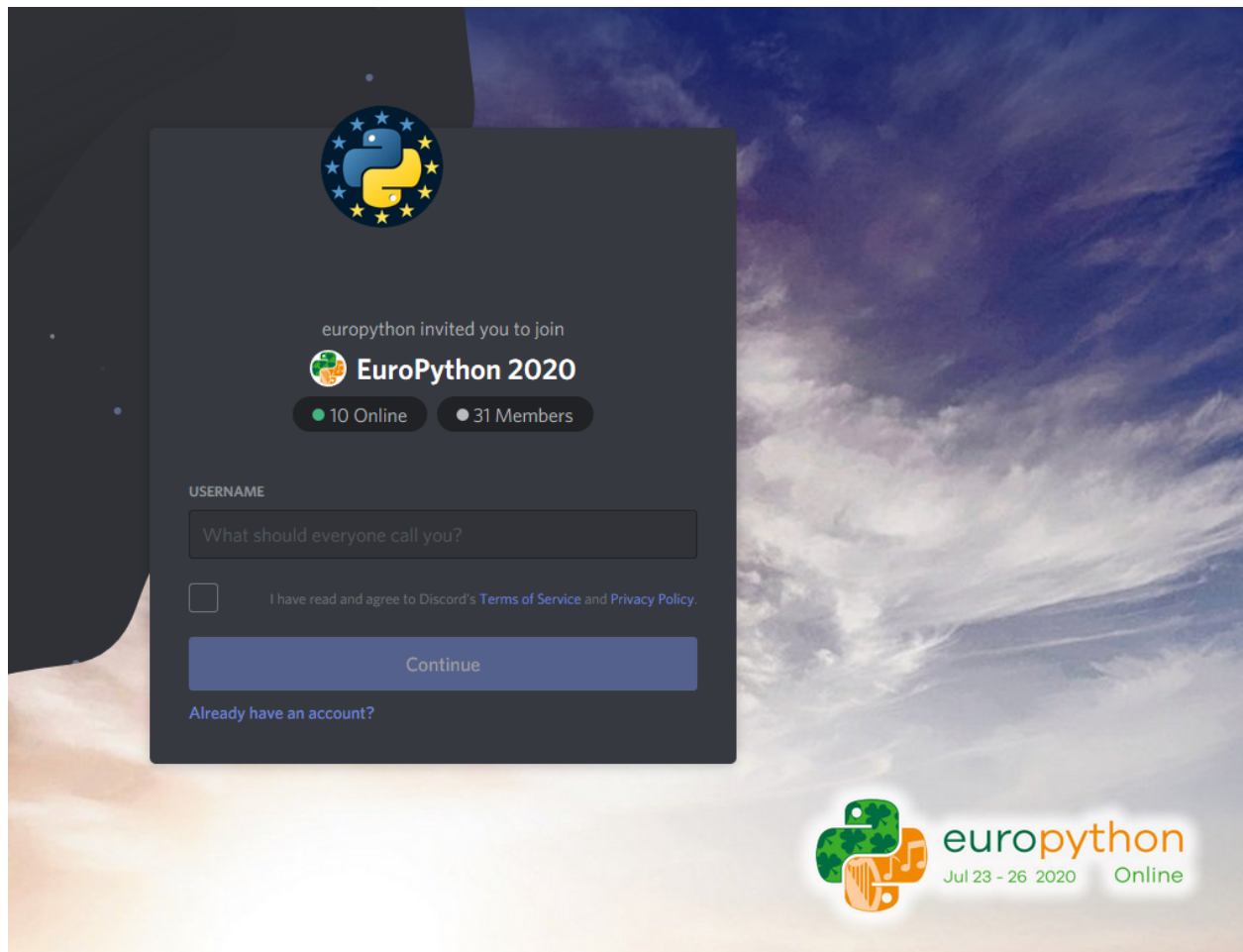
Signing up to the Discord server

In order to sign up to the server, you will have to follow this link after you have installed the Discord client:

- **EuroPython 2020 Discord server invite link:** <https://discord.gg/a3UMxqa>

(please don't spread the link; it is, at this point, only intended for speakers)

After clicking on the link, the Discord client should open and take you to the EuroPython Discord server:



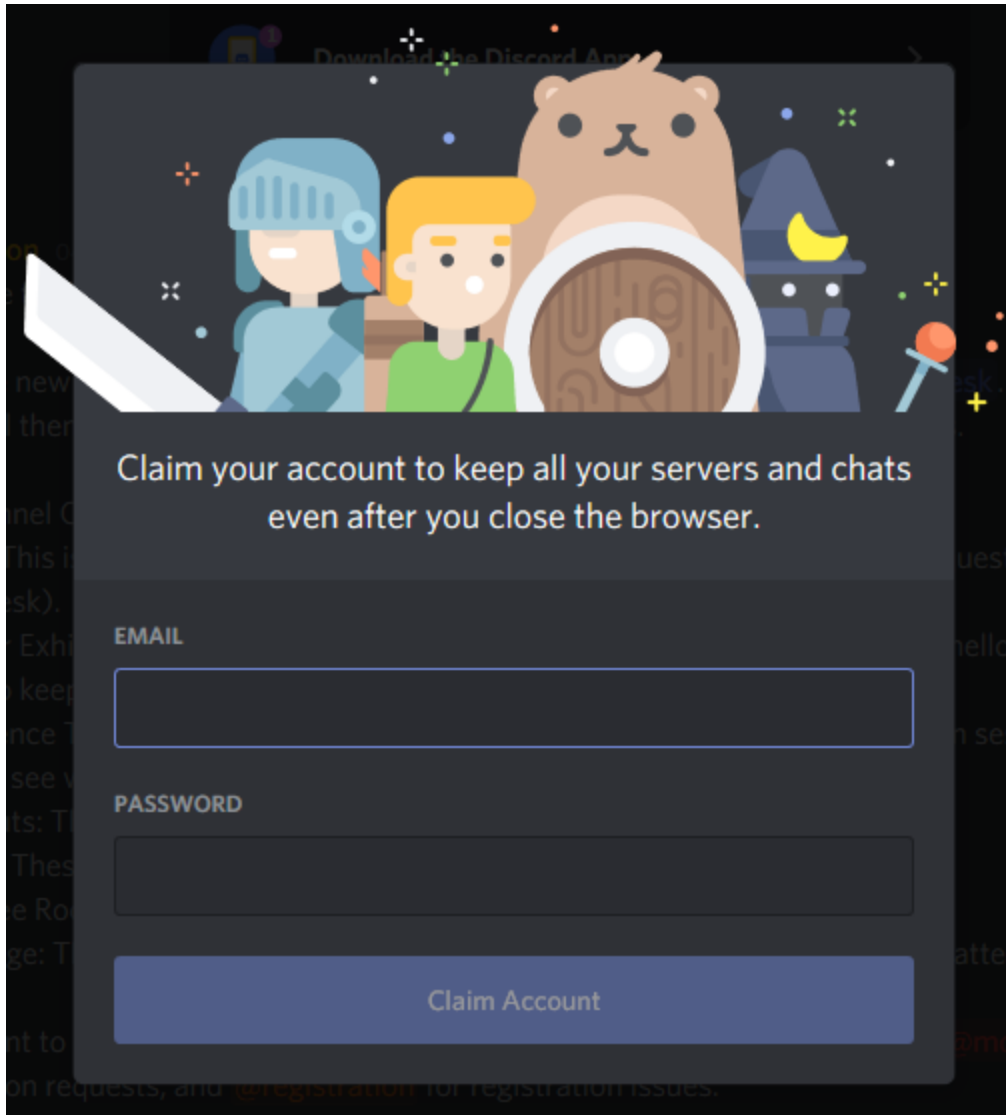
If you have a Discord account...

If you already have an account with Discord, click on “Already have an account?” at the bottom and log in using your credentials. You can then proceed to the EuroPython 2020 server.

If you need to create a Discord account...

If you don't have an account, you can enter a nickname to be used for you on Discord (this is a global name), check the T&Cs and then continue.

Discord will then ask you to enter an email address and password to “claim” the nickname, meaning that this will be yours afterwards:

A screenshot of a Discord account claim modal. The modal has a dark background with a colorful illustration at the top showing a knight, a person with blonde hair, a large brown bear, and a wizard. The text inside the modal says "Claim your account to keep all your servers and chats even after you close the browser." Below this text are two input fields: "EMAIL" and "PASSWORD". At the bottom of the modal is a blue button labeled "Claim Account".

Claim your account to keep all your servers and chats
even after you close the browser.

EMAIL

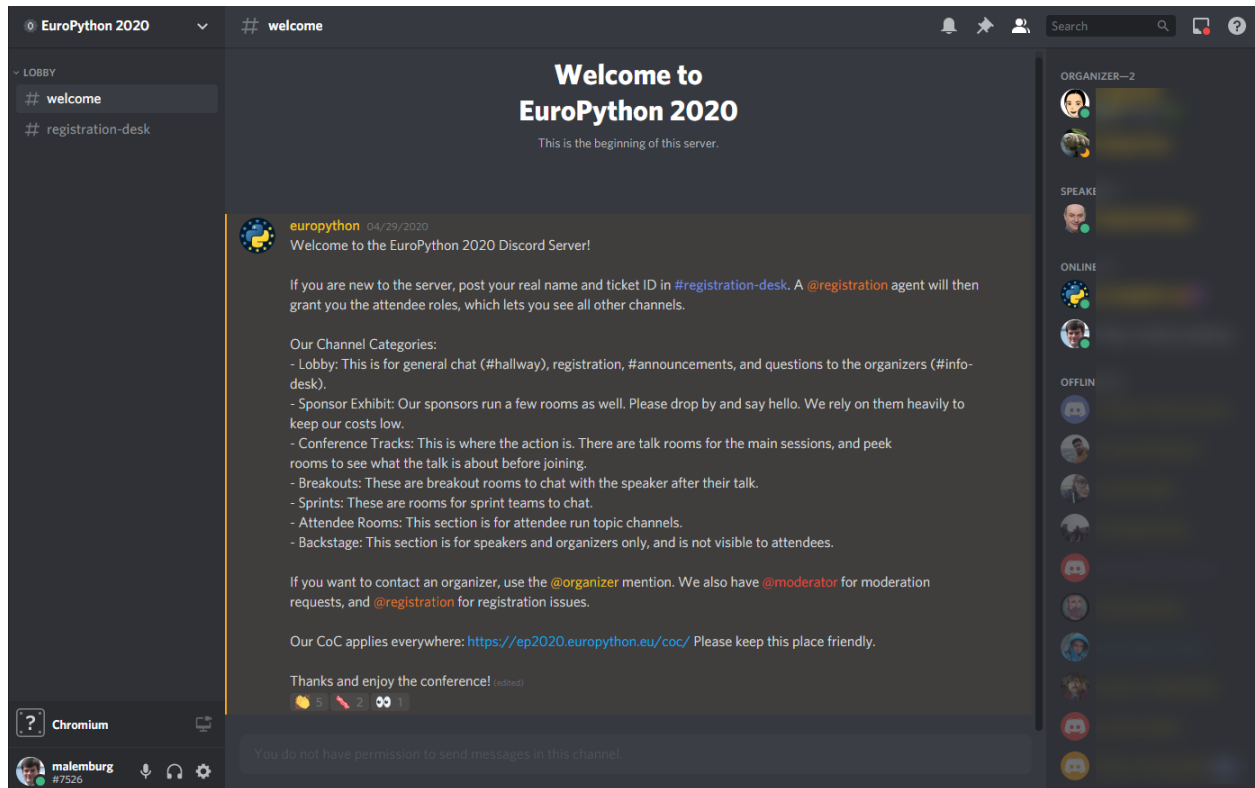
PASSWORD

Claim Account

Once you've completed the email verification process, you'll then have an account on Discord to keep.

With the account, you can then proceed to the EuroPython server.

Registration desk at the EuroPython 2020 server



Please read through the welcome message. In the speaker rehearsal, we will walk you through the #registration-desk process, but you are welcome to also come to the #registration-desk any time you like and provide our registration bot with these details, so it can turn you into a speaker:

- Full name
- Ticket ID

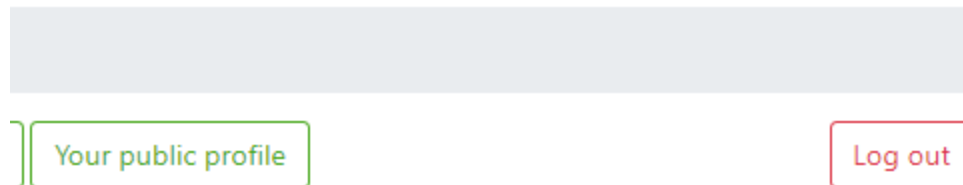
The format to use for the message is as follows:

```
!register <full name>, <ticket-id>
```

Example:

```
!register Joe Attendee, 1234
```

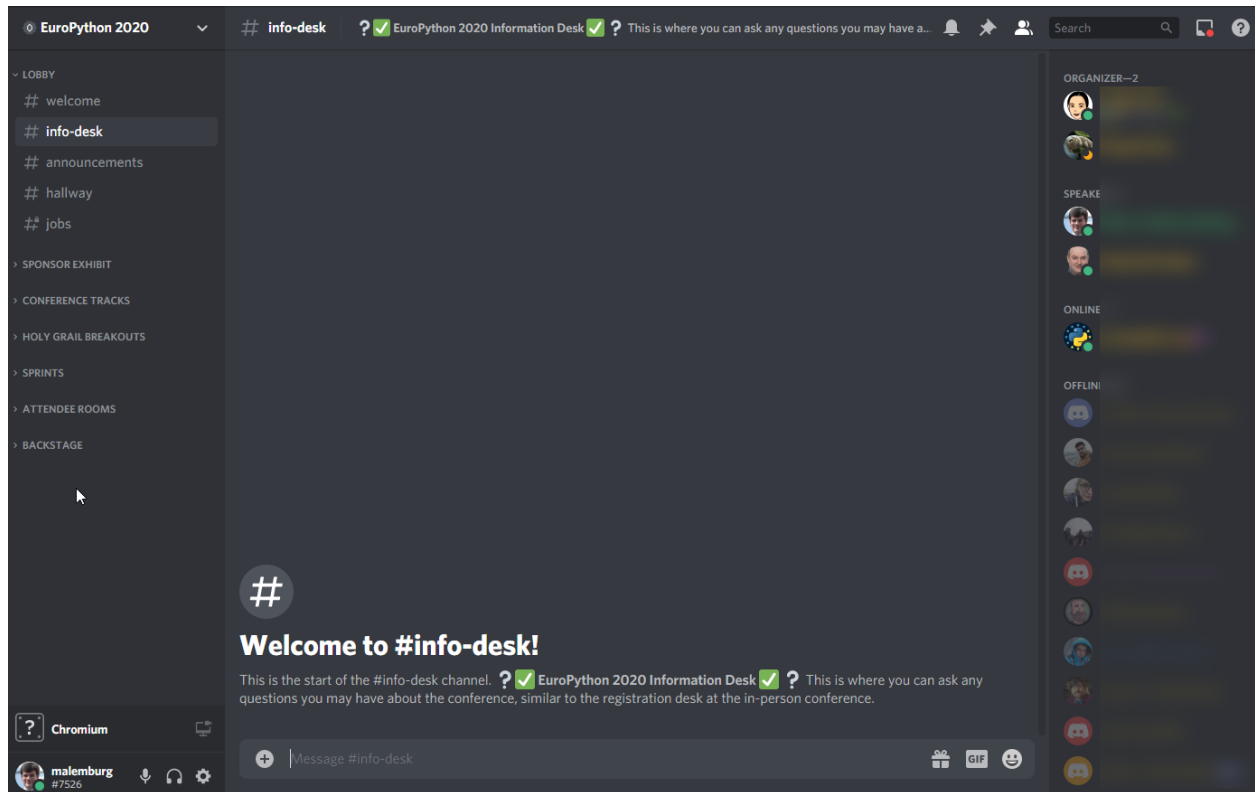
For the bot to recognize your name, it is important to use the same format as shown in your account in the top right of the browser window:



In case you run into a problem, please ask an organizer for help by mentioning @registration, e.g.

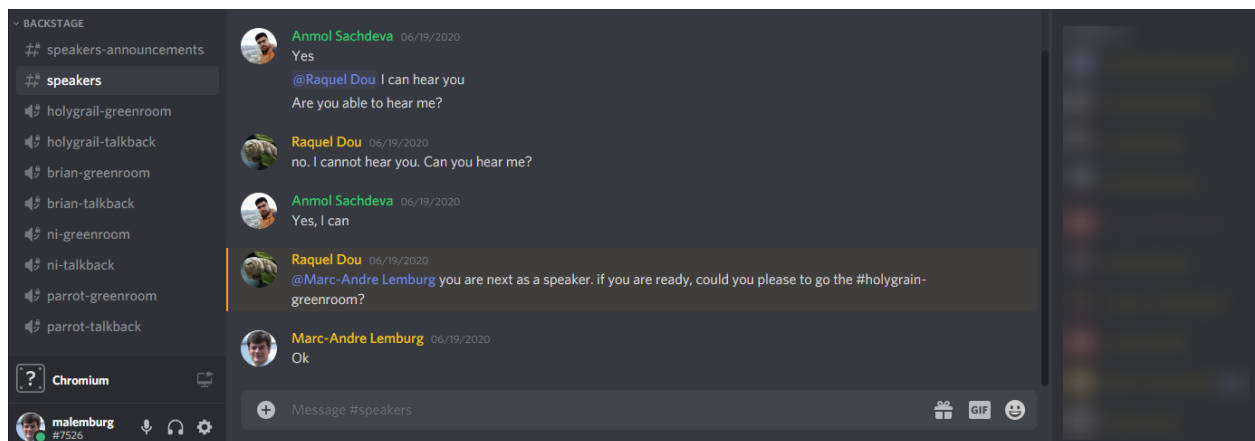
```
Hello @registration, I have a problem with my registration.  
Could you please help? Thanks.
```

After registration, the #registration-desk channel will disappear and the bot will promote you to *attendee* and *speaker*, which causes additional categories and channels will then become visible:



Backstage category on Discord

The backstage is reserved for speakers and admins.



For speakers, we have the **#speaker** channel where speakers can communicate with each other at or before the conference and the **#speaker-announcements** channel, which we will use for short notice announcements for speakers.

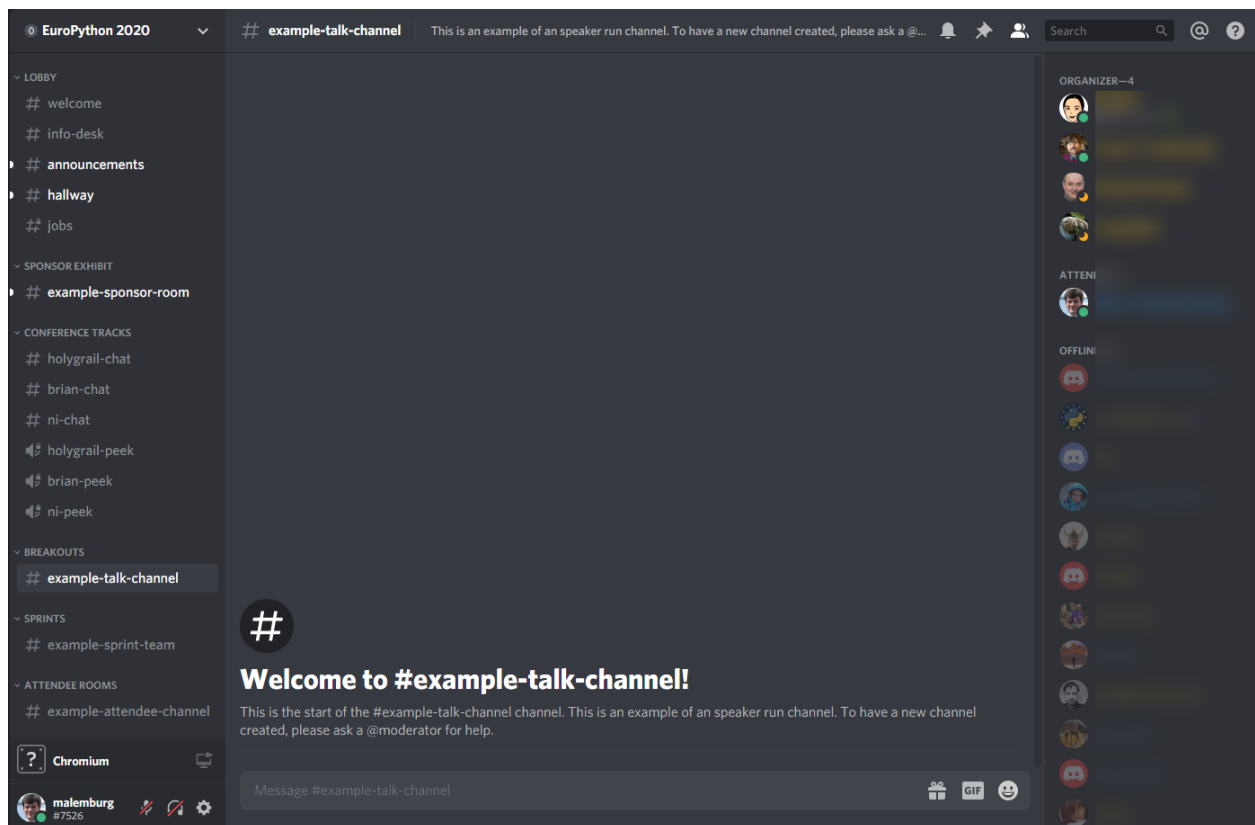
The various audio channels are used during the conference and explained below under [Greenroom & Talkback audio channel for speakers](#)

These channels are not visible to regular attendees.

Talk/Topic channel on Discord

In order to continue answering questions and providing more detail, links or other references to additional resources, we will have a talk/topic channel setup on Discord for all the sessions (under the “Breakouts” category). Speakers are encouraged to join this channel to reply to inquiries. The session chair will point everyone to the room name to use at the end of each session.

Should the talk/topic room not be available (e.g. because of schedule changes), the speaker or attendees can ask for a session/topic channel to be created on Discord. Simply ping @moderator on Discord with a name suggestion. The name should be short and signal the session/topic. It will be created under the “Breakouts” category in Discord:



As a speaker you are then invited to join that channel to answer additional questions, provide more links to resources, etc.

Note that the discussion and content on that channel will persist, so other attendees joining late can still see all the resources posted to the channel, which serves as an additional valuable

resource itself, but also particularly useful for people who join late or have to watch the talk as a recording due to the time zone differences.

Special audio / video room for speakers: Speaker Prep Room

During the conference, we will host a separate Zoom meeting room, where speakers can do final checks of their setup before their talk and also discuss with other speakers.

This room will not be open to other attendees.

Greenroom & Talkback audio channel for speakers

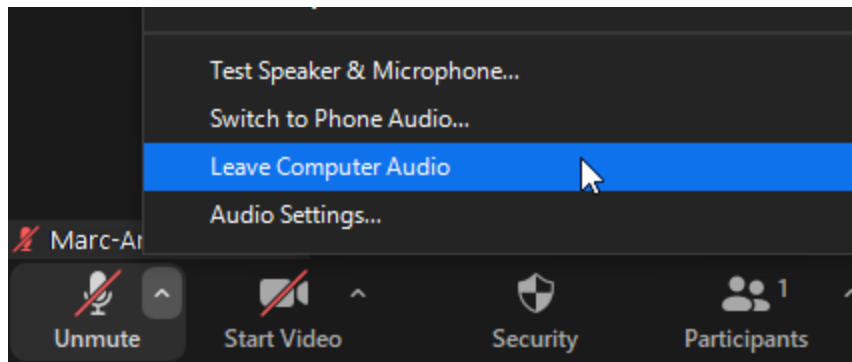
In order to communicate with the speakers without disturbing them too much or defocusing them, we will have two Discord audio channels set up for each track. Only hosts and speakers will join these channels and then only during the sessions.

Leaving computer audio / Joining computer audio in Zoom

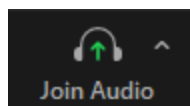
Since we are using two audio systems for running the conference, Zoom and Discord, you may run into the situation that you are hearing audio from both systems at the same time.

To avoid confusion, we recommend deafening Zoom in your OS setup while using the Discord audio channels.

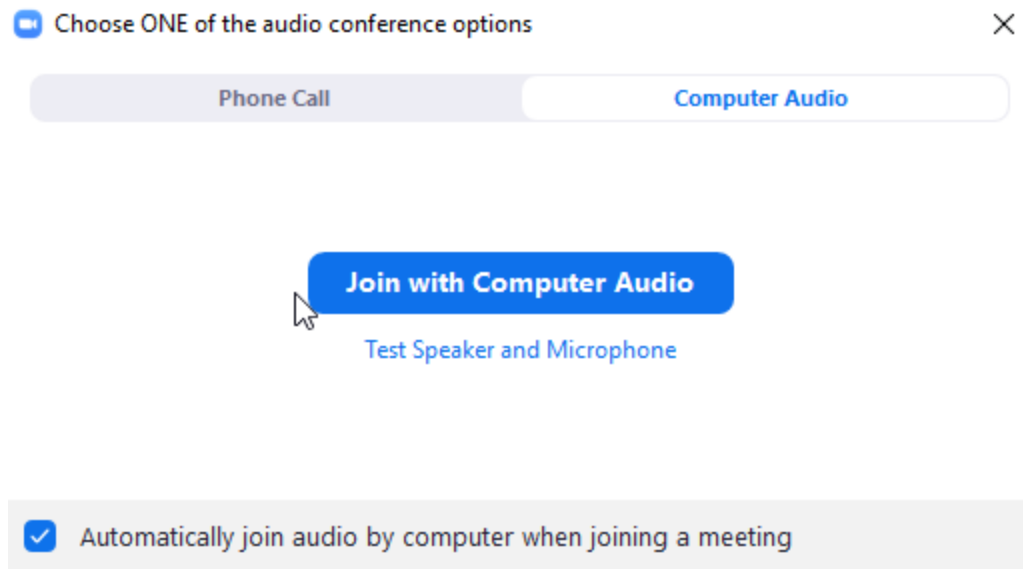
Alternatively, you can “leave computer audio” in Zoom, by clicking on the audio menu button:



Zoom will then switch the button to a “Join Audio” button:



Clicking on the button lets you rejoin the computer audio in Zoom:



Greenroom audio channel

These channels are used for on-boarding the next speaker in a track. The room manager will guide the next speaker through the needed setup. It's a two-way channel, so the speaker can talk to the room manager and ask questions.

Talkback audio channel

These channels are one-way, meaning that only the room manager can talk. Their purpose is to have a non-disruptive way for the room manager to give guidance to the speaker during the talk itself, e.g. to let the speaker know that he/she needs to speak up a bit, there's something wrong with the video feed or that there are only 5 minutes left.

You can find these channels under the "Backstage" category in Discord.

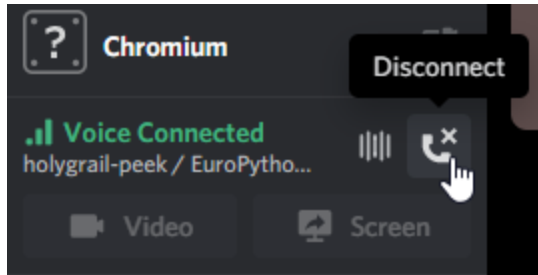
Join a greenroom/talkback channel

Joining these channels is easy in Discord: simply double click on the channel and you should be able to speak / listen on the channel.

Note that the talkback channel will only be used by the room manager to give the speaker notices. The speaker is not expected to talk on this channel.

Disconnect from a greenroom/talkback channel

To disconnect from a greenroom/talkback voice channel, click on the disconnect icon at the bottom left of the Discord UI:



Audio / Video for Sprint Teams

TBD

... using Jitsi rooms on our EuroPython server for each sprint team

Text Chat for Sprint Teams

TBD

... using Discord channels under “Sprints” category

Technical Preparations

Most important: Use a good and stable Internet connection

For the live presentation, we will need to have a good and stable Internet connection with at least a few MB/s upstream bandwidth.

Use wired Internet

Please use a wired connection from your notebook / PC to your router to avoid wifi issues such as drops, latency and intermittent connectivity problems. This removes one failure mode from the setup.

Have an Internet connection backup plan

It is also a good idea to think about a backup in the form of a 4G mobile Internet connection (using your mobile as a hotspot).

Practice switching quickly between your regular wifi / cabled internet and the mobile hotspot.

If you are having bandwidth problems, consider turning off the webcam video feed, leaving only audio.

Failing Internet

If all fails, please dial in to the Webinar by phone and ask a moderator to take over presenting your slides using the backup PDF set ([see below](#)). You can then talk through your slides that way.

If you have a pre-recorded session, you can also ask a moderator to use that as a backup.

More information and [phone numbers](#) for [joining a Webinar by phone](#) are available on the Zoom website. We have added the [current table of dial-on numbers](#) as an appendix to this document.

Webcam considerations

Please use a webcam which provides a reasonably good picture. It does not have to be a FullHD webcam. Any recent notebook camera will do just fine.

The webcam should be positioned at or slightly above eye level. Having it film from a lower angle doesn't create a good perspective -- and we want you to look your best 😊

There is no need to stress over looking into the camera all the time - only every now and then is sufficient. We want you to focus on delivering your talk. If you need to look at your slides a lot, don't fret and just do it - it is only natural!

Unless your webcam has known issues, it is generally a good idea to set the camera settings to automatic, so that white balance, brightness and focus will automatically adjust without you having to worry about them.

Some webcams have problems with the autofocus, which causes them to often try to refocus (the older MS webcams had this issue). If you have one of these cameras, please consider manually setting the focus and turning off autofocus.

Webcam Background

Choose a relatively clean area as your background, for example, a wall or a bookcase instead of piles of laundry or bolts and nuts. You should also double check to make sure your background does not accidentally reveal any personal information, such as your home address or your cat's birthday via posts on a pinboard.

Virtual backgrounds

Zoom has a feature to add a virtual background. You may want to experiment with this. It can be used with or without a green screen backdrop.

We have prepared a number of background images you can use with EuroPython logo and backdrop, if you like:

- [Zoom Background Images](#)

Proper lighting

Try to find a place to run the presentation where you have **good soft and indirect light from the front**. You should try to eliminate or at least minimize all the other light sources in the room, especially from your back. If you wish to cover the window behind you, do not use venetian blinds for this, as they can seriously confuse your webcam.

Sitting in front of a bright window with the webcam facing towards the window, will cause the face to appear very dark. Using spotlights may create highlights which aren't ideal either.

Try not to wear anything too reflective, e.g. a dazzling necklace or a tinfoil hat (there are other opportunities to dress like a knight after your talk), as they'd act as reflectors and bounce light off you.

Audio considerations

Please use a headset, or earphones / headphones and a separate microphone to give your presentation. Do not use speakers, either those built into your computer or laptop or external.

The reason to not use speakers is simple: if the sound is projected in the room, then the microphone will also capture it, and this will create echo or reverb.

The reason to prefer a headset or separate a microphone is to have the microphone close to your mouth, ideally about 15 to 30 cm away for a separate microphone, or at the height of your chin for a headset. This way, your voice will sound clear and will not be easily obscured by other sounds, e.g. keyboard or mouse clicks. You do not want to get closer than that, or the microphone will also capture unwanted sounds - like your breath, lip-smacking or loud plosives. If your microphone falls around your neck area, it is advisable not to wear any dangling jewelry to avoid the rubbing sounds against the mic.

If you are still experiencing too much echo, you could try to move to a carpeted room, or simply add a rug or other fabric in the room to stop the sound from bouncing around too much.

Make sure that you don't have a lot of background noise in the room when doing the presentation, since this reduces audio quality and can be quite disturbing for the attendees listening to the stream using headsets.

Zoom has built-in noise cancellation and volume leveling logic, so it'll take care to send good quality audio.

Sharing audio feeds in your presentation

If your presentation needs computer audio, please enable the “Share computer sound” option in Zoom:



This will then take the audio directly from your system feed and produce a good quality mix-in together with your microphone input.

Carefully manage your computer CPU load

Since Zoom will have to run encoding, screen grabbing and possibly virtual background detection all at the same time, it does consume some CPU power.

Please keep this in mind when running demos or CPU heavy background tasks. Zoom should be given higher priority to make sure the stream doesn't die off or heavily degrade in quality. It is recommended that during the meeting, you close all the applications that you will not need for the talk.

Avoid using online IDEs or other Internet heavy tools

Unless you have a really good Internet connection with excellent upload bandwidth, please avoid using online IDEs, or other tools which take away upload bandwidth.

Chances are high that these will cause your screensharing or webcam video to become blurry and result in a rather poor attendee experience.

Avoid streaming to other platforms

Please avoid streaming your session to another streaming platform, in addition to Zoom. This often causes issues with applications fighting over webcam / microphone access, causes additional load on your CPU and removes Internet bandwidth, which can result in the Zoom stream to become jittery.

We will take care of all the necessary streaming on our platform and make sure that the attendees can follow your presentation as best as possible.

Backup plans

Providing a PDF for your slides / poster

If your Internet connection fails during a session, the moderator can take over showing and flipping through your slides, provided you have uploaded a PDF version. You can then rejoin the Webinar by phone, which should always work.

For posters, we will always need a PDF file, since we'll collect these on a special posters page and cannot accept other formats.

Please upload your slides / poster as PDF to the EuroPython website:

- Log in to your account
- Navigate to the you accepted talk
- Click on “Submit slides”

Running EuroPython 2020 as an online conference

Challenges we faced switching to an online event due to COVID-19

Marc-Andre Lemburg

[Community](#) [EuroPython](#) [EuroPython Society \(EPS\)](#) [The Answer to Life the Universe and Everything Else](#)

We had been planning the EuroPython 2020 conference in Dublin, Ireland ever since late in 2019, when we ran the CFP. In March, it became apparent that the COVID-19 crisis would not be over by July 2020 and so we had to make a hard decision to either drop the event for 2020 or go online.

Since we wanted to support the community even in difficult times, we decided to go for the online version -- even though this would be much less engaging than the in-person event.

For the past months, we have been creating a concept for the conference from scratch. The talk will present our approach, how it came to be and which challenges we faced. The concept should be usable by other conference as well.

Type: Talk (30 mins); Python level: Beginner; Domain level: Beginner

[Update Talk](#) [Submit slides](#)

- Upload slides as PDF

Slides

[Choose File](#) No file chosen

Slides url

Repository url

[Update](#)

The website also provides ways of pointing to a slides URL or a repository, but for showing the slide deck as a backup, the safest option is to use a PDF version.

Providing a pre-recorded session as MP4

In case your Internet connection drops during a session, the moderator can also use a pre-recorded session as a backup (instead of a PDF version of the slides). With this variant, you wouldn't even need to join by phone, but, of course, still can to perhaps guide the moderator in showing the recording or to answer questions in the Q&A at the end of the session.

If you want to provide an MP4 file with the pre-recorded session, please make sure that you send a file which uses typical 720p or 1080p [YouTube settings](#):

- MP4 container
- AAC-LC, stereo, 48kHz
- H.264, progressive, high profile, variable bitrate
- 5-8 Mbps bitrate
- 24, 25 or 30 frames per second; higher rates are also acceptable as long as the file size remains reasonable
- 720p or 1080p (non-interlaced)

You can also use other settings, as long as a standard [VLC client](#) can play the file.

If you have a YouTube channel, you can upload the video there. We can also grab it from other sites such as vimeo, Dropbox, Google Drive, WeTransfer, etc. provided we can get access to the file. Please send the link to your recorded video to program@europython.eu.

The video file should have at most the talk length as listed in the schedule. Please leave room for Q&A, which can even be [done via phone](#) if necessary.

FAQ

TBD

Document history

- 2020-06-22: Added more Discord instructions
- 2020-06-19: First version made available to speakers. Linked on our website.

Appendix

Zoom Dial-in Numbers

These are available Zoom dial-in numbers as of 2020-05-12. Note that these numbers are not toll-free, so charges will apply.

We put them here, since they are only [available on the Zoom website](#) if you log in with an account that has access to these numbers. The ones shown are available for our EuroPython account.

Country	Phone number (not toll-free!)
Algeria	
Angola	
Anguilla	
Antigua and Barbuda	
Argentina	+54 343 414 5986 +54 112 040 0447 +54 341 512 2188
Australia	+61 8 7150 1149 +61 2 8015 6011 +61 3 7018 2005 +61 731 853 730 +61 861 193 900
Austria	+43 72 011 5988 +43 12 535 501 +43 12 535 502 +43 670 309 0165
Bahamas	
Bahrain	+973 1619 8488 +973 1619 7601

Barbados	
Belgium	+32 2 788 0173 +32 1579 5132 +32 2 290 9360 +32 2 588 4188 +32 2 788 0172
Bermuda	
Bolivia (Plurinational State of)	
Bosnia and Herzegovina	
Botswana	
Brazil	+55 21 3958 7888 +55 11 4680 6788
Brunei Darussalam	
Bulgaria	+359 3 257 1633 +359 2 492 5688
Cambodia	
Canada	+1 778 907 2071 +1 438 809 7799 +1 587 328 1099 +1 647 374 4685 +1 647 558 0588
Cayman Islands	
Chile	+56 41 256 0288 +56 23 210 9066 +56 232 938 848
China	
Colombia	+57 2 620 7388 +57 1 508 7702 +57 1 514 0382
Costa Rica	+506 4100 7699

Croatia	+385 1777 6333 +385 1300 0988
Cyprus	+357 2 505 4777 +357 2 200 0888
Czechia	+420 5 3889 0161 +420 2 2888 2388
Denmark	+45 89 88 37 88 +45 32 70 12 06 +45 32 71 31 57 +45 32 72 80 10 +45 32 72 80 11
Dominica	
Dominican Republic	+1 829 956 2188 +1 829 947 9220
Ecuador	+593 962 842 117
Egypt	
El Salvador	+503 2136 6444 +503 2113 9088
Estonia	+372 880 1188 +372 660 1699
Fiji	
Finland	+358 9 4245 1488 +358 3 4109 2129
France	+33 7 5678 4048 +33 1 7037 2246 +33 1 7037 9729 +33 1 7095 0103 +33 1 7095 0350
Georgia	+995 7067 77954 +995 3224 73988
Germany	+49 69 7104 9922 +49 30 5679 5800 +49 695 050 2596

Ghana	
Greece	+30 231 118 0599 +30 211 198 4488
Grenada	
Guam	
Guatemala	
Honduras	
Hong Kong, China	+852 5808 6088 +852 5803 3730 +852 5803 3731
Hungary	+36 1 701 0488 +36 1 408 8456
Iceland	
India	
Indonesia	
Ireland	+353 6 163 9031 +353 1 536 9320 +353 1 653 3895 +353 1 653 3897 +353 1 653 3898
Israel	+972 55 330 1762 +972 3 978 6688
Italy	+39 069 480 6488 +39 020 066 7245 +39 021 241 28 823
Jamaica	
Japan	+81 524 564 439 +81 342 339 241 +81 3 4578 1488
Jordan	
Kazakhstan	

Kenya	
Korea, Republic of	+82 2 6105 4111 +82 2 6022 2322
Kuwait	
Latvia	+371 6303 1888 +371 6303 1808
Lithuania	+370 5214 1488 +370 3799 9260
Luxembourg	+352 2786 4277 +352 2786 1188
Macau, China	
Malaysia	+60 3 9212 1727 +60 3 3099 2229
Malta	+356 2778 1288 +356 2776 1777
Mauritius	
Mexico	+52 556 826 9800 +52 229 910 0061 +52 554 161 4288
Monaco	
Montserrat	
Morocco	
Namibia	
Nepal	
Netherlands	+31 20 794 7345 +31 20 241 0288 +31 20 794 0854 +31 20 794 6519 +31 20 794 6520
New Zealand	+64 9 884 6780 +64 4 886 0026

Nicaragua	
Nigeria	
North Macedonia	
Northern Mariana Islands	
Norway	+47 7349 4877 +47 2396 0588
Oman	
Pakistan	
Panama	+507 833 9588 +507 378 2155
Paraguay	
Peru	+51 1 730 6777 +51 1 707 5788
Philippines	
Poland	+48 22 398 7356 +48 22 307 3488
Portugal	+351 308 810 988 +351 211 202 618 +351 308 804 188
Puerto Rico	+1 939 945 0244 +1 787 945 1488 +1 787 966 7727
Qatar	
Romania	+40 37 170 0418 +40 31 630 1088
Russian Federation	+7 812 426 8988 +7 495 283 9788
Saint Kitts and Nevis	
Saudi Arabia	

Serbia	
Singapore	+65 3165 1065 +65 3158 7288
Slovakia	+421 233 418 515 +421 233 056 888
Slovenia	+386 1888 8788 +386 1600 3102
South Africa	+27 87 551 7702 +27 87 550 3946
Spain	+34 917 873 431 +34 84 368 5025 +34 91 787 0058
Sri Lanka	
Sweden	+46 850 539 728 +46 8 4468 2488 +46 8 5050 0828 +46 8 5050 0829 +46 8 5052 0017
Switzerland	+41 43 210 71 08 +41 22 591 00 05 +41 22 591 01 56 +41 31 528 09 88 +41 43 210 70 42
Taiwan	
Tanzania, United Republic of	
Thailand	
Trinidad and Tobago	
Tunisia	
Turkey	+90 216 900 2606 +90 216 900 1866

Turks and Caicos Islands	
Uganda	
Ukraine	
United Arab Emirates	
United Kingdom	+44 203 481 5240 +44 131 460 1196 +44 203 051 2874 +44 203 481 5237
United States of America	+1 669 900 6833 +1 253 215 8782 +1 301 715 8592 +1 312 626 6799 +1 346 248 7799 +1 408 638 0968 +1 646 876 9923
Uruguay	
Uzbekistan	
Venezuela (Bolivarian Republic of)	
Viet Nam	
Virgin Islands (British)	
Zimbabwe	