

BEST PRACTICES HANDBOOK FOR REMOTE PARTICIPANTS



teacher and learner
agency

34th
Annual
APPI
Conference

ONLINE

July 2021 10th – 11th
17th – 18th

 appi
ASSOCIAÇÃO PORTUGUESA
DE PROFESSORES DE INGLÊS

The banner features a background of stylized human silhouettes in shades of blue and orange. The text is arranged in a clean, modern layout, with the main title in a mix of script and bold sans-serif fonts. The APPI logo and full name are positioned in the bottom right corner.

1. USE A NETWORK CABLE

A **network cable connection** (a direct connection between the router and the computer) is advised over wireless network connections. This type of connection ensures a more stable connection.

If network cable connection is not an option, you can use a **wireless** or **mobile connection**.

If you opt for a wireless connection, stay as close as possible to the router.

If you only have a mobile connection (3G, 4G, 5G, etc.), it helps if you stay close to a window.

These practices are important in order to guarantee the best Internet connection and therefore a better-quality presentation and recording (if applicable).



2. MAXIMISE THE DEVICE PERFORMANCE

Before starting the conference, ensure **all other windows and apps are closed!**

Pay special attention to other tasks that might consume your bandwidth, such as streaming services, downloads, file sharing, cloud services, and others.

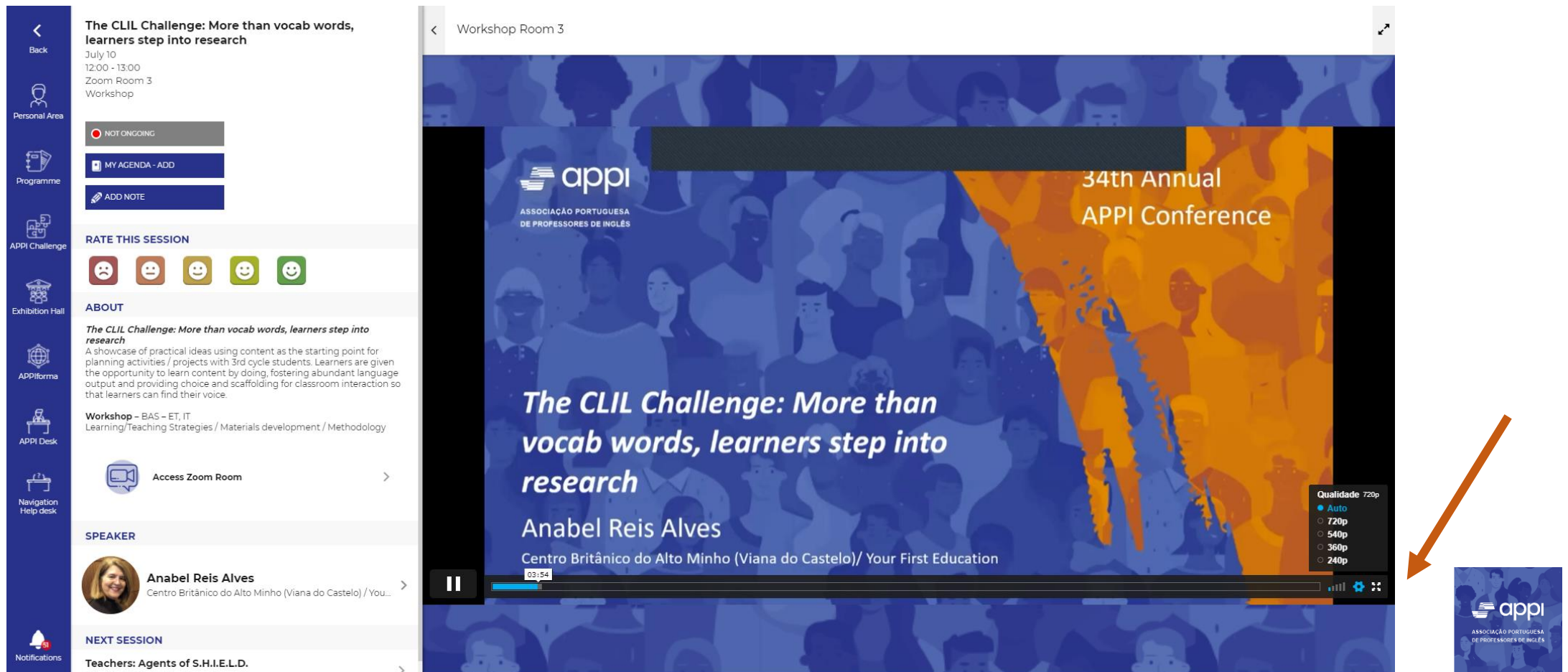
Keep your device in maximum performance mode and connected to an electric outlet.



3. QUALITY TRANSMISSION

If your transmission remains with some sound fails or image freezing, there is another possible procedure: it is to reduce the quality of the stream in order not to consume a lot of your internet band.

When a live session starts, click on top of the icon  (right down corner) and select 540p or less. Please, check the image below.



The screenshot displays a Zoom meeting interface. On the left is a navigation sidebar with icons for Back, Personal Area, Programme, APPI Challenge, Exhibition Hall, APPIforma, APPI Desk, Navigation Help desk, and Notifications. The main content area shows the session title, date (July 10), time (12:00 - 13:00), and location (Zoom Room 3). It includes a 'NOT ONGOING' status, 'MY AGENDA - ADD', and 'ADD NOTE' buttons. Below is a 'RATE THIS SESSION' section with five smiley face icons. The 'ABOUT' section contains the session title, a description of the challenge, and the speaker's name, Anabel Reis Alves. A 'SPEAKER' section shows a profile picture and name. At the bottom, there is a 'NEXT SESSION' section. The main video player shows a slide for the '34th Annual APPI Conference' with the text 'The CLIL Challenge: More than vocab words, learners step into research' and the speaker's name. A 'Qualidade' (Quality) menu is open in the bottom right corner, showing options: Auto (selected), 720p, 540p, 360p, and 240p. An orange arrow points to this menu. The video player also shows a play/pause button, a progress bar at 03:54, and a full screen icon.