

XXI International Congress 13-15 July 2021

ORP

**HYBRID PREVENTION FOR VERSATILE WORK
AND**

VISION ZERO  AND THE GREAT RESET FOR THE AMERICAS



GUIDE FOR SPEAKERS

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Introduction

The **ORP International Foundation** sincerely welcomes and thanks you for your participation in the XXI **ORP Congress**. To optimize your experience, we have prepared this document outlining the technical, communication and preventive guidelines to facilitate your planning for the conference.

We will also explain how to use the design resources created by **FIORP** which are at your disposal to achieve a standard in all of the conference rooms – virtual and face-to-face – of the **ORP2021 Congress**.

We request that you review all of the material ahead of time and arrange with the secretary, any necessary tests for your presentation before, at the latest, 24 hours prior to the start of the conference.

SABENTIS LIVE

Sabentis LIVE is the custom-made platform created for the **ORP International Foundation** virtual congresses which enables them to be followed live from anywhere in the world. The 2021 edition of the **ORP Congress** has a hybrid format counting on two in-person conference rooms – one in Cartagena de Indias (Colombia) and the other in Barcelona (Spain). Both will feature live simultaneous retransmission through Sabentis LIVE so that participants can choose from the more than 180 sessions that will take place over the three days of the congress.

How to access

1 Register at **Sabentis LIVE** and create an account. This requires the same data that was used to register for the conference through fiorp.org. **VERY IMPORTANT: Without registration at fiorp.org, you will be denied access to Sabentis LIVE and will not be able to watch and/or listen to the conferences or activities.**

2 IF YOUR ACCESS IS AS A SPEAKER: You are not required to create an account with **Sabentis LIVE**. The organization will have taken this step for you. You will receive the access code several days before the event at the email account from your registration at fiorp.org. In the case of an error or incident, please send an email to info@fiorp.org.

Remember:

The URL domain name for the virtual event is live.sabentis



ORP congress
Cartagena de Indias
&
Barcelona
COLOMBIA - ESPAÑA
Del 13 al 15 de Julio de 2021
PREVENCIÓN HÍBRIDA PARA
UN TRABAJO VERSÁTIL

ACCESO

Email

El correo es obligatorio

Contraseña

El password es obligatorio

Recupere la contraseña Crea una cuenta

ACCEDER

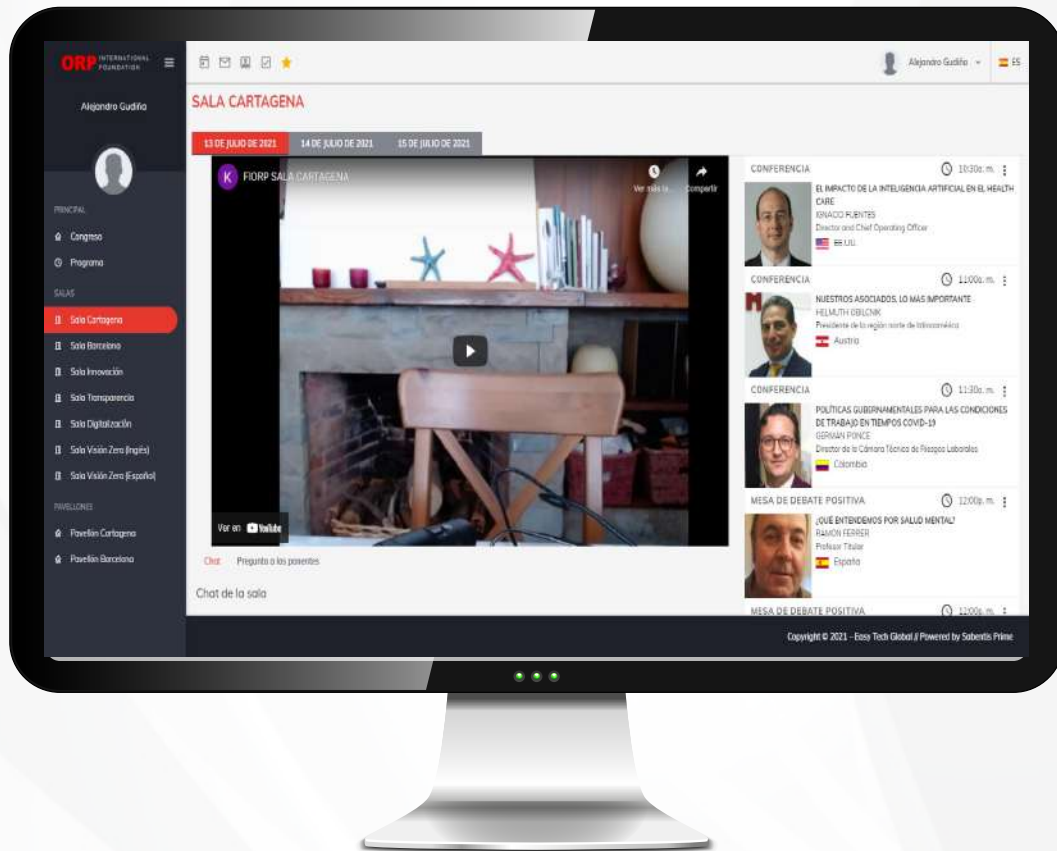
SÍGUENOS

Sidebar on Sabentis LIVE

Once inside the platform, on the left you will see a menu with the following options:

- **Programs** - here you can download the congress program in pdf format-
- **6+1 Rooms** – click on the room of choice to watch the broadcast there.
- **Days of Congress** - There are three buttons on the upper part. Each one corresponds to one of the days of the congress. At the end of each day, the live conferences are taped to allow participants to attend those which they were unable to view live.

Vision Zero The Great Reset for the Americas (Spanish) – For the Vision Zero room there will be simultaneous translation into Spanish. This can be found in the tab (Vision Zero room Spanish).



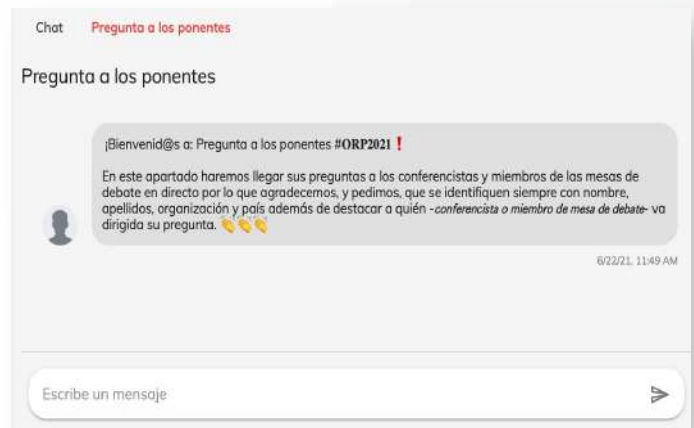
Chats

Each chat room has two chats: one for the participants questions and the other exclusively for speakers. At any given time, there will be 12 chats open. For example, if you want to speak with your debate colleagues, the speaker chat is the channel to use in this case. We ask that the chat option be used to enrichen the congress experience.

Your questions will be directed to the speakers and debaters in live sessions. Please identify yourself by full name, name of organization and country as well as to whom (speaker or debater) your question is being addressed.



General chat room



Speaker chat room

Remember that the chat room is a common channel to ensure dynamic communication and consultations without hoarding space. Neither advertising nor content irrelevant to the congress will be accepted. We appreciate your cooperation with respect to these rules of etiquette. It is absolutely prohibited to use the chat tool for spam or initiating arguments. The organization reserves the right to ban any participant who abuses the use of this space.

Exhibition areas



Pavilion room in Barcelona

Through **Sabentis LIVE** you can access the virtual pavilion rooms of **#ORP2021**. There are two pavilions online showing the collaborating organization stands. Interaction with these exhibition areas is very simple. Choose one and click on it, and you will be taken to the different stands. In each area there are several tab buttons allowing options such as chat with the stand representative, visit a webpage, open a pdf or presentation, etc. We hope you enjoy your visit!



Sabentis Prime Stand

CARTAGENA ROOM. FACE-TO-FACE EVENT

If attending the face-to-face event at the **Hilton Hotel** in Cartagena de Indias (Colombia), you will have received the information from the organization at your email. Check your email 24 hours prior to the event to assure that you have all the details – where to go, etc. The conference room manager will happily help with any of your doubts.

The face-to-face conference has a limited capacity as according to the current health and safety guidelines for this type of event.

We hope you enjoy the variety offered in this three-day program.



Hotel Hilton Cartagena de Indias - Avenida Almirante Brion - Cartagena de Indias, Colombia

BARCELONA ROOM. FACE-TO-FACE EVENT

The site for the face-to-face event in Barcelona (Spain) is the **Vertex Building of the Polytechnic University of Catalonia (UPC)**. You will have received the necessary information from the conference organization in your email. Check your email 24 hours prior to the event to assure that you have all the details – where to go, etc. The conference room manager will happily help with any of your doubts.

The face-to-face conference has a limited capacity as according to the current health and safety guidelines for this type of event.

We hope you enjoy the variety offered in this three-day program.

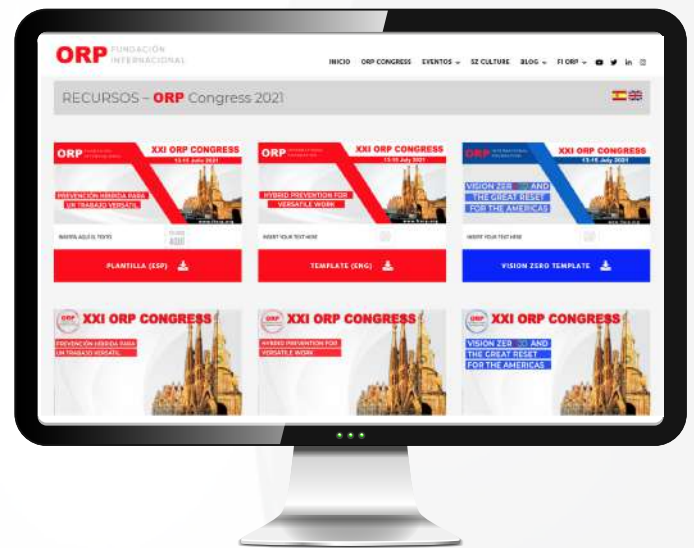


RESOURCES

In order to establish a standard image for the event, the **ORP International Foundation** team have made at your disposal a series of informational and graphic resources. We ask you to take advantage of these resources, especially that of the image design, for the promotion of your participation in the conference, and for the congress itself. And remember to share on social media.

To access the resources available for the congress, please click on the following link:

www.fiorp.org/proximos-eventos-2/orpconference-colombia-2021/



- 1 Program.
- 2 Virtual Zoom Background.
- 3 *PowerPoint Presentation Template.*

COMMUNICATION ASPECTS

The **ORP International Foundation** uses several different communication channels in the social network which will promote the event.



We recommend the following pages:



www.instagram.com/fundacion_orp/



www.facebook.com/FundacionInternacionalORP



www.twitter.com/fundacion_orpcion_orp



www.linkedin.com/company/prevencion-integral-&-orp/



www.prevencionintegral.com

In instagram:

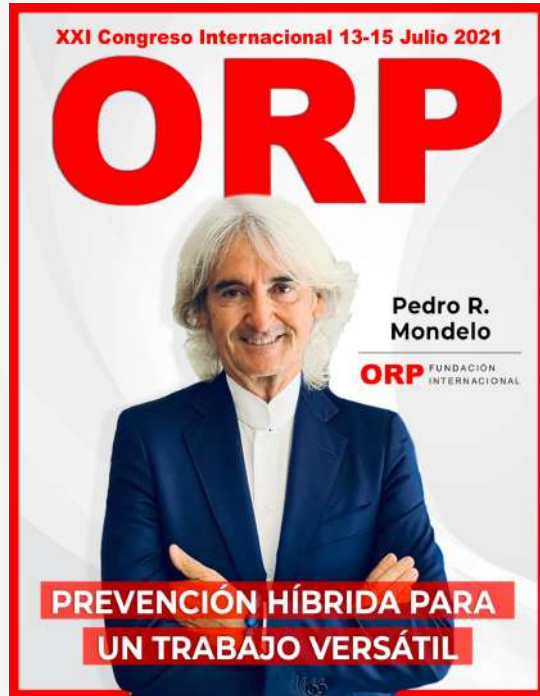
Please help us spread the news about the event by publishing your participation in, and/or photos related to the event using the following hashtag:

- **#ORP2021.**

And, of course, at your favorite hashtags related to the theme of the conference.

Social media images

A design has been made for each of the speakers. If you have not received yours, please contact info@fiorp.org. so that action can be taken to send it to you. The poster can be used to publish the invitation to the conference or participation indicating the day, time and topic by tagging **ORP International Foundation** and using the hashtag **#ORP2021**.



Size: 1280x1656px



Size: 1040x1040px

The **1280X1656** version is recommended for LinkedIn, whereas the **1040X1040** version is more apt for Facebook, Instagram and other networks.

ORP International Foundation partners

If your organization is one of the **ORP International Foundation** partners, you will receive two specific designs with your corporate logo integrated. There are two options: one is the size recommended for Facebook and Instagram (**1040X1040px**), and the other for LinkedIn (**1280X1656px**).

It would be an honor to use these resources to promote your participation as an organization in the congress while your representatives are sharing their experience and knowledge.



Size: 1040x1040px



Size: 2800x1600px

TECHNICAL ASPECTS FOR VIRTUAL CONFERENCES

All the conferences will take place on the platform ZOOM and subsequently will be transmitted to participants through **Sabentis LIVE**.

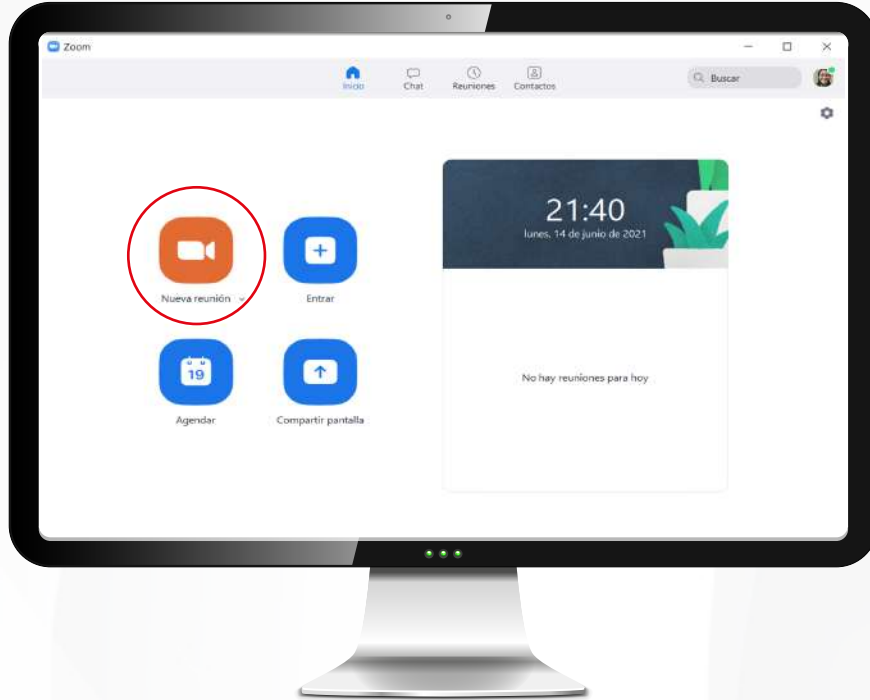
To do so:

- 1 Install Zoom in your computer <https://zoom.us/> - Remember to update your version-.
- 2 At least 10 minutes prior to the conference, access the link that the congress organizers sent to your email. **NOTE: Do no share this link with others. It is for exclusive use with the configured name. Remain in the waiting room until the host permits entry.**
- 3 For a better reception, connect the computer or PC to the internet. If using wifi, first ensure that your internet connection is stable.
- 4 During a debate, if it is not your turn to speak, make sure your microphone is turned off.
- 5 Avoid using pens, bracelets, necklaces, chains or watches that can cause unwanted noise.

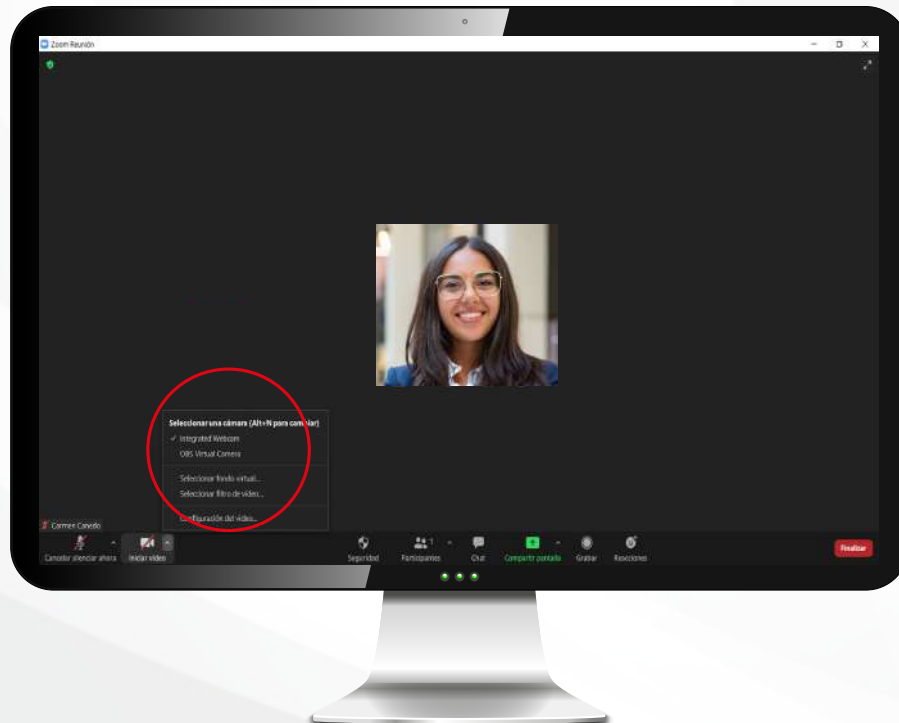
Room preparation prior to conference

You can prepare the connection before the congress begins and without connecting to the necessary link

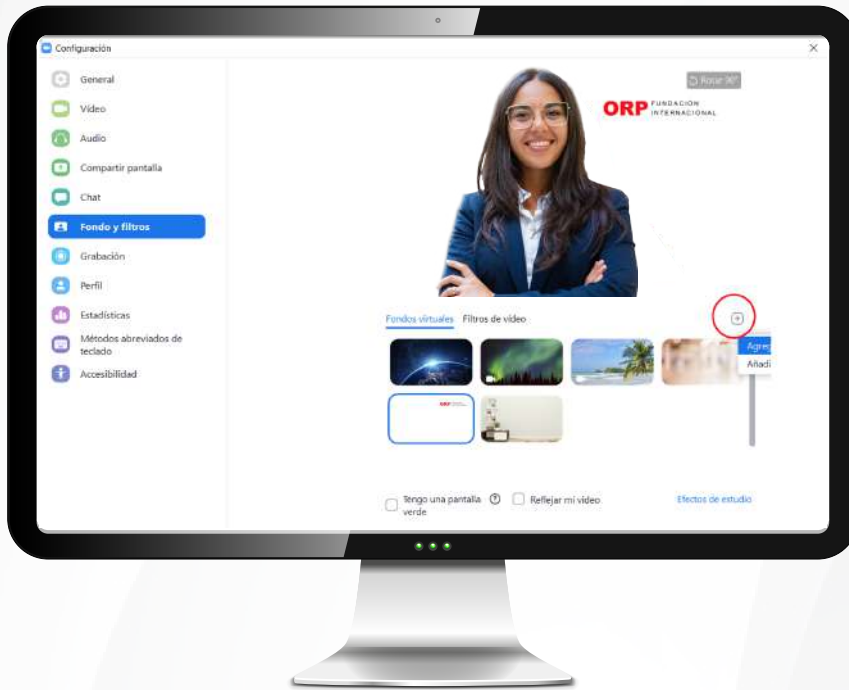
- 1 Enter Zoom and click on **New Meeting**.



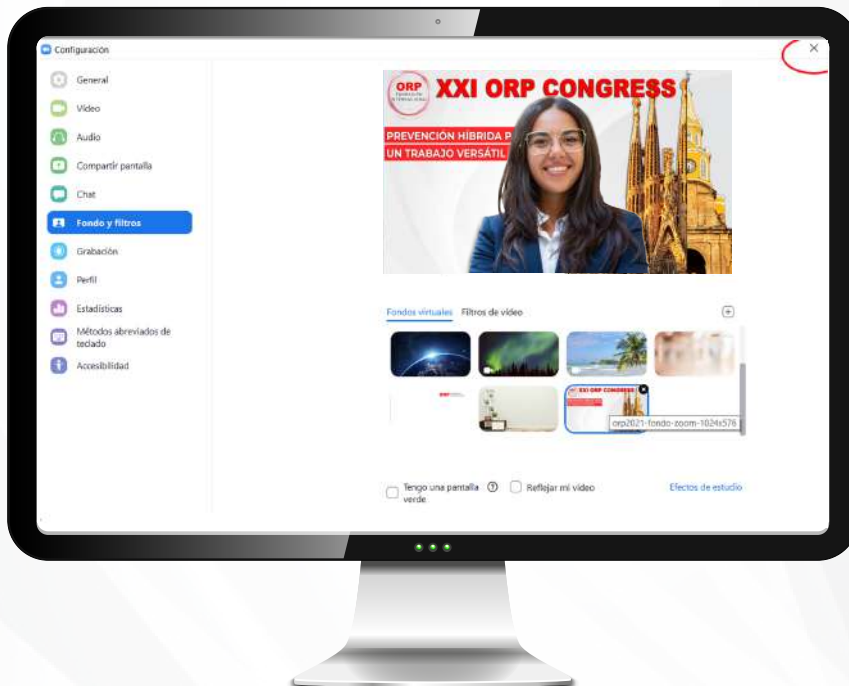
- 2 Click **Video** to open the window and choose the option **Choose Background**.



- 3 On the screen, choose the option **Add Image** and select the standard zoom background for the congress..



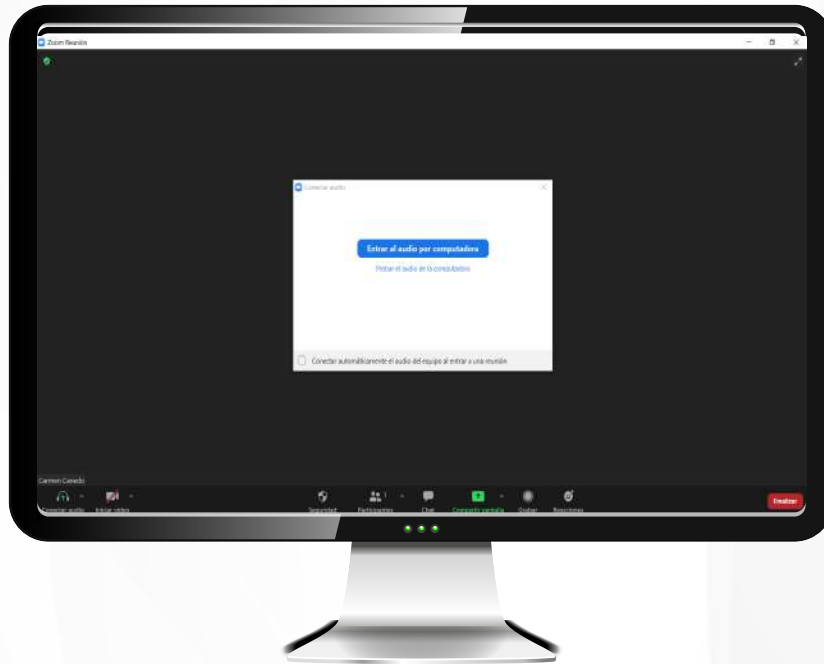
- 4 Choose the background specified for the congress and leave the window.



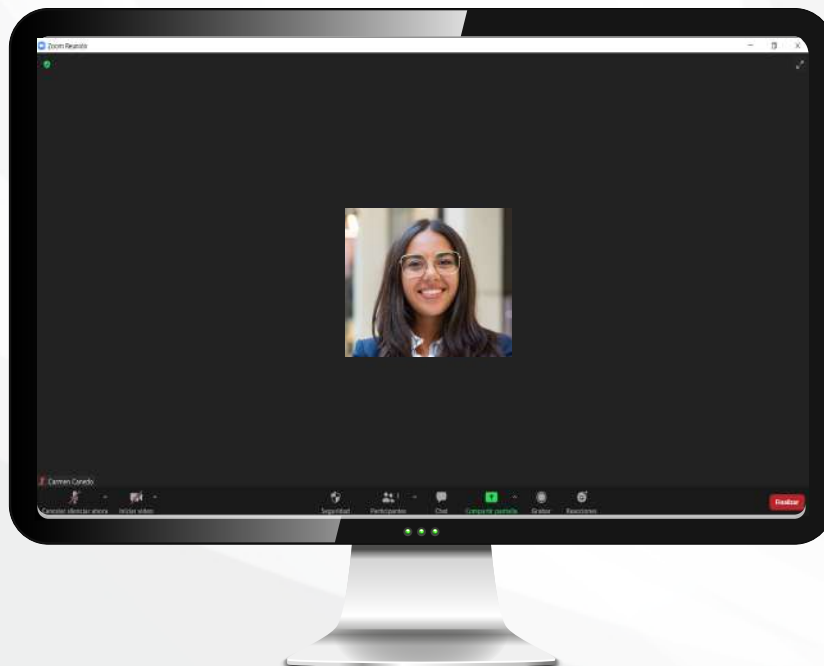
- 5 Make sure there is no movement in your background. A plain wall is best.
- 6 Leave the meeting and when you connect for the conference, the background will already be configured.

Live connection

- 1 Enter the link sent by the conference organizers.
- 2 The following window will appear. Choose **Enter to computer audio**. This will allow you to hear the Master of Ceremonies or the next speaker.



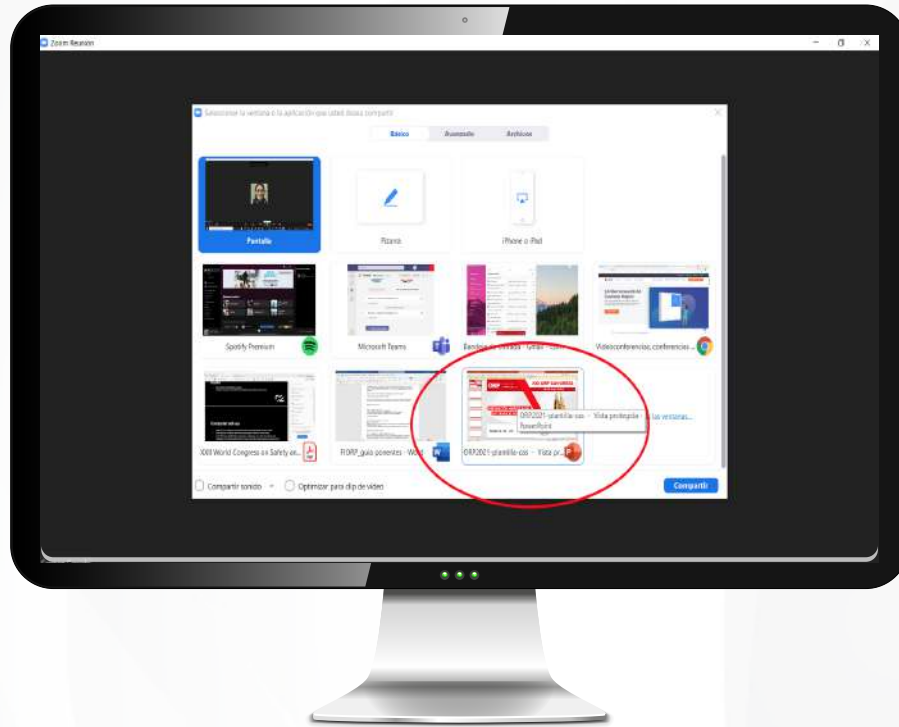
- 3 Once the sound has been established, turn off your microphone and camera until it is your time to speak. The host will indicate when to turn on your microphone and camera.



Screen-sharing for presentation

If you need to share a presentation whether PowerPoint, Prezi, or another, use the function **Share Screen** as follows:

- 1 After your introduction, go to the option found on the bottom of the screen:



- 2 It is recommended to have your presentation open on your computer before beginning your talk, so that you can share it without sharing the entire screen.
- 3 Quickly check that your presentation appears and that on the upper part of the screen **share screen** appears in green.



- 4 Place your material in presentation mode and begin to speak.
- 5 When you finish, remember to click the tab on the upper screen to turn **off Screen Share**.
- 6 We recommend using the template that the congress has made available in the resource section.

CERTIFICATES AND AWARDS

Certificate

Due to the investigative and teaching character of the **ORP** conferences and under the auspices of the **CERPIE-Universitat Politècnica de Catalunya**, attendance is awarded with an official certificate. The speakers and participants will receive the certificate in the days following the end of the conference.



ORP International Award and ORP Recognition

For over 20 years at the end of every **ORP** conference there is an award ceremony to recognize the commitment, talent and effort of entities, companies and individuals who have contributed to the development of healthy companies and sustainable production.

Any initiative that aspires to receive this international award must demonstrate efficiency in the business setting and provide data which supports their positive impact.



RECOMMENDATIONS FOR A PARTICIPANTS AT FACE-TO-FACE EVENTS

If you are attending one of the face-to-face conferences, take into account the following recommendations to ensure safe participation and intervention.

Preventative aspects

If you need to travel to the event, consider the following:

- Check the health and safety regulations of the country where you are travelling to (Colombia/Spain)
- Fulfill the sanitary regulations for entry to the country: PCR tests and/or completed covid19 vaccination.

Biosecurity in the conference

- The correct use of regulation masks: surgical masks, N95 or KN95, preferably without valves. Masks must be correctly worn covering the mouth and nose.
- If you use a mask made of another material, be sure to wear a surgical mask underneath it.
- Use of a face shield is optional.
- Masks should never be removed during the conference.
- Carry with you a 70% alcohol gel solution for disinfecting your hands before and after attendance.

Biosecurity in common areas

- Wear a mask at all times.
- Avoid physical contact such as handshakes and hugs when greeting others.
- Maintain at least 1 meter of physical distance with others.
- Avoid crowding and crowds.
- When eating or drinking, as it is necessary to remove the mask, maintain distance from other people. Disinfect hands afterwards. When socializing with others, remember that general sanitary precautions advise doing this in well-ventilated spaces, or even better, outdoors.

ACKNOWLEDGEMENTS

From the **ORP International Foundation** we wish to thank participants, speakers, members of the Scientific and Institutional Committee, and the companies that make up the Business Committee for their involvement and commitment enabling the 21st edition of the **ORP Congress** to take place. Without an audience, content and support it would not be possible to continue with the task of spreading and developing the knowledge to promote healthy companies and sustainable production.

Thank you all!

BUSINESS COMMITTEE OF THE INTERNATIONAL ORP FOUNDATION



INSTITUTIONAL COMMITTEE OF THE INTERNATIONAL ORP FOUNDATION



SCIENTIFIC COMMITTEE OF THE INTERNATIONAL ORP FOUNDATION



ORP INTERNATIONAL
FOUNDATION

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