

Instructions for poster presenters

IMPORTANT: Please be sure to read the guide for attendees and presenters before!

Preliminary and mandatory steps:

Check the microphone slider, if microphone is muted please unmute it and enable your webcam clicking on the camera slider (Fig. 1). Please keep your webcam active every time you talk, unless you have to show a detail of your poster, in which case you can share your desktop or an application window. Read the documentation for presenters for further details.

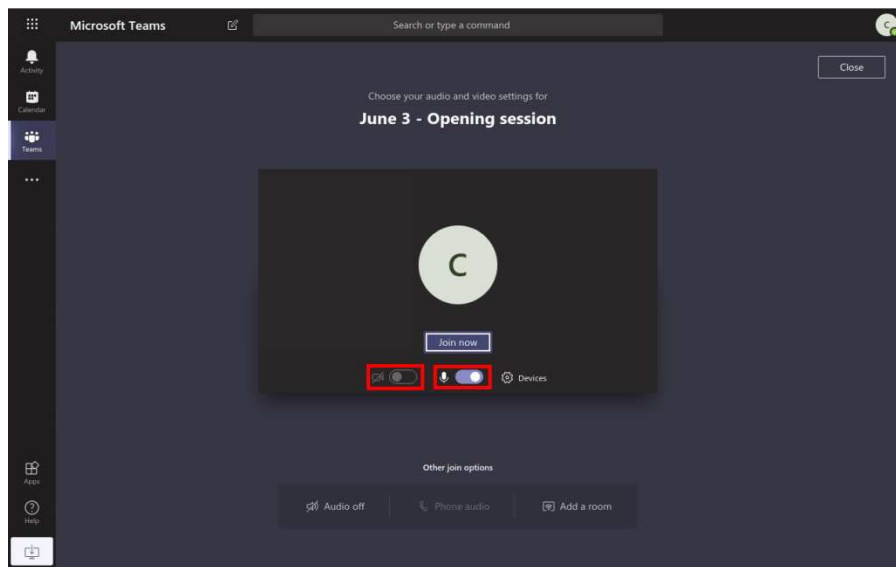


Fig. 1

Click on the “three dots” icon, and then on “Start recording” (Fig. 2).

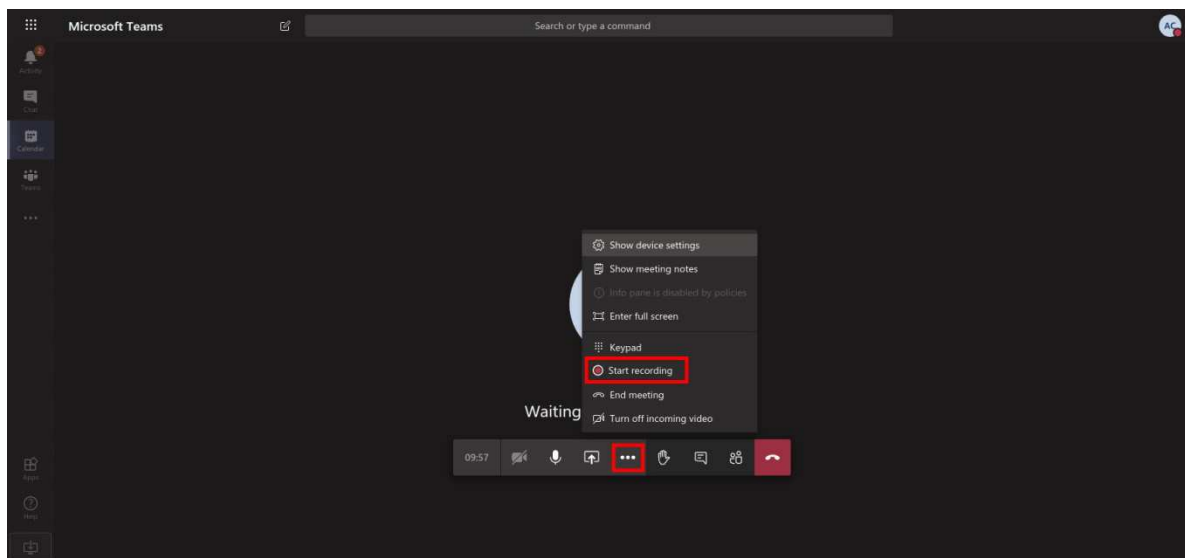


Fig. 2

Click on the icon for the list of attendees connected, and click on “Mute all” link on top of the list, highlighted in red in Fig. 3.

Session management:

The presenter has 2 options:

- attendee that wants to ask a question “raise his/her hand” before, and the presenter enable his/her microphone;
- attendee types the question in the session chat box, and the presenter answers via microphone or chat.

At the beginning of session the presenter selects the preferred option, and communicate to attendees connected typing in the chat box how to interact, so that late attendees can read it without asking.

At the end of the session, please click on “Stop recording” - highlighted in red in Fig. 3 - and confirm.

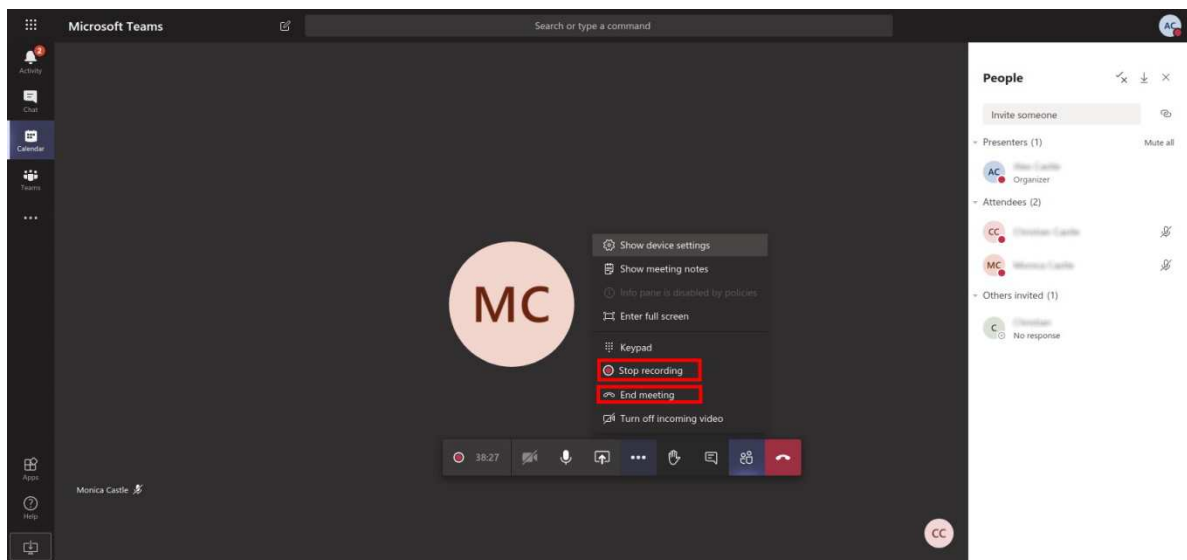


Fig. 3

Finally click on “End meeting” (see again Fig. 3) and confirm (Fig. 4).

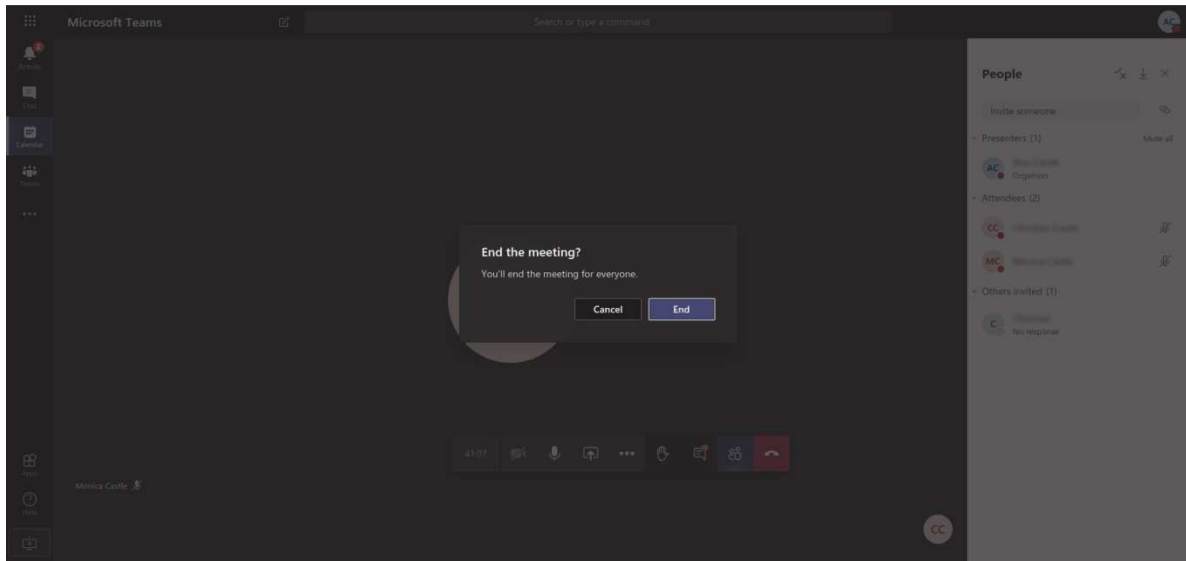


Fig. 4