

## Practical Details & Instructions

### ADRES 2021 – online conference

- **For all participants**

Please join the Zoom meeting a few minutes before the starting time of the session, so that it can start right on time.

Use **your real name when logging in**, so that we know who you are and will admit you to the meeting. Please add **your affiliation as well**.

During the session, keep **your microphone on mute**. If you would like to ask a question or join the discussion, you can **either i) use the chat or ii) raise your digital hand in Zoom**: click the “Participants” button (at the bottom of the screen), and then click “Raise Hand”. Wait till the chair invites you to speak. Make sure you unmute your microphone when you start speaking, and mute yourself again afterwards.

We will have the ability to kick individuals out of the meeting at any point.

- **If you present your paper**

Please join the **Zoom meeting 10 minutes before the session starts**, so that the host can test if your microphone and video are working properly.

Thirty minutes are available for each speaker for which 25 minutes are suggested for the presentation and up to 5 minutes for the discussion.

Prepare your slides in either .pdf or .ppt format. Share them with the audience using the ‘Share screen’ functionality of Zoom.

- **If you are a chair of a session**

Please join the **Zoom meeting 10 minutes before the session starts**, so that the host can test if your microphone and video are working properly.

Your role is to introduce the session, keep track of time, and stimulate the plenary discussion. To indicate the time left, or the end of their time, to both the presenter and the discussant, you may either (i) use the chat, or (ii) step in verbally (after unmuting yourself).

While the presenter or discussant is speaking, please put your microphone on mute.

Please make sure the chat as well pane showing the list of participants is visible for you throughout the entire session. You can do so by clicking the “Chat” and “Participants” button (at the bottom of the screen) sequentially.

A technical host will be present during the session to assist you with practical details. He/she will be able to organize small groups at the end of the discussion for further discussion.