I3M 2020

Online Virtual Conference

Due to the Covid-19 emergency and for the health and safety of our Attendees, this year the I3M conference will be an online Virtual Conference.

All the sessions will be held online through Microsoft TEAMS.

Procedure for online participation

Below you can find a procedure for the online participation to all the I3M conferences.

> If you do not already have a Microsoft TEAMS account, please sign-up for free at the following website to create an account:
> https://www.microsoft.com/en-US/microsoft-365/microsoft-teams/group-chat-software
>
> You will be also invited to download the Microsoft TEAMS application for Desktop and/or mobile. Alternatively you can download them from:
> https://www.microsoft.com/en-ww/microsoft-365/microsoft-teams/download-app

> Please provide the email address you use for your Microsoft TEAMS account to the I3M Conference Organization (write to Prof. Francesco Longo, f.longo@unical.it). You will be invited as Guest to join the I3M TEAMS.

> Once you receive the invitation please follow the instructions and you will be allowed to access the I3M TEAMS. Please check if you see correctly the I3M TEAMS and related Channels, namely: Plenary Room, Room1, Room2, Room3 and Room4.

> All the I3M sessions will be scheduled in the above mentioned rooms. Within the program you will find a link to each room. Once you access the room, you will find all the sessions scheduled for that day. Be sure to select the session of your interest by looking at the time of the session and its title.

> Once you access the session, please be sure to keep your microphone and camera switched off unless you are one of the Speakers or the Session Chair (check the next page for speakers and Session Chairs guidelines). You will be allowed to use your microphone or the chat during the question time.

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Procedure for online Session Chair

A Session Assistant will be available during the session. You can identify him/her with the name "Session Assistant" among the participants joining the online session. Please refer to the Session Assistant for any problem during the Session.

If you are a session chair, below you can find the procedure you are required to follow to manage your session.

1) Please be sure to start the online Session at least 15 minutes before the Session scheduled time. Familiarize yourself with the Microsoft TEAMS meeting functionalities (e.g. camera and microphone controls, desktop sharing, chat, list of participants, etc.). You can easily find all these functionalities on the screen.

2) Keep your camera and microphone switched ON. At the time of the session you can introduce yourself as Session Chair and you can start the Session.

3) Ask the first speaker to switch the microphone and the camera ON and introduce the speaker.

4) Ask the speaker to share his/her screen and start the presentation. According to the number of Speakers in your session, please remember the Speaker the time available for the presentation:

   a. 15-17 minutes for presentation + 5 minutes questions (if your session includes 4 papers).

   b. 10-13 minutes for presentation + 5 minutes questions (if your session includes 5 papers).

5) After the presentation, please check if there are questions from Attendees by looking at the "raised hand" symbols in the list of participants and let them (one by one, calling their names) to make their questions and receive the answers from the speaker. After question time, remember the speaker to switch the camera and the microphone OFF. If there are no questions, please be prepared to "break the ice" by doing the first question.

6) Please repeat steps 3 to 5 for the remaining speakers.

7) After all the presentations, please take a couple of minutes to thank everyone and close the session.

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Procedure for Speakers online presentation

A Session Assistant will be available during the session. You can identify him/her with the name "Session Assistant" among the participants joining the online session. Please refer to the Session Assistant for any problem during the Session.

If you are a Speaker, below you can find the procedure you are required to follow to make your presentation.

1- Please join the session at least 15 minutes before the scheduled time and present yourself to the Session Chair (you can switch your camera and microphone ON). You can easily find the name of the Session Chair within the Conference Program. After presenting yourself to the Session Chair, please switch your camera and microphone OFF.

2- At a certain point in time (according to the scheduling of the presentations in the session), the Session Chair will call your name, present you and invite you to make your presentation. At this time, please switch your microphone and your camera ON and share you screen to show your presentation. We suggest you to use PDF file for presentation.

3- Make your presentation and be sure to respect the time given for the presentation and to leave some minutes for questions.

4- After the presentation, please be sure to switch again your microphone and camera OFF.

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Procedure for Session Attendees

A Session Assistant will be available during the session. You can identify him/her with the name "Session Assistant" among the participants joining the online session. Please refer to the Session Assistant for any problem during the Session.

If you are a Session Attendee, below you can find the procedure you are required to follow during the Session.

1- Please join the Session at the scheduled time according to the conference program. Once you join the Session, please be sure to switch your microphone and camera OFF.

2- You will be allowed to make questions at the end of each presentation. Please be sure to raise your hand in case of question (you have to click on the "raised hand" symbol in Microsoft TEAMS. The Session Chair will allow you the make the question by calling your name.

3- When you ask the question remember to switch your microphone and camera ON.

4- After the interaction with the Speaker please remember to switch your microphone and camera OFF.