

I3M 2021

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

- > All the I3M Sessions will be held online through Microsoft TEAMS.
- > Within the Program you will find a link to each I3M Session. Please click on the link before the scheduled time for the session. **The conference time is CEST**
- > 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 during the question time.
- > In the next pages, the instruction for Sessions' Chairs, for Speakers and for session's attendees are reported.

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Procedure for online Session Chair

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 join 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, 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 video of the presentation. Each video should last 10 minutes maximum.
- 5) After the video of the presentation, please check if there are questions from Attendees by looking at the “raised hand” symbol in the list of participants and let them (one by one by 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

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 share the video of your presentation. At this time, please switch your microphone and your camera ON and share the video of your presentation.
- 3- The video of your presentation must not exceed 10 minutes length. Be ready to answer questions made by session's attendees.
- 4- After the presentation, please be sure to switch again your microphone and camera OFF.

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Procedure for Session Attendees

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 to 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.