



ISM 2021 – International Conference on Industry 4.0 and Smart Manufacturing
Hagenberg/Linz, Austria
November 17-19, 2021

ISM 2021 Online Observer Guidelines

The ISM 2021 conference will be held in a hybrid way, meaning that all the plenary and parallel sessions and conference events will be streamed online on Microsoft Teams, where online participants will not only be able to watch and listen to the talks but also interact with the participants on site and give their talk.

Here's a summary of how you can join the conference sessions:

- Conference event days will consist of *blended* Plenary, Parallel and Special Sessions providing the opportunity for attendees (both in-person and online) to give their talk, listen to the talks and interact with each other. If you are an online attendee/observer, you can find the direct link to join the sessions in the Program section of the ISM 2021 website. [Download now the program >](#)
- B2B/B2S Meetings will be carried out either *on-site* or *online* using the [dedicated platform](#) depending on the availability of the participants. [Read more >](#)
- Interaction Virtual Rooms (IVR) will be carried out online exclusively and will give online attendees to “simulate” the traditional chatting and networking during coffee breaks with other on-site participants or online attendees. On-site participants will be able to connect to the IVR using their own devices or the computers available at the conference venue. You can find the direct link to join the IVRs in the Program section of the ISM 2021 website. [Read more >](#)

Before the conference (only for online attendees)

In order to be able to join the ISM 2021 conference remotely, we kindly ask you to follow the procedure outlined here below.

1. 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>
2. You will be invited to download the Microsoft TEAMS application for Desktop and/or mobile. You can download the MS Teams app on your computer from [here](#) or join just by using just your web browser.
3. Once your account has been set up, you can find the direct link to join the sessions in the Program section of the ISM 2021 website. Please consider that you will be allowed to join the sessions starting from 15 minutes before the beginning of the session.

Online Observer Instructions

If you are an online observer, below you can find the information on how to connect and interact with the other participants.

1. Please join the session [at the indicated time](#) according to the conference program. You can find the direct link to join the sessions in the Program section of the ISM 2021

website. Please consider that a *Session Assistant* will be available in the room during the whole duration of the session in case you need assistance with Teams. 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.

2. Once you join, please be sure your camera and microphone are switched OFF.
3. Enjoy the talks and feel free to interact and make questions at the end of each presentation by raising your hand (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. When you ask the question remember to switch your microphone and camera ON.

Contacts

In case you have any questions please contact the ISM 2021 Organization Office, ism2021@msc-les.org.