ISM 2021 Speaker 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.

Speaker Instructions

If you are a keynote speaker or a speaker in one of the parallel sessions, below you can find the procedure you are required to follow to carry out your presentation (either on site or remotely via MS Teams).

1. Please join the session <u>at least 5-10 minutes before the scheduled time</u> according to the conference program. If you are an online attendee, 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 the equipment or with the online 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.
2. If you are attending in person, MS Teams will be available on the computer in the conference room. If you are attending online, feel free to 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. After presenting yourself to the Session Chair, please switch your camera and microphone OFF.
3. 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. If you are on site, you can use the computer in the conference rooms to make your presentation. If you are attending online, please switch your microphone and your camera ON and share your screen to show your presentation.
4. Make your presentation and be sure to respect the time given (max 15 min) for the presentation and to leave some minutes for questions and discussion with on site participants and online attendees.
5. After the presentation, please be sure to switch again your microphone and camera OFF.

<u>Important reminder</u>

Please prepare the presentation of your work using the templates by **November 12**th. A [traditional PPT template] and [video presentation template] are available. We remind you to record the presentation (with audio narration) for backup purposes according to the guidelines available [here] and upload the exported video using [this form].

Contacts

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