

I3M 2022

Hybrid Conference

All the sessions will be physically chaired. If you are a **Session Chair** please follow the instructions reported below.

Procedure for Sessions' Chairs

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 Session Room at least 15 minutes before the Session scheduled time.
- 2) Check the presence of the speakers in the room and ask them some basic information to properly introduce them before their speeches. Please ask the speakers to upload their presentations on the laptop.
- 3) Some of the speakers will be online. Please ask them some basic information to properly introduce them. Familiarize yourself with the Microsoft TEAMS meeting functionalities (e.g. camera and microphone controls, desktop sharing, etc.). You can easily find all these functionalities on the screen. A session assistant will be there to start the Microsoft TEAMS session for online participants and to help you if needed.
- 4) Keep the computer camera and microphone switched ON. At the time of the session you can introduce yourself as Session Chair and you can start the Session. Please be sure to stay close to the microphone to be sure that online participants can hear you well.
- 5) If you have in person speakers in your session:
 - a. Be sure to share the screen of the presentation on Microsoft TEAMS (so the online attendees can follow the presentation).
 - b. Ask the speaker to stay close to the microphone (to allow online attendees to listen properly).
 - c. After the presentation, please check if there are questions from physical and online participants. If there are no questions, please be prepared to “break the ice” by doing the first question.
- 6) If you have online speakers in your session:
 - a. Ask the speaker to switch the microphone and the camera ON and introduce the speaker.
 - b. Ask the speaker to share his/her screen and start the video of the presentation. Each video should last 10 minutes maximum.
 - c. After the video of the presentation, please check if there are questions from the physical attendees or from the online attendees. After question time, remember the online 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.

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Hybrid Conference

All the sessions will be held in a hybrid mode both in presence and online (through Microsoft TEAMS). If you are an “in presence” or “online” speaker please follow the instructions reported below.

Procedure for "in presence" Speakers

If you are an “in presence” Speaker, below you can find the procedure you are required to follow to make your presentation.

- Please join the session at least 15 minutes before the scheduled time and present yourself to the Session Chair.
- 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 join the floor. Please be sure that the screen of the computer is shared on TEAMS.
- Please stay close to the microphone when doing your presentation (so the “online” participants can easily listen your presentation).

Procedure for "online" Speakers (**Conference time is CEST**)

If you are an “online” Speaker, below you can find the procedure you are required to follow to make your presentation.

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

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Hybrid Conference

All the sessions will be held in a hybrid mode both in presence and online (through Microsoft TEAMS). If you are an “in presence” attendee or an “online” attendee please follow the instructions reported below.

Procedure for "in presence" Session Attendees

If you are an “in presence” Session Attendee, below you can find the procedure you are required to follow during the Session.

- Please join the Session at the scheduled time according to the conference program.
- You will be allowed to make questions at the end of each presentation. Please be sure to raise your hand in case of question. The Session Chair will allow you to make the question.
- When you ask the question remember to stay close to the microphone or to be sure that the online attendees (or speaker) can correctly hear your question (if needed the chair of the session can repeat your question for the online attendees).

Procedure for "online" Session Attendees (Conference time is CEST)

If you are an “online” Session Attendee, below you can find the procedure you are required to follow during the Session.

- Please join the session at the scheduled time (conference time is CEST) according to the conference program. The links to join the sessions are reported within the program in correspondence of each session. Once you join the session, please be sure to switch your microphone and camera OFF.
- 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).
- When you ask the question remember to switch your microphone and camera ON.
- After the interaction with the Speaker please remember to switch your microphone and camera OFF.