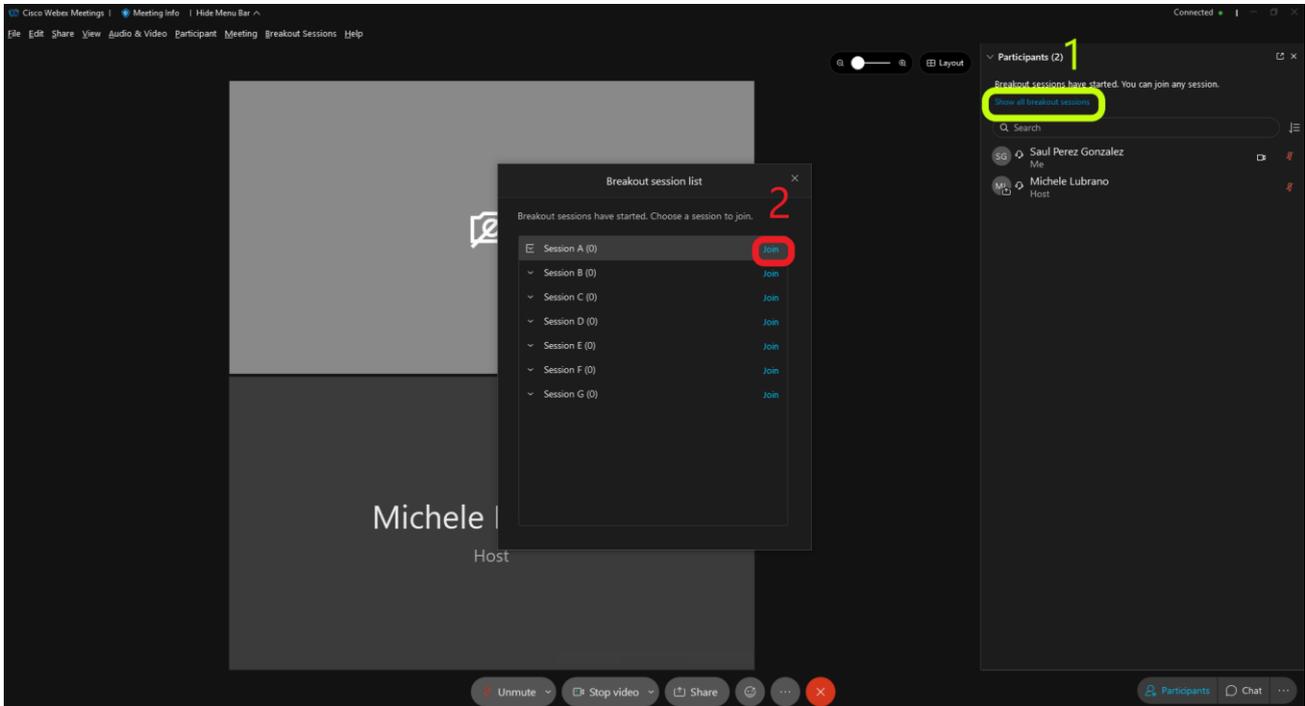


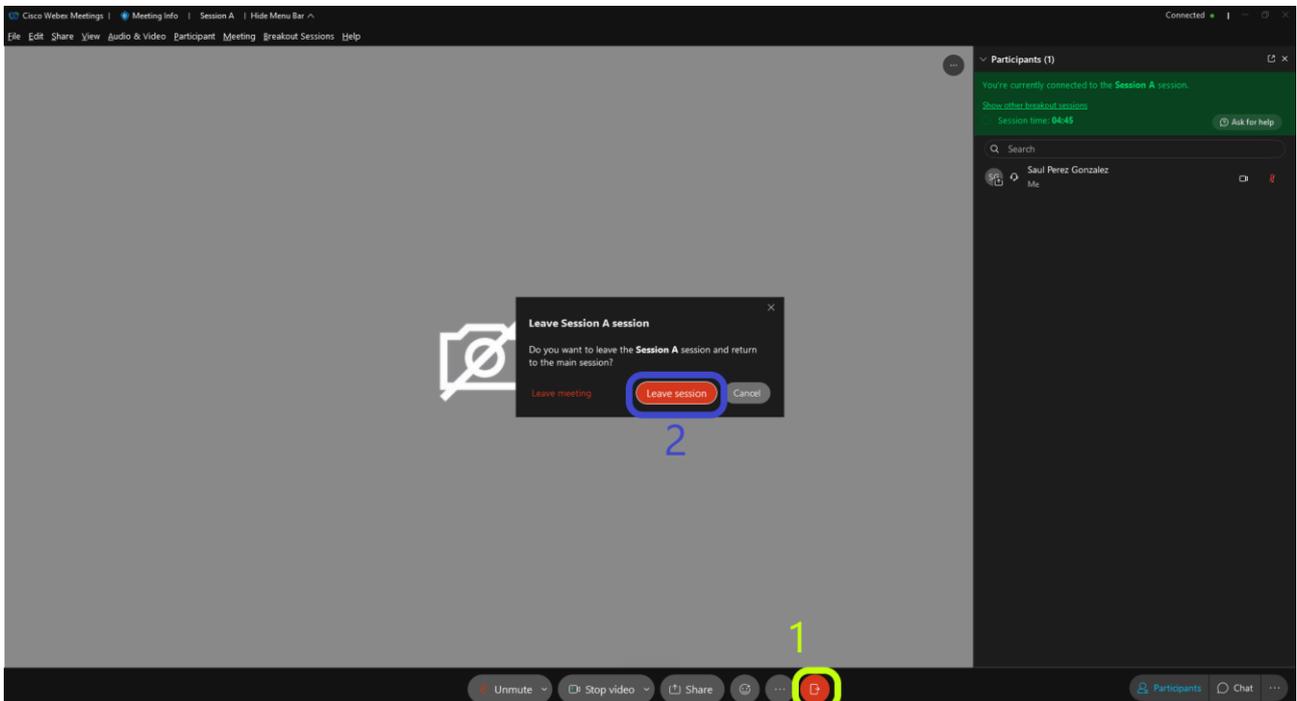
## Instructions for online speakers

Enter the meeting. The meeting's name is "EPSA 21Parallel Sessions"

Choose the Breakout Session in which you have to give your talk (named "Session A", ..., "Session F")

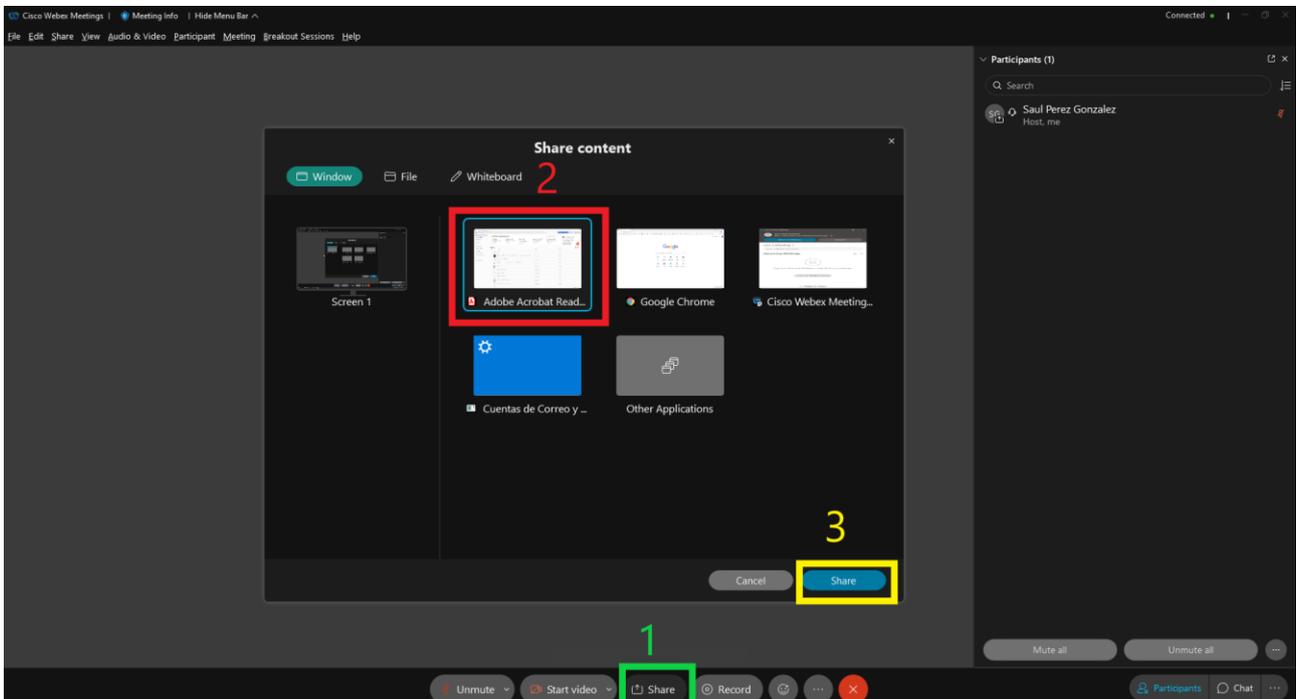


You can leave a Breakout session at any moment.

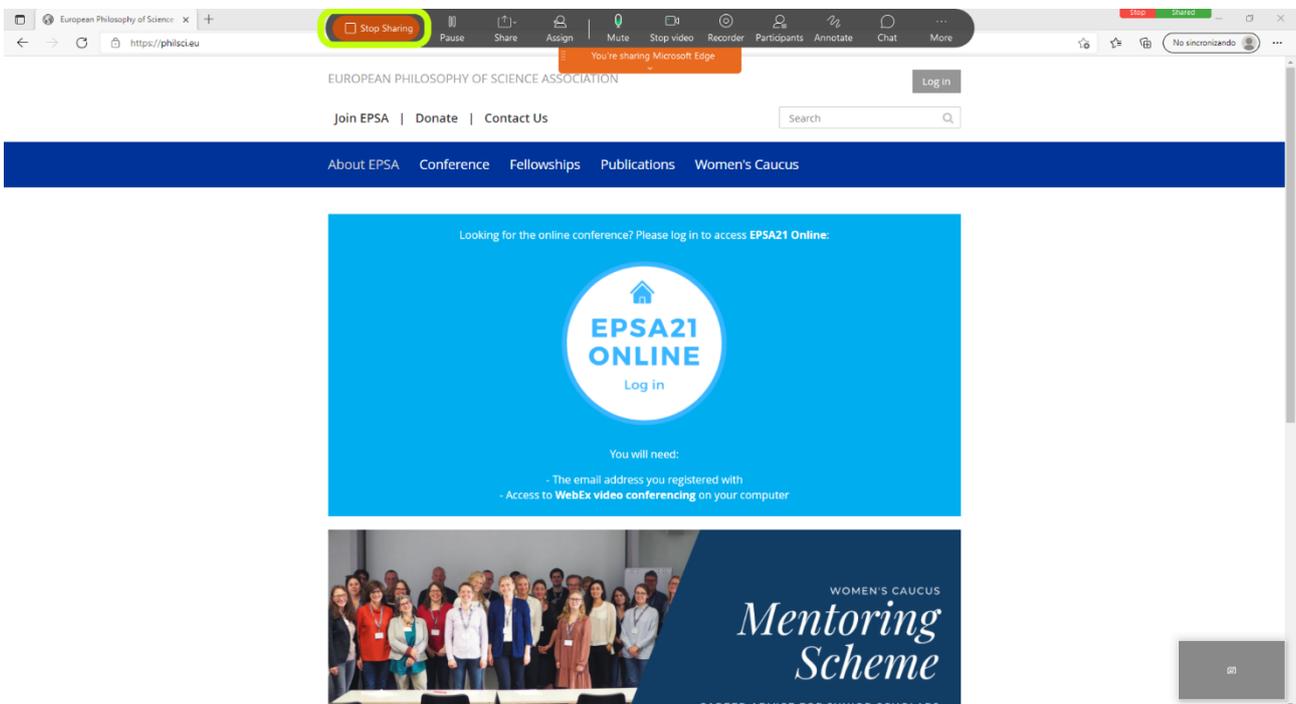


You are expected to: *i)* make sure that people can hear you (click on the microphone icon!); *ii)* share your screen (click on the “share” icon and then choose “screen 1”); *iii)* once your talk is finished, stop the screen sharing (click on an orange icon “stop sharing” on the upper part of your screen).

Start screen sharing:



Stop screen sharing:



In case of troubles, just ask the chair of your session for help.

Enjoy the conference!

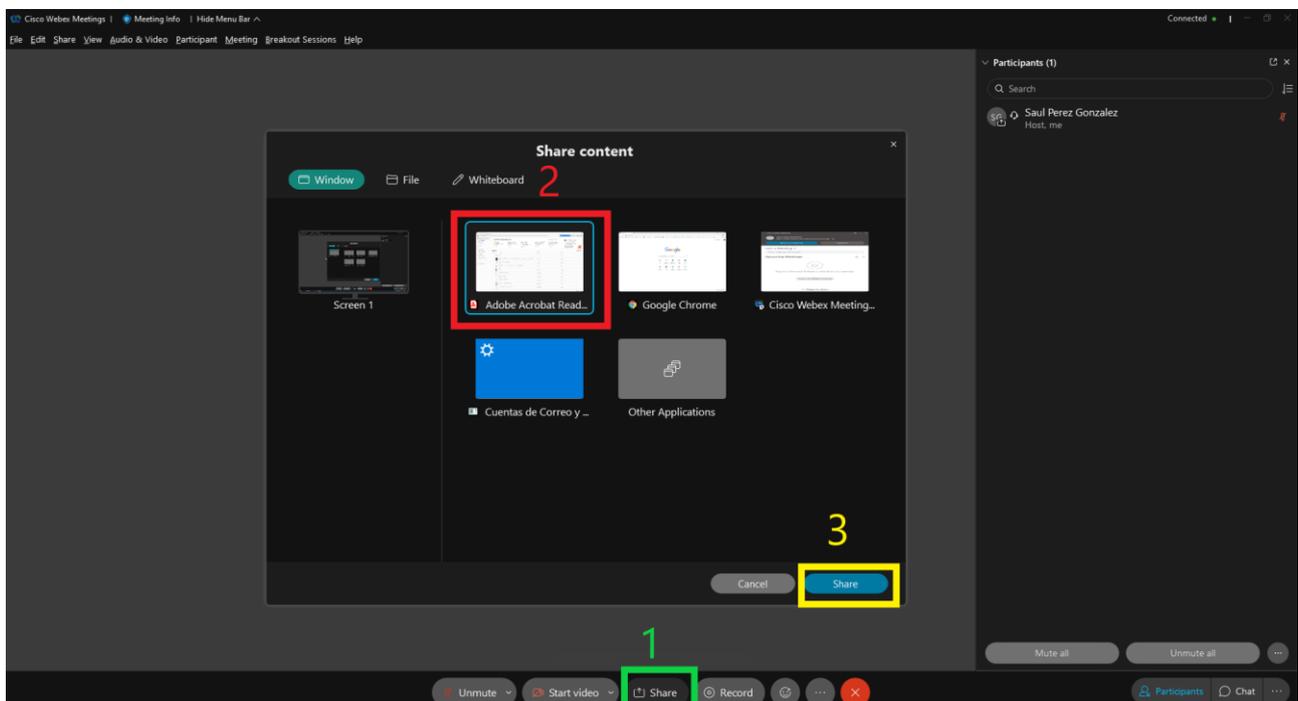
## ***Instructions for the chairs of the Parallel Sessions***

In your Session there will probably be both online and in-person participants. Each room is provided with a computer that is already connected with the correct “online room”. Also, the microphone is already set to transmit your voice to both online and in person participants. Always stay close to the microphone!

You have to ask in-person speakers to upload their slides on the computer some minutes before the start of the session.

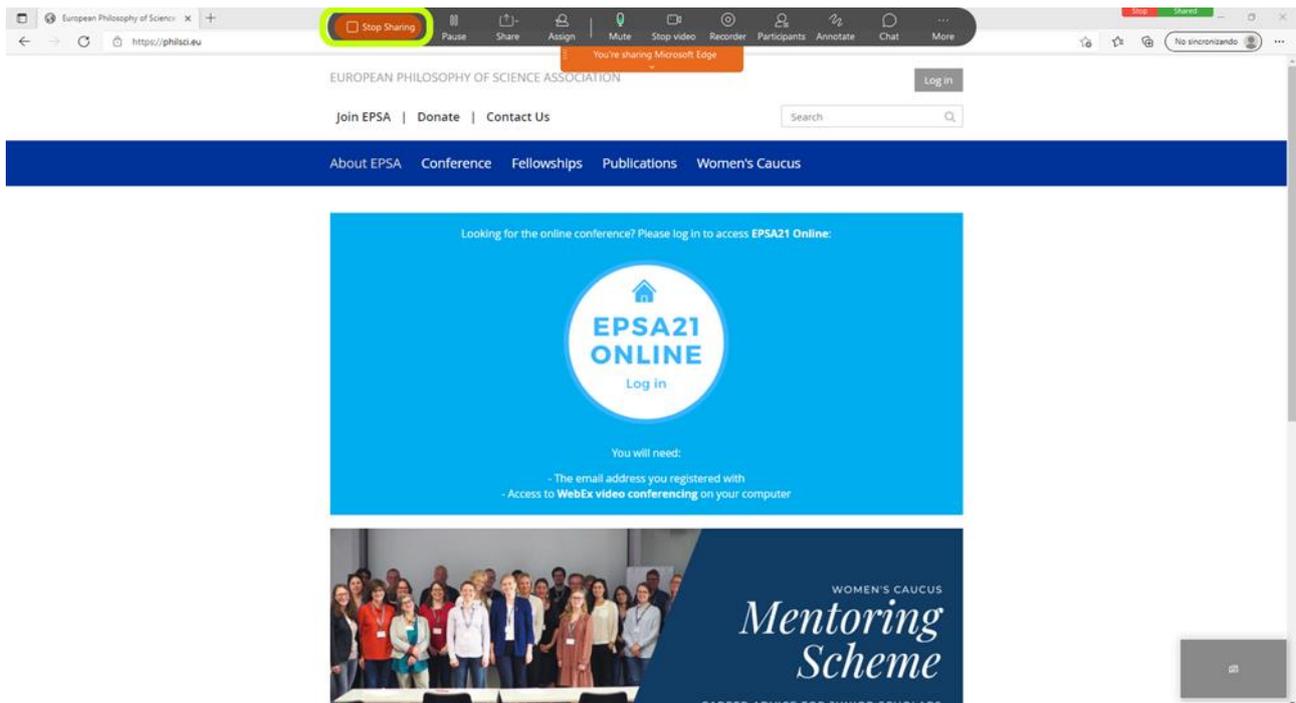
Online speakers (and other online attendants) are expected to connect to the appropriate room some minutes before.

For in-person talks: i) click on the icon “share” and, after that, click on “screen 1”; ii) open the slides



During the talk, in-person speakers should stay close to the microphone and sit in front of the camera (there are also online participants!)

Once the presentation is finished, you just have to stop sharing of the screen (click on the orange icon “stop sharing” in the upper part of your screen).



For online talks: *i)* the speaker is expected to be connected and ready to talk; *ii)* check whether the online speaker's voice can be heard in the room; *iii)* tell the speaker to share their screen; *iv)* after the presentation, the online speaker is expected to stop sharing their screen.

During the Q&A: *i)* in person attendants who want to ask a question should come close to the microphone and speak; *ii)* ask the online participant who wants to ask a question to write "Q" in the chat. By opening the chat, you should see who wants to speak; *iii)* at the right moment ask them to open their microphone and talk.

In case of trouble, a local organizer will assist you (don't be afraid to ask for help!)

Enjoy the conference!