



INSTRUCTION FOR SPEAKERS

AIC 14th AIC Congress
MILAN
2021



- You can join the congress as a speaker to make your presentation **10 minutes** before the **beginning of the session** (i.e., during the breaks between sessions)

I.E. If you have to make a presentation on Wednesday September 1st, 2021, in Session 12 «Color and Restoration» (18:25 - 19:35 CEST) you have to join the Congress as a speaker at 18:15 (CEST).

- You won't be allowed to access as a speaker in other moments except your session.

- To join as a speaker click on the access link in the ACCESS PAGE.
- After clicking on the access link you'll be directed in a Zoom Room.
- As a very first step, please check you have installed the latest version of **Zoom** (<https://zoom.us>)

AIC2021 ACCESS PAGE

CONGRESS SPEAKERS

Only if you are presenting TODAY, you will have access to the virtual Platform link to the program

ROOM 1 (main)

ROOM 2

- Only registered Speakers the AIC2021 Congress;
- The opening of the connection to the 30th of August 2021;
- The Congress will begin at 09:00 am (UTC+2=CET+1=CEST);
- To share a presentation it is convenient to have it already open on the desktop;

CONGRESS ATTENDEES

Only if you are NOT presenting TODAY, you will have access to the streaming Platform link to the program

ROOM 1 (main)

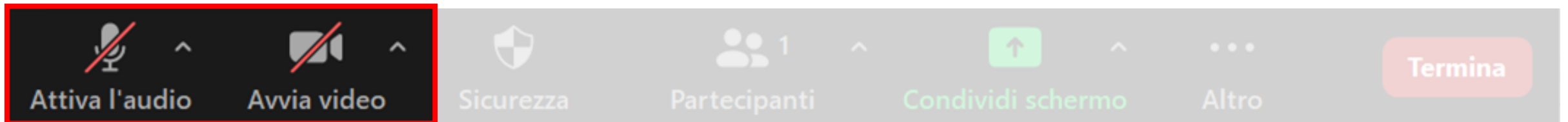
ROOM 2

- Only registered Attendees the AIC2021 Congress;
- The opening of the connection to the 30th of August 2021;
- The Congress will begin at 09:00 am (UTC+2=CET+1=CEST);
- Your microphone and webcam will be automatically disable;

See «**HOW TO ACCESS THE 14TH AIC CONGRESS**» for further information about the access to the conference.

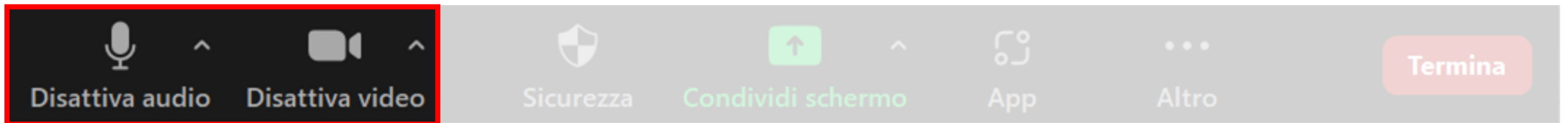
Upon entering the Zoom Room

- In the Zoom Room you'll be on AIC2021 stage.
- Please, do not turn on your microphone or webcam before your turn.
- You will not be able to share your presentation before your turn.



On your turn

- When the session chairs announce your presentation, you have to **open** your microphone and webcam, and **share** your presentation (see next slide).
- At the end of your speech: **stop** sharing the screen, **close** the microphone and webcam.



How to share your presentation

- To share a presentation it is convenient to have it already open on the desktop
- To share the presentation use the "**share screen**" button on Zoom toolbar.

If you are new on Zoom or if you want further information, consult the website:

<https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen>

