

SPEAKERS TECHNICAL GUIDELINES

Dear speaker,

Thank you for being part of the AIC2021 congress.

As you know, the congress will be held online through Zoom platform together with a professional streaming service. As a very first step, please check you have installed the latest version of [Zoom](#).

Joining the congress

To [Join the Congress](#) you have to go to login the [Access Page](#) using your username (or email), password and passing the bot control (executing the proposed sum). After this step you can join the conference as a speaker or as an attendee.

Please, join the conference as a speaker about 10-15 minutes before the beginning of your session. When you don't have present, please login as an attendee.

Entering as a speaker, you'll be redirected in a Zoom room. Upon entering the Zoom room, please keep the microphone and the webcam turned off and write your name and surname.

When will be your turn to talk, you will open your microphone and your webcam.

During the session

At the beginning of the session the chairs will be the first to talk. At your time to talk the chairs will introduce you, you can turn on your microphone and webcam and you can share your presentation (see Figure 2).

For [oral presentations](#) we remind you that your speech should last 12 minutes (+ 3 minutes of questions). See the [oral presentation guidelines and templates](#).

For [short presentations](#) we remind you that your speech should last 5 minutes no questions). See the [short presentation guidelines and templates](#).

At the end of the presentation the chairs will proceed with questions and with the introduction of the next speaker and you should stop your screen sharing, and turn off your microphone and webcam.



Figure 1 Example of how the chairs will appear on the screen during the congress.



Figure 2 Example of how the speaker's presentation will appear on the screen during the congress.

Questions

The audience will follow the congress through a streaming platform, which do not allow to turn on microphones or webcams. As a consequence, questions will be asked just through the [chat](#). The chairs will receive all the written questions and are free to pose them to the speaker. If the session will run out of time, questions will not be posed. In this case, the attendees will be invited to pose the questions directly to the speaker's email.

End of the session

At the end of the session, you have to leave the Zoom room to the next chairs and speakers. Now you can relax and join the conference as attendee.

Useful recommendations

We strongly suggest you to become familiar with Zoom before the congress, because we will not have the time to test al the chairs and speakers systems.

Please, find some other instructions for speakers on the [Access Instruction page](#).

If you encounter some technical problem, you can login as a speaker during the conference long breaks and we will provide you assistance.

Further information

- Instructions to join the congress: <https://www.aic2021.org/access-instruction/>
- Instructions for the speakers: <https://www.aic2021.org/access-instruction/>
- Program at a glance: <https://www.aic2021.org/program-at-a-glance/>
- Detailed program: <https://www.aic2021.org/detailed-program/>