

## PRESENTER AND ATTENDEE QRC

Presenters and attendees are asked to be present in the room of their presentation 10 min before the start of the session.

The Zoom rooms for the sessions will be open in Meeting mode.

Upon entry in the session room presenters will have their videos and mics disabled.

The rules of the Session will be announced by the Chair at the beginning of the session. Depending on the type of session presenters will have different responsibilities.

For Oral and Give me 5 minutes sessions the presentations will be played by a member of the Easy Conferences team. The presenter will be given time , after their presentation is played, to answer questions.

For all other types of session the presenter will be asked to share his or her work from their own computer. Please have your presentation open and ready to share before you are asked to do so.

Keynote Speeches, Workshops, Meetings, Labs, Symposia, Round Tables, State of the Art, and Ceremonies will be recorded.

Depending on the type of session you may be asked to join Breakout Rooms, to Annotate on other presenters' or facilitators work or communicate on other platforms. Relevant information will be given by the session chair.

You can ask questions or ask to “take the floor” by the use of the “raise hand” option in the “Reactions” menu of the zoom window. You can also use the “chat” function where available. During the Keynote Speeches the “chat” function will be disabled