



Info for Speakers and Chairs

thank you for your participation in the First Circul-a-bility Conference.
This leaflet is here to help guide you through presenting virtually.

1. Joining the conference

All sessions are being presented through Zoom. You have already been registered to the conference by the organising staff. An email has been sent by Zoom (from no-reply@zoom.us) to your email address, with the link of the conference (please check also in your spam box, if you don't find it).

If you don't find it in any of your email folders, please send an email to: conference.tech.team@gmail.com.

2. Live Session Format

You will be able to share your screen to advance your slides, mute and unmute yourself, as well as share your video. Q&A will be facilitated by the session moderator who will be monitoring the Zoom chat and Q&A. You may address questions that come in during your session, but **we strongly ask that you remain in your time**. All sessions have a firm stop and will not go over in time.

3. Pre-recording your Session

If you have connectivity concerns you can pre-record your session and submit a recording to us to play in the live session. You may submit your recording at the email of the local convener (giancarlo.colelli@unifg.it).

4. Tech Checks

We are conducting (4) tech checks for presenters/chairs a few days before the conference. The purpose of these sessions is to test your technology including your microphone, video, and screen sharing. We ask that you conduct the tech check in the same space/room and with the device that you will be using to present at the conference. Conference staff will be available during the times listed below. The tech check should only take a few minutes.

The Tech Check windows are(*):

Tech Check window	Participants from:
Friday, September 24: 3:00 PM – 4:00 PM (CEST)	Italy

Friday, September 24: 4:30 PM – 5:30 PM (CEST)	Latvia, Lithuania, Norway, Poland, Slovenia, South Africa, Switzerland, The Netherlands, Turkey, UK, USA
Saturday, September 25: 3:00 PM – 4:00 PM (CEST)	Belgium, Bulgaria, Croatia, Czech Republic, Denmark, Finland, France, Germany, Greece, Hungary, Ireland, Israel
Saturday, September 25: 4:30 PM – 5:30 PM (CEST)	Albania, Portugal, Spain

(*) To have a uniform Tech Checks distribution over time, participants have been divided into 4 groups of countries. By the way, it is not a strict rule, in case of your unavailability in the time window scheduled for you, a moderate elasticity is allowed in the choice among the listed time options.

The link for the Tech Check

is: <https://us02web.zoom.us/j/2535257325?pwd=aE15Q1lGUTVqeIF5Mk5NUzVNZVJnZz09>

We strongly recommend you perform the tech check at the scheduled time. However, a TEST ROOM will be always available during the conference and may be accessed on-demand. To connect to the TEST ROOM, once you are in the live conference room, you may click on the “Breakout Rooms” icon in the on-screen Zoom controllers and join the “TEST ROOM”. Consider the passage through the TEST ROOM only in case you have not performed the tech check in the scheduled time (highly not recommended). However, the passage through the TEST ROOM during the conference must be done **largely in advance** of your live session time (at least 40 min - 1 hour before).

5. Tips

To improve your virtual experience we recommend you:

- to restart your computer and to power cycle your modem/router (if possible) before starting your Zoom connection;
- to connect directly your computer to the router with an ethernet cable, or at least consider staying close to your WIFI apparatus and possibly to limit the number of devices connected to your wireless router;
- to close out any unneeded programs, especially those that use the internet or your video and audio resources. This could include office applications, additional browser tabs, or anything that uses system or network resources;
- to stay in a position of good lighting from front/side light sources, but avoid having lighting sources at your back;
- to arrange your webcam and your position so that your face is centred in the frame of the webcam;
- to unmute your microphone when you are not speaking, but remember to activate it at your turn;
- to disable your video while others are presenting, in order to minimize distractions, but to share your video during your presentation.

Thank you for your participation in our virtual experience!

Questions? Contact Us: at conference.tech.team@gmail.com