convin

WELCOME VIRTUAL PLATFORM

HOW TO USE THE VIRTUAL PLATFORM

What you'll need to have, and what you need to do:

- Our platform uses **Zoom** for sessions. Make sure you are **connecting via a network that** allows Zoom usage. Several company and institutional networks use firewalls: if you are behind a firewall, we suggest you prefer to attend the conference from another network.
- Sufficient internet bandwidth. A connection of least 2Mbps is needed to attend the conference, and at least 8Mbps of *wired* internet is needed for speakers and chairs.
- Make sure that **no other software** (such as Skype, Viber, GoToMeeting, etc) **is using your** • camera and/or microphone at that time.

For best results, we suggest:

- Using the **Google Chrome** browser
- Using a **desktop computer**, best with a **large monitor**
- **Connection** via **private network**



You will be able to access the platform several days before the Conference to log in and see how it works. The day of the Conference, you will be able to log in 1 hour before it begins.



6th International Virtual **Conference of Engineering Against Failure**





* Login credentials (e-mail/ pin) are sent via email a few days before the Conference begins.

SIGNING IN

To sign in: *

Enter your **email** address here

Enter your **password** or personalized **PIN** here

Click here to sign in



After logging in, you shall be redirected to your Settings.

Welcome

We really want you to enjoy the event, but before we continue we want to make sure you can participate.

Let's quickly check everything and then you're on your way.



Mic Selection

Great. Now let's make sure we're using the right mic. Select your preferred mic and click Set to continue.

Microphone (5- GENERAL - AUDIO) (1b3f:... 🔻



* Turning on and using your camera and microphone is not mandatory in order to attend the Conference; it does, however, optimize the experience, since it will allow you to virtually "mingle" amongst fellow attendees.

Fill in or correct your contact details at the Event Checkin Panel.

Last Name

Kateriniou

First Name

Georgia

Position Pm

Organization

Convin

Address

Chalandri, Greece

Event Checkin

Your contact details were provided as

About You

part of your registration

Welcome Georgia. Please review your privacy settings below

PROFILE

Click **Update and Close** at the very bottom of the **Event Check-in** panel when you're all set!

Update and Close



INSTRUCTIONS

SCIENTIFIC PROGRAM

The first session of each day will always be a brief video with instructions on *How to Use the Virtual Platform.* You may watch it at any time, and as many times as you wish.

> You can click on the Star to add a Session to your Favorites.



You can access the Session by clicking **Preview**, or **Join**, as soon is it is time for the Session to begin.

If you star several sessions, you can then toggle their appearance by clicking on the star icon next to the filter field. Don't forget to click the star icon again, to see the full Scientific Program!

You can use the **Filter** field to search for a specific Session.

Clicking on a session block will display its information on the right-hand side.

ATTENDING

Click on the **Join Computer Audio** option, and you shall join the Session and view the presentations automatically.

A message will pop up in **Zoom**, stating that the **Session is** being recorded; you shall need to consent to this in order to join the Session.



*Questions submitted via the Live Q&A module must only relate to the Session and its scientific content. For technical queries, there is a special "Live Support" Module.

** Moderators can skip answering questions, if the number of questions exceeds the time frame of the Session.





SCIENTIFIC ROLES



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on the **Conference**

SPEAKERS & **MODERATORS**



During the Conference, in the Timeline, look for the date & time of the Session where you are presenting or Moderating. Click on the **Preview** button.

About 10 minutes before the session begins, please have your **Zoom client** open and running **beforehand**, and click on the Join as Panelist button to connect to the Session via Zoom.

SCIENTIFIC ROLES

It is imperative that you keep an eye on the **timer**. Even though you and the rest of the panel are already in the session, the Session is not broadcasted to the rest of the attendees before the reaches countdown zero. At that point, the Moderator will begin addressing the delegates and introducing the first Speaker. When it is your turn to present, you will use the **Unmute** and Start Video buttons on Zoom to address the audience, and then click on the Share Screen button to share your screen.

< BACK TO TIMELINE	DND EXPORT HELP
Test Session/Rehearsal-B A 4:00pm - 5:00pm Rehearsal Timer	Join as Panelist This session starts in No further CLOCKAPP Meeting Password: NzAowJP^6z No further
Current Questions Most Recent 🔶 Starred 🗸 Answered Questions	Session Information
Delete All Questions Export Data Enable Moderation	• Preview ·
Vicky Denaxa 12:59pm Image: Display and the second s	Live Q&A ^
Vicky Denaxa 12:58pm 1 Question 2 1 1	TOP RECENT MY QUESTIONS ANSWERED
Vicky Denaxa 12:58pm 1 1 Question 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Type a question Send
During the session, attendees will be sending their questions via the Q & A panel. Those questions will be displayed on	Presenter Chat ~
the left side of your browser. As soon as all presentations	Control Room Chat
are finished, the Moderators may address some or all of the	A DESTRUCTION AND A D
questions to the Speakers.	G ^e convin

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**Moderators can skip answering questions, if the number of questions exceeds the time frame of the Session.

SPEAKERS & **MODERATORS**

The **Presenter Chat** is a chat box where Moderators, Speakers, and room technicians can converse. Post here if you require assistance or if you wish to bring something to the panel's attention. The **Control Room Chat** is similar to the Presenter Chat, with the exception that it is also supervised by the Technical Manager.



E-POSTER

In addition to the Sessions, the platform features an **E-Poster Gallery**. You may visit it at any time you wish. If you wish to talk to one of the poster presenters, you can use the **Meeting Hub** feature.



GALLERY

Click on **View Presentation** to view the content of the E-Poster, and its video, if available.

(i) Presentation Information	~
☐ Handouts	~
My Session Notes	~

After clicking on View Presentation and entering the Virtual Room, you can **download available files.**



You can use the **Meeting Hub** to communicate with other attendees.

search for	r a fellow attendee.
ATTENDEE Filter on n	S ame or organization ONLINE NOW <u>Advanced</u> S
МА	Mohammed A
۲	Mustafa A
NA	Natalija A
НА	Heikki A
	Sondos A
	Paul A

Here, you can **type a name** to

Click here to send a **connection request** to the attendee you've chosen. Once they accept, you can communicate with them at any time during the Conference via text message, or ask to hold a video conversation.

HT Harry Tzanavaris					
	Call	Chat	(F) Message	Meeting	Notes
Video Call Inactive	•				
Harry Tzanavaris Video Call				Vicky De	naxa

Keep in mind that the Attendee List includes all registered attendees, but someone may not be online at any given time: connection requests may thus not be accepted immediately!

HUB





The first thing to do when you face a technical problem is to refresh the Program, or log out and log in to the Platform.



If you have a small computer screen, and it looks like Timeline components are off the screen, a helpful tip is to use the Ctrl & minus (-) buttons on your keyboard, in order to zoom out and make the whole window look smaller, to view everything on screen.

Our personnel will be very happy to assist you with any questions or problems you may face!

LIVE SUPPORT & HELPFUL TIPS

You can change your Profile Settings at any time by clicking here.

You can export any Notes you took during the Sessions here.

We wish you a wonderful Virtual Experience!



29 K. Varnali str., 152 33 Athens, Greece, Tel: +30 2106833600 , <u>www.convin.gr</u> e-mail: <u>info@convin.gr</u>