

GUIDELINES FOR CONNECTION AND PRESENTATION

Friday, 12 November 10:00 – 18:30 (EET)

SYMPOSIUM CONNECTION LINKS

- The symposium will take place on the platform **Google Meet** (*using the Google Chrome Browser*) by means of three parallel links: **1st link, 2nd link, and 3rd link**.
 - ✓ **1st Link** _TTPF 2021 International Symposium, from 9:30,
link: <https://meet.google.com/hmd-ozxj-jcf>
 - ✓ **2nd Link** _TTPF 2021 International Symposium, from 11:15
link: <https://meet.google.com/myh-rrcj-dzo>
 - ✓ **3rd Link** _TPF 2021 International Symposium, from 11:30
link: <https://meet.google.com/jgj-vdeo-wui>
- To connect to the symposium, just click on one from the above links, or click on the available links in the pdf files posted on the symposium site in the **PROGRAM section** <https://ttpf.ro/index.php/brief-program/> , <https://ttpf.ro/index.php/program-sessions/> and select "**Join Now**".
- Please allow Google Meet to access your camera and microphone. **However, before connecting, you must turn off your microphone so as not to disturb the audience.**

GENERAL INSTRUCTIONS FOR PRESENTERS

- Be sure to log on for the presentation session at least 15 minutes early.
- Use of the laptop or desktop computer is recommended for oral presentations. Keep yourself focussed on the screen with the camera at eye level.
- To present the paper from your own computer, you must **open your PowerPoint file, share your screen, and run the slideshow**.
- **Sharing your screen** is mandatory, so that participants can see the slides of your presentation, hence click the option "**Present Now**" and select "**Your entire screen**" (see attached pictures).
- As can be seen in the Program: Sessions, posted on the symposium website (<https://ttpf.ro/index.php/program-sessions/>) each presentation will have 15 minutes, including time for questions and answers. It is recommended that the presenter should spend 10 minutes giving the presentation and leave 5 minutes for Q&A.
- It is essential that all presentations stick to their fixed time. After you have finished the presentation, participants can ask questions, including through the "**Chat with Everyone**" function of the Google Meet.
- At the end of the 15 minutes, the presenter will end the screen sharing, click the "**Stop Sharing**" / "**Stop Presenting**" option to allow the next presenter time to set up his/her presentation (see attached picture).

