



## GUIDELINES FOR CONNECTION AND PRESENTATION

Thursday, 23 November 2023, 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: **1<sup>st</sup> link**, **2<sup>nd</sup> link**, and **3<sup>rd</sup> link**.

- **1st link:** International Symposium TTPF 2023  
Thursday, November 23 · 9:30am – 6:30pm  
Time zone: Europe/Bucharest  
Video call link: <https://meet.google.com/bax-sbwp-czx>
- **2nd link:** International Symposium TTPF 2023  
Thursday, November 23 · 12:00 – 6:00pm  
Time zone: Europe/Bucharest  
Video call link: <https://meet.google.com/ftq-rjoe-aru>
- **3rd link:** International Symposium TTPF2023  
Thursday, November 23 · 12:00 – 5:00pm  
Time zone: Europe/Bucharest  
Video call link: <https://meet.google.com/ept-ctjn-hsv>

❖ To connect to the symposium, simply click on one of the links above, or click on the available links in the pdf files published on the symposium website in the PROGRAM section and select **"Join Now"** <https://ttpf.ro/index.php/program-sessions/>.

❖ Please allow Google Meet to access your camera and microphone. *Before you connect to the desired session, you must turn off your microphone so as not to disturb the audience.*

### GENERAL INSTRUCTIONS FOR PRESENTERS

- ✓ Please log in at least 15 minutes before the start of the presentation session.
- ✓ For each parallel session, a session chair leads planned presentations on specific topics.
- ✓ For the oral presentations, it is advisable to use a laptop or desktop computer instead of a smartphone. Concentrate on the screen and hold the camera at eye level.
- ✓ To present the paper from your own computer, you need to open your PowerPoint file, share your screen, and start the slideshow.
- ✓ Sharing your screen is a mandatory step so that participants can see the slides of your presentation. This means that you must click on the "Present now" option and select "Your entire screen".
- ✓ As you can see from the TTPF2023\_General Program published on the symposium website (<https://ttpf.ro/index.php/program-sessions/>), each presentation must last 15 minutes, including time for questions and answers. It is recommended that the presenter spend 10 minutes for the presentation and allow 5 minutes for Q&A.
- ✓ It is important that all presentations keep to their fixed time. After you have finished the presentation, participants can ask questions, also via the "Chat with everyone" function of Google Meet.
- ✓ At the end of the 15 minutes, the presenter ends the screen sharing by clicking on the "Stop Sharing" / "Stop Presenting" option so that the next presenter has time to prepare their presentation.