



The Conference will be held via TEAMS online platform.

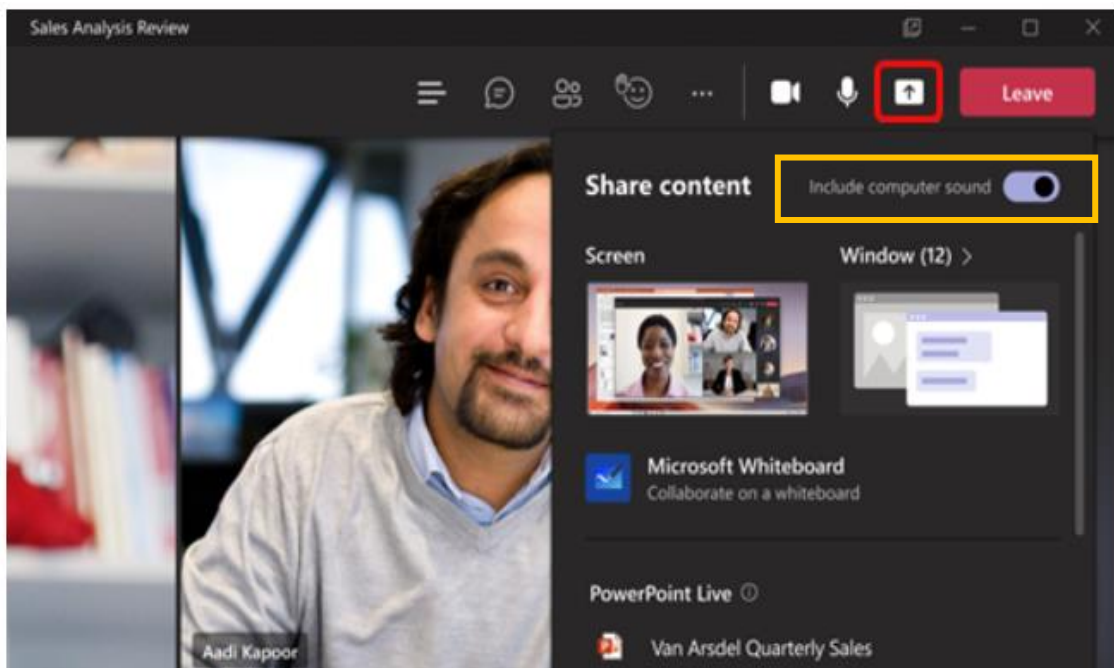
Join the meeting via Teams

1. In the schedule you have the links for the different sessions. There is one link for each day of the conference. The same link will be valid for the whole day.
2. Once you click, the link the system will open a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically.
3. Then you may be able to join the meeting. If the host did not get the meeting started, you will stay in the lobby until the host will admit you.
4. All participants will be able to use the chat and are asked to share their screen when presenting their paper.

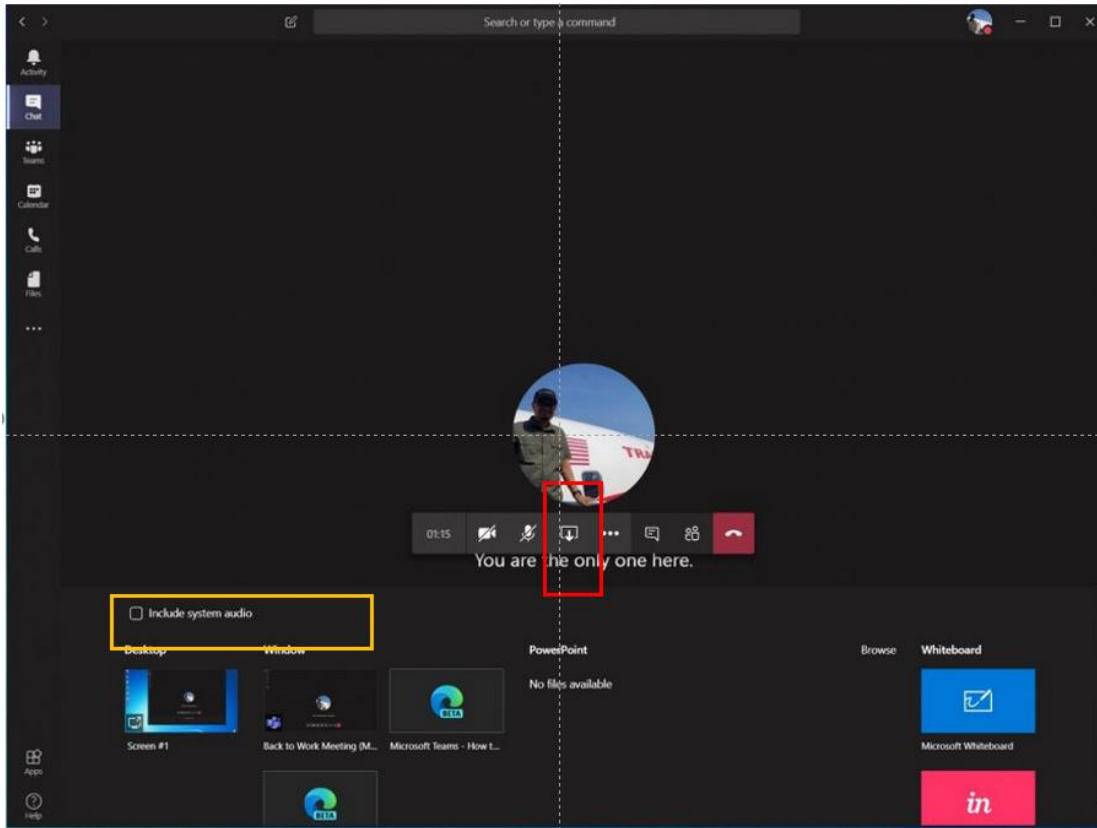
To share the presentation

Once you are in the session and it is your turn to present your paper, you will need to follow the steps below to share your paper:

1. To share your screen in a meeting, select **Share content**  in your meeting controls. Then, choose to present your entire screen or PowerPoint file. To share sound, select **Share content**  in your meeting controls and then **Include computer sound** (it's the switch on the top right of your sharing options). Please note: All sounds from your computer, including notifications, will be audible to the attendees of the meeting.



You can also find the window in this format:



2. When you are finished with your paper/screen sharing, click the "Stop Sharing"-icon in either the small meeting toolbar or on the top right of the Teams window.

