INSTRUCTIONS FOR ALL PARTICIPANTS
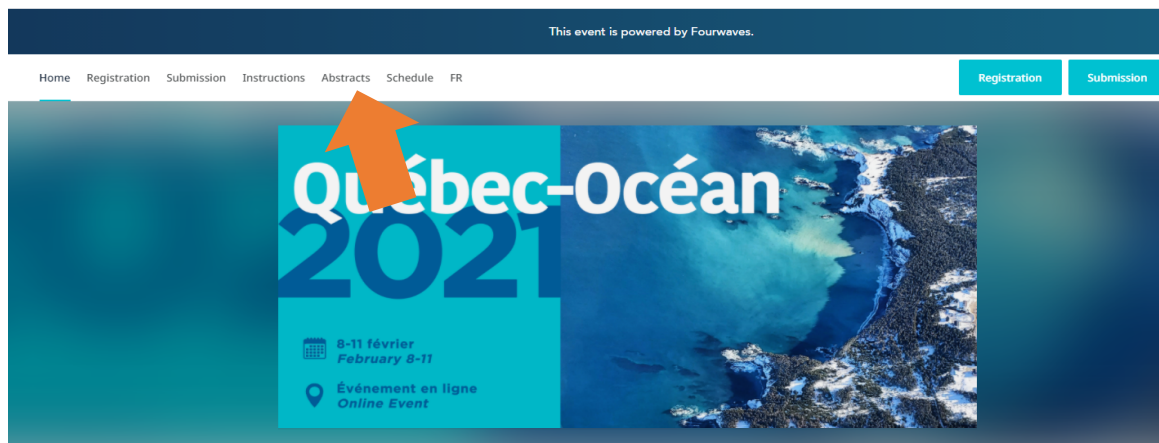
Before the Meeting

- **Prior** to the meeting, you are invited to read the abstracts of the oral and poster presentations.
  - o **Click on the tab "Abstracts" on the event page.**

- This page will display titles of all presentations (oral and poster presentations). You will be able to filter by type of presentation (oral or poster) as well as by the domain of research. You just have to click on the title if you want to read the abstract. The contact information of the presenter will also appear. **We ask you to contact the presenter only during the period provided for that purpose (**see **"Schedule").**

During the Meeting

During the meeting, by clicking on the tab "**Schedule**" you will have access to all the contents of each session. Click on Instructions, Welcome, Guest speakers, etc. to see the presentations.
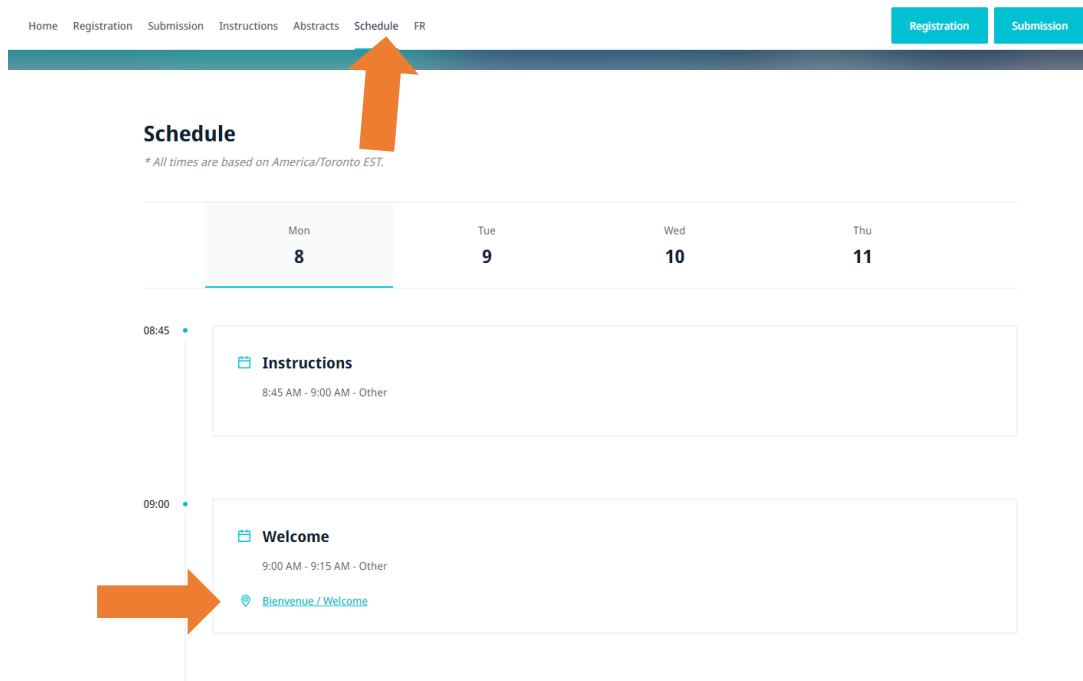
- The complete schedule can be found <u>here</u> – **Reminder: you need to log in with your email and password to get access to all the content**).

Attend conferences and oral presentations:

- To attend conferences and presentations, simply click on the corresponding link in the "**Schedule**" tab. You will be redirected to a zoom room.
- Your sound and camera will be automatically muted when you reach the presentation rooms. You will be able to activate your camera if you wish by clicking on the Video icon at the bottom left of your screen.
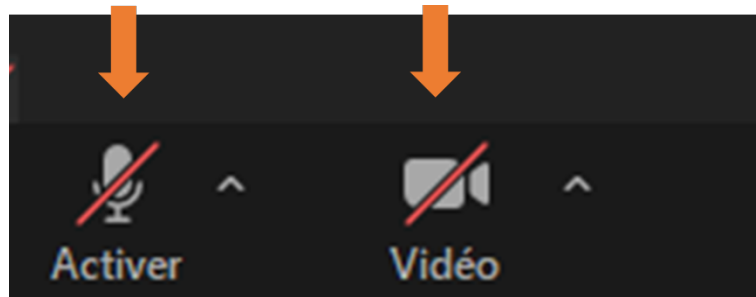

If you experience connection difficulties, we recommend that you leave your camera off.

There is a question period at the end of each presentation.

- During the question period you will be able to raise your hand using the tool provided by the Zoom interface in the participants tab. The chairperson will then invite you to ask your question. Be sure to activate your microphone by clicking on it.
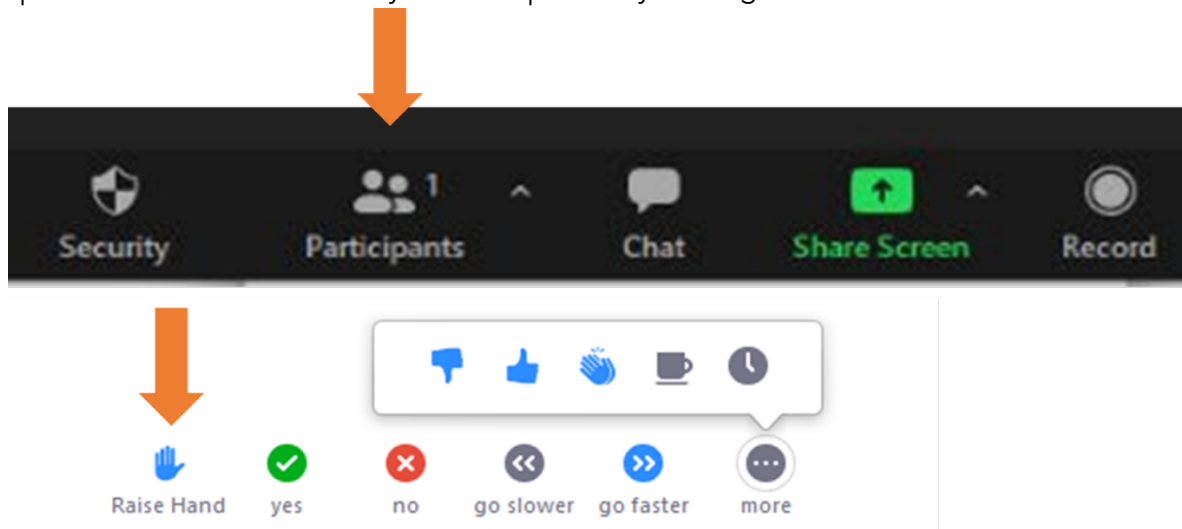
- During the presentations, you will also be able to ask your questions in the chat room. However, please address your question to everyone so that the chairperson can read it to the presenter.
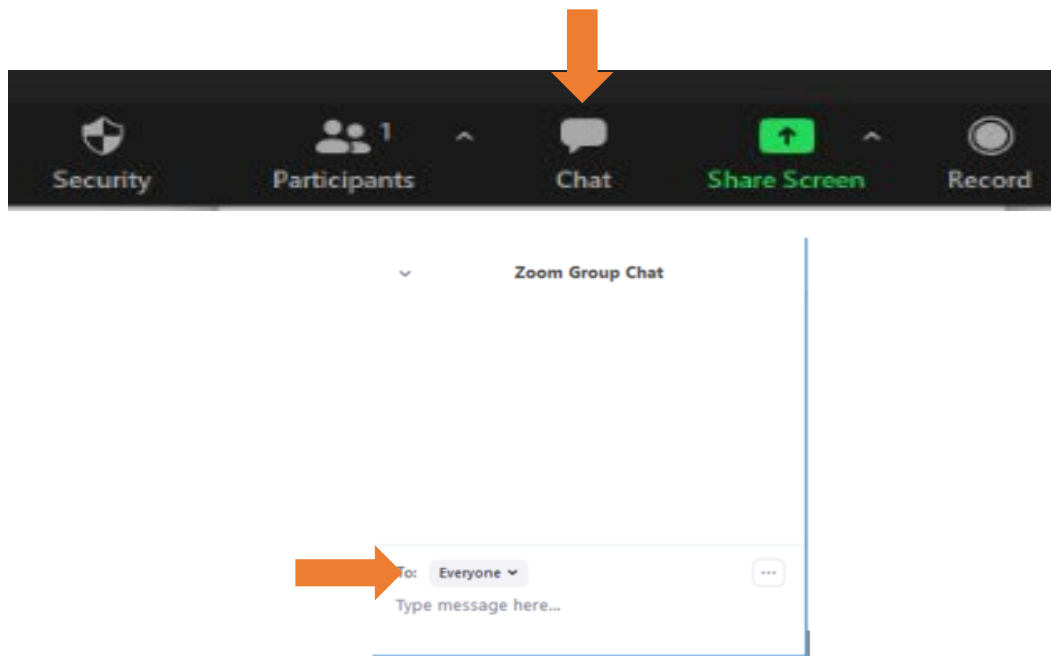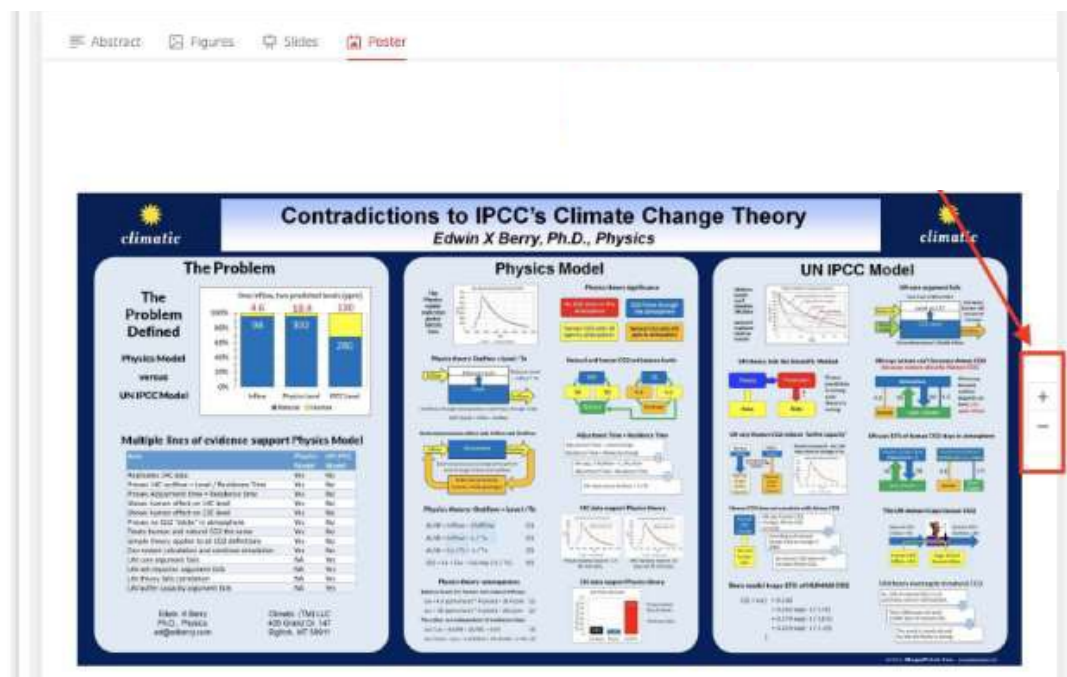
To attend the Poster Session:

- In the "**Schedule**" tab, during the " Session: Poster Presentation ", click on the presenter of your choice. You will have access to his or her abstract and will be able to communicate with him or her.

- While viewing the poster, you can zoom in or out either with the mouse or with the + and - buttons next to the poster and drag the image.

- You do not have to join a discussion to see the poster. You have the choice of viewing the abstract or the poster, by clicking on "**Summary**" or "**Poster**".
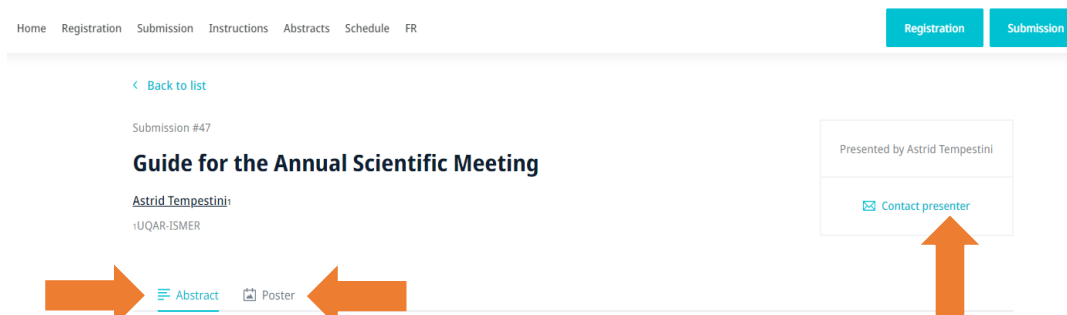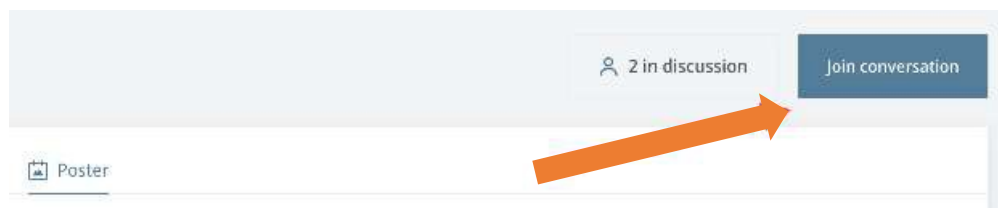
- You can call the presenter by clicking on "Call presenter".

- If a conversation has already started, you will see the number of people in the conversation. You can join the conversation, but a maximum of 8 people is allowed during the conversation including the presenter.

- To join a discussion, click on "Join conversation".

- More help can be found here.