# Guidelines for Online Participants

The conference will use Zoom platform.

We recommend that you install the Zoom client : https://zoom.us/support/download. If it is not possible to install this client, then you can use the HTML5 Web client with Chrome as preferred web browser.

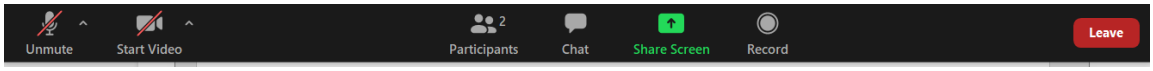
You can test if you can access a Zoom meeting via https://zoom.us/test. Once you successfully connect to the test meeting, click Leave Meeting in the lower right corner of the meeting window.

The audio for this conference is delivered through your computer. Before joining the conference, make sure to have your headset and microphone connected. Having a webcam can increase the interactivity but is not strictly necessary.

**INCREaSE25** sessions will run using two virtual rooms: **Room ONE** and **Room TWO**. Registered participants will receive access information for the two rooms. Room ONE will have the oral sessions, keynote talks and technical sessions, while Room TWO will have the poster sessions. Please consult all the details and program at https://increase.ualg.pt/2025/#program.

Participants are invited to join and leave any session whenever they want. Using the icons in the lower left corner of the Zoom screen, participants can:

- Mute/Unmute own microphone (far left);
- Turn on/off camera (“Start/Stop Video”);
- View Participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand;
- Chat window.




<u>If you wish to ask the presenter a question</u>:

Unless instructed otherwise, please click the "raise hand" icon and wait until your name is called by the chair.

<u>If you wish to ask the chair a question</u>:

Please type your question in the Chat window. Be sure to direct your question to the chair privately and not to the whole group.

# Guidelines for Online Presenters

Be present in the session where your work will be presented.

Be ready to answer questions from the participants after your video is presented. Session chairs will announce and manage the question&answers period. Be sure that your microphone is unmuted during the question&answers period.