

Dear All,

we kindly invite you to read this summary regarding the **Live Meeting Room** you are going to use as Chair and Speaker.

You can also take a look at a training session that was held with the IIW Commission Chairs at

<https://youtu.be/Te7JirDrbDc>,

as well as become familiar with the digital platform and test its tools by accessing the training version at this link <https://live2.sintech.webfactional.com/b/ari-u23-36v>

## **ESSENTIAL TECHNICAL REQUIREMENTS TO PROPERLY ACCESS THE MEETING ROOM**

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The following hardware is required to join the meeting:

- PC or laptop (windows or mac)
- Mic (built-in or external)
- Headphones (built-in or external)
- Webcam (built-in or external)
- Stable internet connection

All Chairs and Speakers can access this web-based platform as well as the meeting room by any PC and laptop with no additional plug-in- It is highly recommended to check here some essential requirements:

- 1) **Use of the browser Chrome ver.72 or later - strictly recommended.** In case you need to install it, you may to download the latest version free of charge at <https://www.google.com/chrome/> (you may need to ask to your system administrator the permission to install)
- 2) At your first log-in at the meeting room via Chrome, please **be sure to accept necessary permissions:** allow the platform to **access microphone and camera** of your device, in order to properly operate and let you chair or join the session. If you are an Apple Mac users, see the instructions below.
- 3) As you the meeting, please select to join by “microphone” when requested: it’s the proper option to join a session as Chair or Speaker.

For Apple Mac users, please remember to enable your Mac in advance to use the webcam and microphone, setting the appropriate preferences / privacy.

<https://support.apple.com/en-gb/guide/mac-help/mchla1b1e1fe/mac>

<https://support.apple.com/en-gb/guide/mac-help/mchlf6d108da/10.15/mac/10.15>

In case you are using the right browser, you have enabled all the platform requests and set further authorization but nevertheless you may still struggle in settling unexplainable malfunction, you may try to consider to switch off the VPN connection as well as.

For further technical issues, IT Director is always available the left bar of the Meeting Room screen.

## **MEETING ROOM SETTING**

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Settings such as “language choice” are available within the meeting room by clicking on three dots on upper right part of the screen.

You can even change and re-set your preferred external equipment (camera or microphone) by clicking on “phone” graphic icon at the bottom screen and then by selecting “no” at the connection test, in order to set up again or change equipment among those in your possession.

Live Chat is available to contact IT or single colleague as well as to post comments or questions in the left bar of the screen.

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## ACCESS IN A MEETING ROOM AS CHAIR OR SPEAKER

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As Chair or Speaker of a specific session you may have to work on two different types of Meeting Room environment, as based on technology used to run the session:

- **Webconference Meeting Room** (green on the timetable) up to 50 people audiences
- **Streaming Meeting Room** (pink on the timetable) for wider audiences

Depending on the type of Meeting Room, you have to access as per below directions:

- In Webconference Meeting Rooms: access the **IIW On-Line Conference Center by using your Aristeia Pass** and then entering the Meeting Rooms Area
- In Streaming Meeting Rooms: access through a **link that will be sent by e-mail** by the Organizing Secretariat before the meeting, and through that link you will be redirected inside the scheduled Meeting Room you have to join.

You are kindly invited to join the meeting room at least **15 mins before the beginning**, so that the IT Director can check scheduled operations and test the team web connection as well as face any critical issues may occur.

The IT Director is always available to support for you through a **live chat** located on upper left of the room screen.

The chat is also useful to make questions, to ask for the permission to speak by the “raise hand” function and also to contact single colleagues.

You can raise your hand by clicking on your own profile icon and selectin the required option.

## ATTEND A MEETING AS CHAIR OR SPEAKER

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If you act **as a Chair** who manages the session, you are invited to open the meeting by a speech and then to introduce the Speakers in accordance to the scheduled Agenda, so that the dedicated IT Director can give rights to speak to the Speaker in charge or just launch the pre-recorder presentation if previously uploaded.

During the live session, the IT Director manages the proper operations when requested by Chair and in accordance to the Agenda, such as:

- assign the right to speak or the right to share personal screen to a Speaker
- assign the right to speak to a Speaker who has used “raise hand” button
- launch a pre-recorded presentations or contents if previously collected
- launch a vote and show vote results (this operation may need up to 2 mins if operated inside Streaming rooms)
- manage Q&A together in order to get answer and comment by the Speaker

Every Chair and Speaker can share personal screen only when IT Director enables him/her and due to this type of management a **proper scheduled Agenda** and a **direct and steady communication between IT Direction and Chairs** is absolutely essential to run a smooth session.

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## PRE-RECORDING A PRESENTATION

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We'd like to remind the chance to pre-record in advance a video-contribution so that IT Director can launch the presentation when the intervention is scheduled.

This option does not exclude the presence of the Speaker during the live session and the chance to comment and discuss when request.

Some software normally used for presentations are valid for the purpose:

- Zoom <https://www.youtube.com/watch?v=xHH5JEsa6B4>
- Microsoft Teams <https://support.microsoft.com/en-GB/office/guida-per-microsoft-teams-1e8f580f-5baa-43ef-b056-7dbf9cc18357?ns=msftteams&version=16&ui=it-it&rs=it-it&ad=it>
- PowerPoint <https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>

The upload of compressed video recorded should be done as per below directions:

- length 15 mins / 20 mins max depending on your slot scheduled
- size 80 Mb
- ratio 16:9
- resolution 1280 x 720
- export Mp4 compressed, PPT, ZIP
- file naming iiw2020\_Cnumber\_familyname\_givenname\_01.mp4

**sample: iiw2020\_CXIII\_smith\_jhon\_01.mp4**

**Videos must be uploaded on the following repository no later than 4 days before your scheduled participation.**

<https://iiw2020.sintech.webfactional.com/upload.asp>

## NETIQUETTE FOR THE LIVE SESSION

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**Before** joining a meeting, please be so kind to:

- check a stable web connection;
- check your equipment and relative efficiency on digital platform;
- set a clear videoconference background, an appropriate lighting and reduce background noise;
- prepare your papers/presentation in advance on your desktop if you wish to share your screen;

**During** the live meeting, please be so kind to:

- always mute your microphone and camera during the speeches of you colleagues;
  - use live chat to interact with the colleagues or private chat
  - use “raise your hand” tool to ask for speak in case you wish to comment
  - use private chat mode to contact the IT Director who is always available during the Live Session
  - inform colleagues via chat in case you need to disconnect for any reason
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