

SAE BIG4small

20-24 Semptember 2021

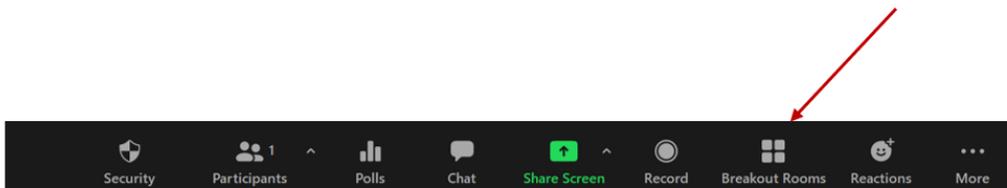
Virtual Event on Zoom

Instructions to participants

When the participants enter the conference, in the main room of zoom they will find the day's program in full screen and a member of the organizing committee will be available for any clarifications. Participants are requested to always keep their microphone muted. The organization allows attendees to unmute their microphone, and relies on the education of all who join the conference. At any time the organization can turn off the microphone of the participants without allowing them to turn it on independently. In extreme cases the organizing committee can expel people from the conference.

Moving among the rooms

The organizing committee has set four rooms for the conference sessions. The **Main room 1** and the **Main room 2** are the virtual rooms to be used for both plenary and invited sessions. There will never be parallel sessions when a plenary or invited session is scheduled. Our choice to set two main rooms for this type of sessions is governed by the need to give the chair, discussant and speaker of a session that begins immediately after the end of a plenary or invited session, the opportunity to be able to technically try out screen sharing and other technical stuffs. Each participant is free to move among the rooms, by clicking the “breakout rooms” button



and then clicking on the button “join” button corresponding to the room she/he wants to enter, for example Main room 1.

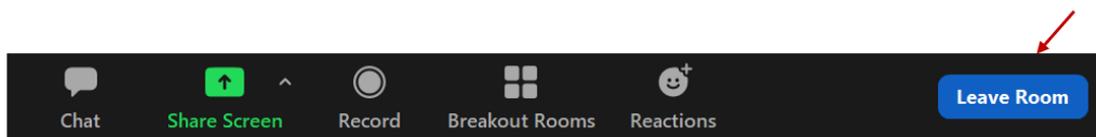


Each participant can either leave or change room at any time.

The **Room 1** and **Room 2** are the virtual rooms to be used for solicited sessions. The solicited sessions work in parallel. Conference participants can freely choose which session to join using the same procedure described above.

The organizing committee has thought of creating **common rooms** where participants can meet to spend some pleasant moments. There will be at least two common rooms, there are no specific rules to follow in these rooms other than those of good manners.

If a participant needs some help or any information, he must leave the room she/he is in by clicking on the "leave room" button



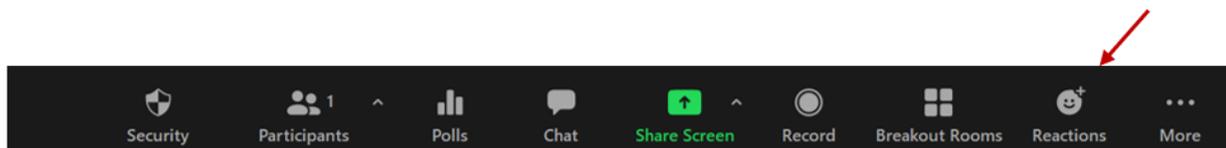
and then clicking on "leave breakout room". This way, she/he will enter the main zoom room where there will be a member of the organization who will give her/him all the support.

Intruccion for chairs

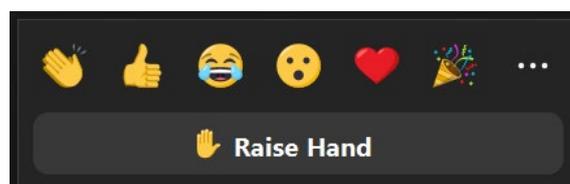
We invite the chairs to enter the room in which a session is scheduled at least 10 minutes before the session starts.

The chair can ask the speakers to send her/him the slides of their presentation well in advance. We recommend this procedure to avoid possible problems if the screen sharing of a speaker does not work for some reason

The chair must remind all participants to mute their microphone. Participants who want to ask questions should "raise their hand" by clicking on the "reactions" button



and then by clicking on "Raise Hand" button.



The chair will ask whoever has raised their hand to ask the question, and only at that moment the participant can unmute her/his microphone. If participants needs more time to discuss, they can meet in one of the common rooms.

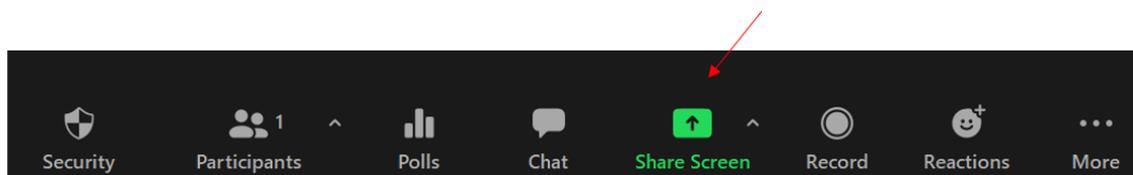
We do not recommend using the chat tool, except in exceptional cases. But if you have to use it, send the chats privately to whoever you want to write something

The choice whether to leave the possible questions of the participants to the speakers at the end of each talk or at the conclusion of all the talks programmed in the session is left to the chairs.

Intruccion for speakers

We invite the speakers to enter the room in which a session is scheduled at least 10 minutes before the session starts to check if the screen sharing tool works correctly.

To share the presentation with attendees, click on the “Share Screen” button,



then select the appropriate document.