



International Symposium on Functional Biomass-derived Carbon Materials

9th–11th March 2021 | ONLINE

Instructions for attendees

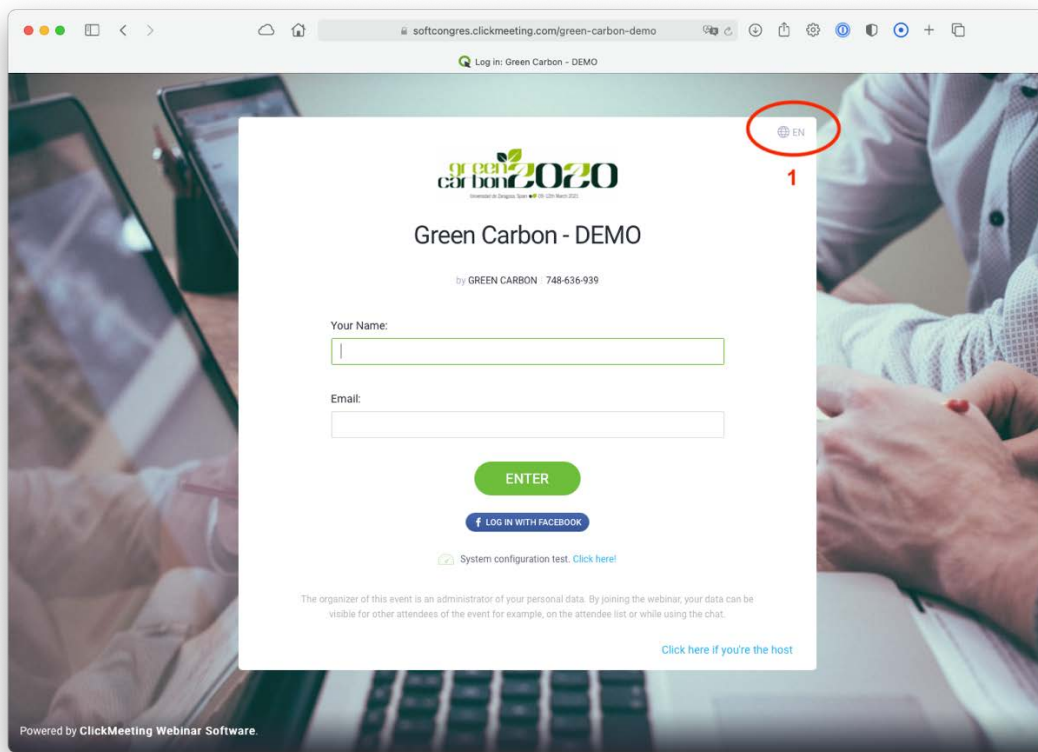
The detailed instructions are given below. In addition, a brief explanation of the videoconference interface will be delivered during the Opening Session.

1. General Tips for Audience Participants

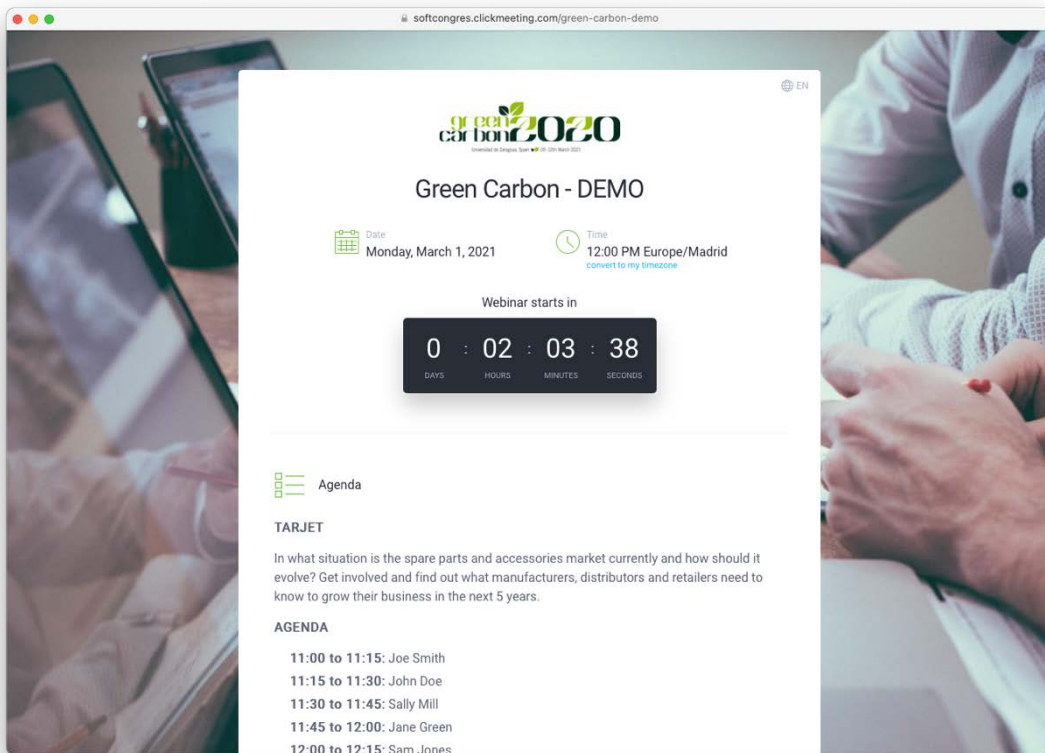
- Each Session will have an administrator, a Session Chair, presenters and participants.
- Administrator: will be the user who facilitates the use of the technology (NAME: GREEN CARBON)
- Chair: this person is present to coordinate the Session and manage Q&A.

2. How to join

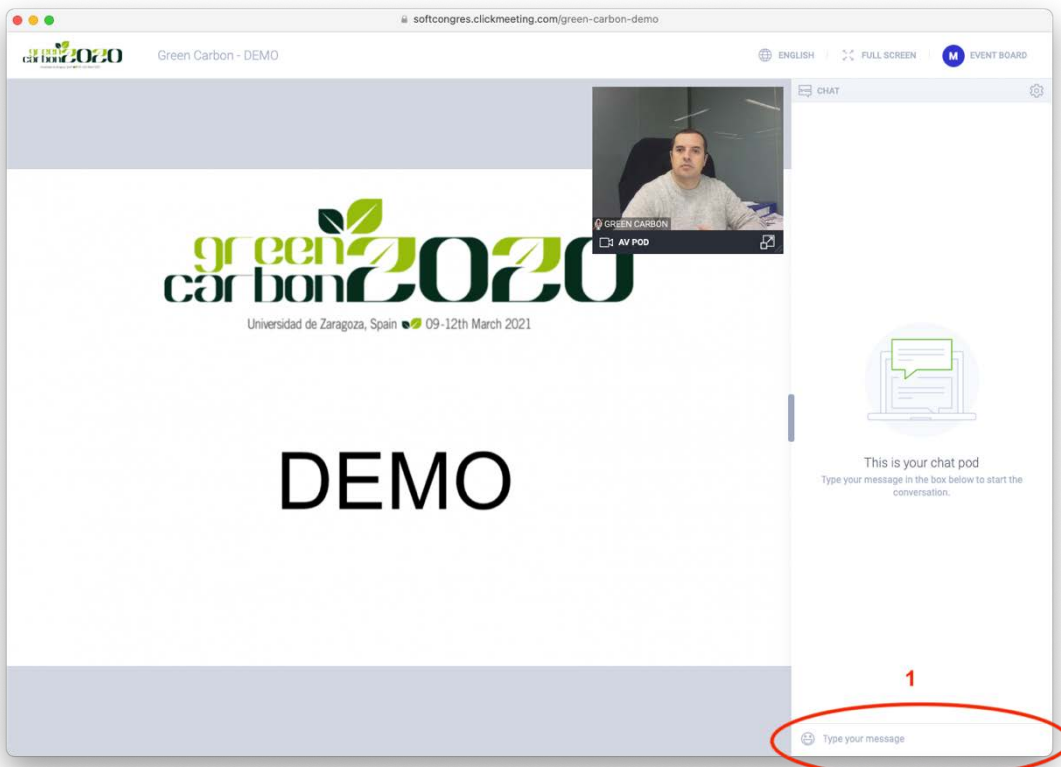
The organization will provide you a URL to access the symposium. **Select the language with which you want to see the interface** (option 1, see capture given below). Then, you must enter your name and email, and press ENTER.



If the event has not started, keep waiting.

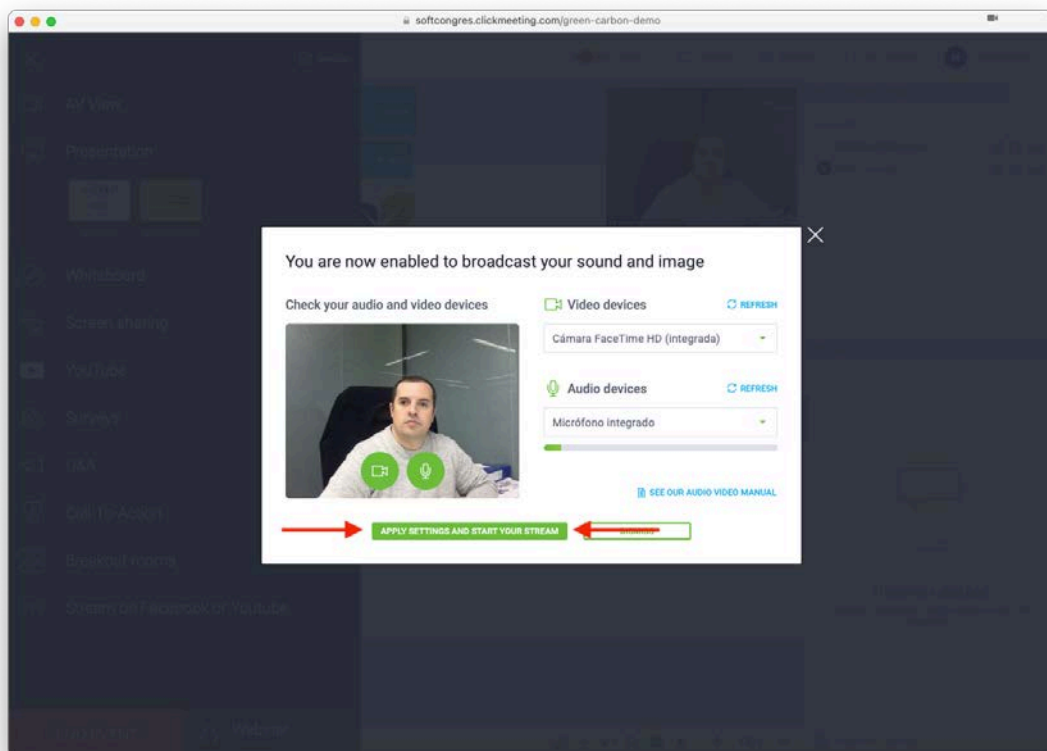
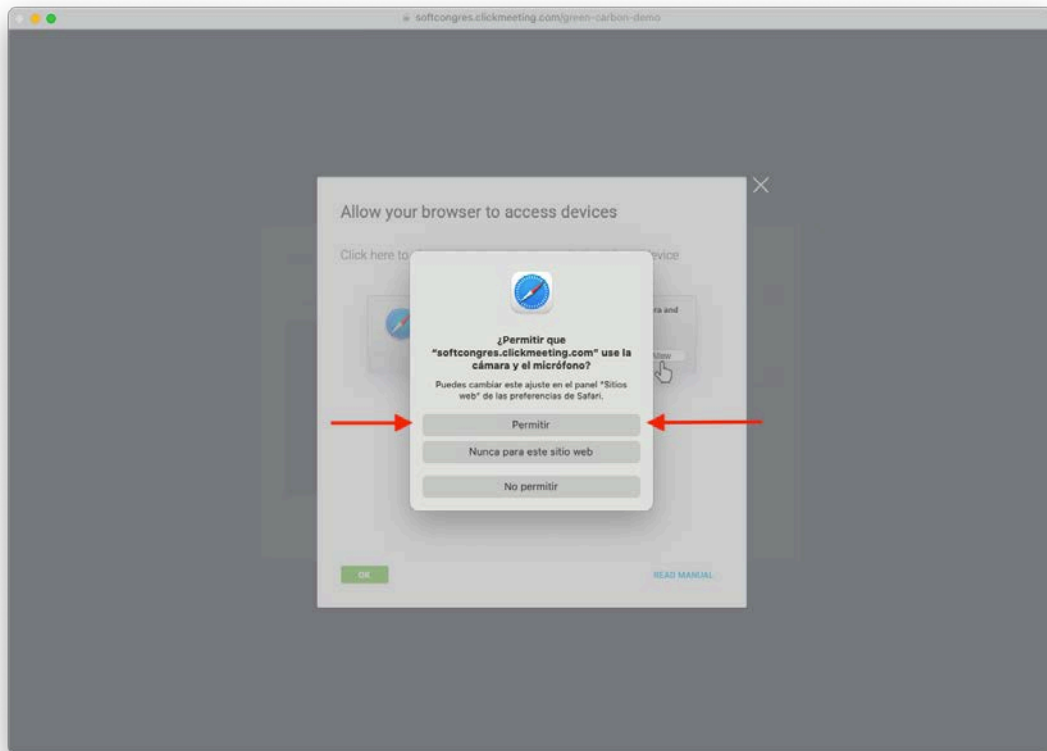


Once the event starts, you can interact using the chat (option 1).



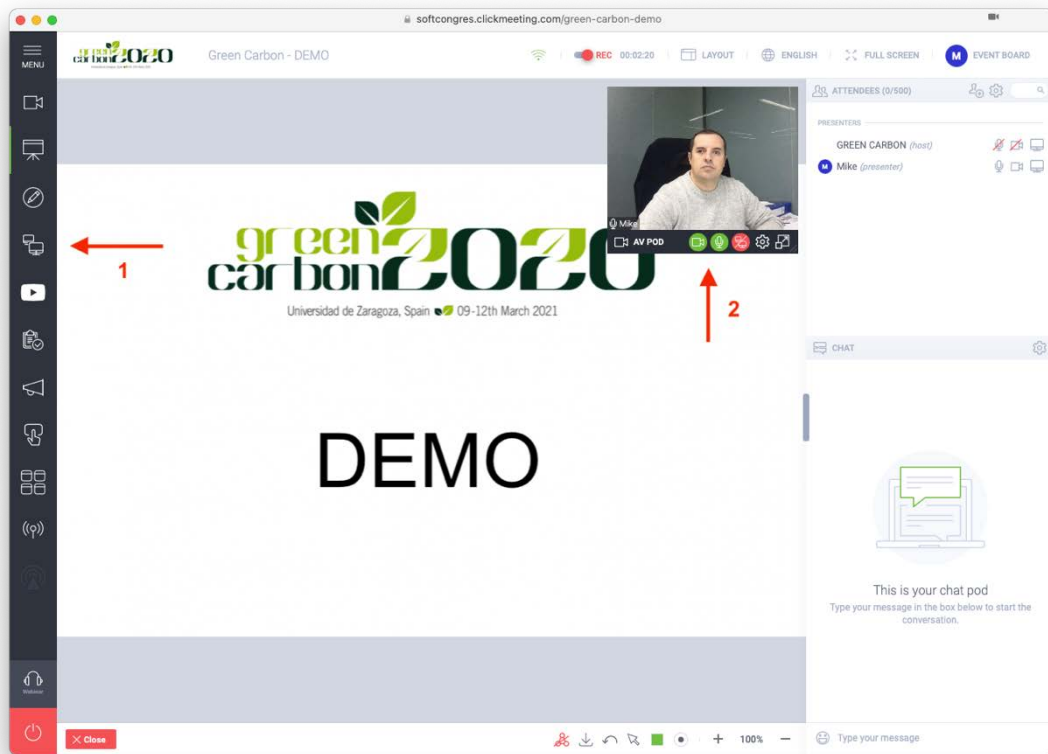
3. How to share your presentation

When it is your turn to speak, the administrator will ask you to access your camera and microphone.

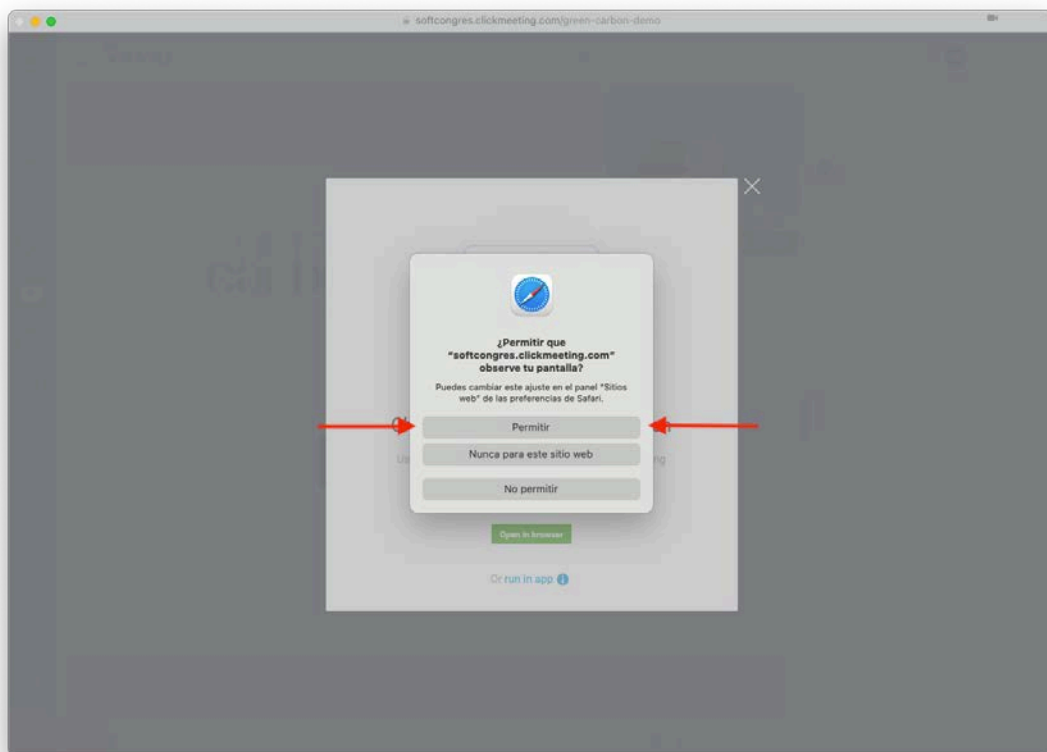
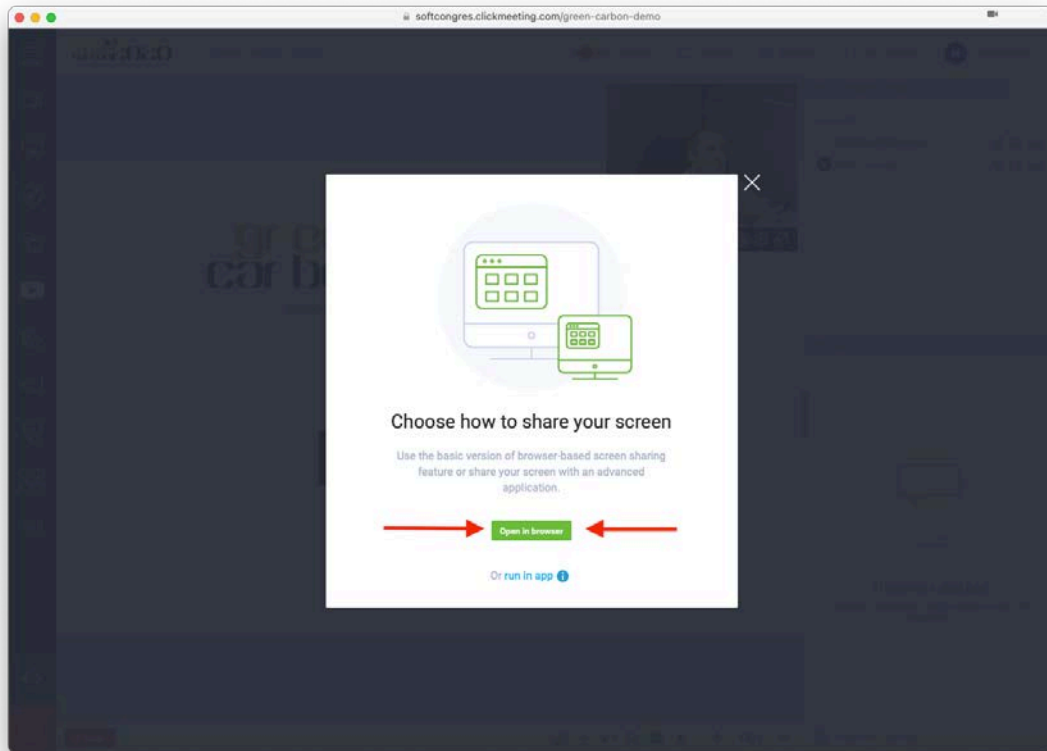


Once you have confirmed access to your camera and microphone, you can **share the screen** to see your powerpoint (option 1).

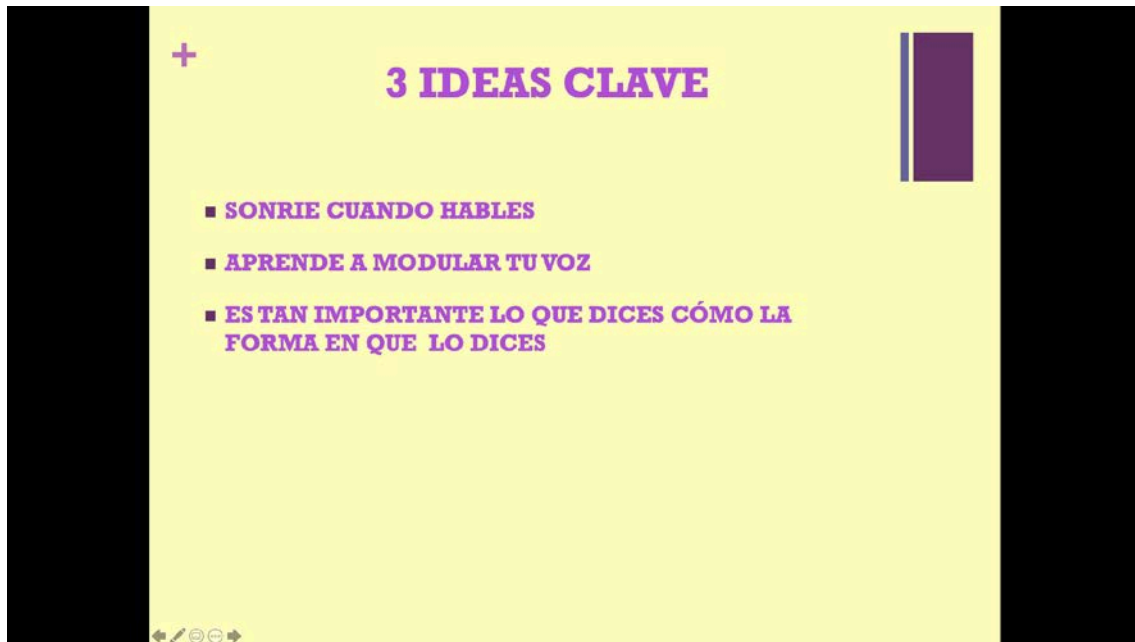
You can activate or deactivate your camera or microphone by clicking on the icons (green active, red inactive) (option 2).



Press **OPEN IN BROWSER** when you get the screen sharing option.
Allow the System to access your screen.



Please, **have the presentation preloaded on your computer**, to streamline the symposium and avoid waiting times to load your attendees.



4. How Q&A will work

A live Q&A Session will follow each talk, moderated by the Session Chair.

- Participants will be muted and **they will need submit questions during the presentation** via chat (i.e., before the Q&A Session).
- The Session Chair will then select and ask the questions during the Q&A Session.