Instructions for accessing our online event platform: Iteconsplay

Contents

Entering the platform 1
Entering an ongoing session 3
Participating online as an attendee 5
Participating online as a speaker/presenter 5
Participating online as a Chair 6
Other support 6

1. Entering the platform

A password will be sent to you via e-mail (e-mail account must be the same used for registration in the Conference at cees2021.uc.pt). Afterwards, go to url: https://cees2021.iteconsplay.pt/ and login with the e-mail and password sent to you.

If you haven't received the login data by the starting time of the conference, please contact our support team via cees2021@itecons.uc.pt.



Figure 1: Login page.

If you have forgotten your password, it is possible to retrieve it using the “Forgot your password?” link, found in the Login page. You will receive instructions in your email.



Figure 2: Password recovery page.

We suggest that you change your password after first logging in. To do so, edit your account by clicking on your username in the upper right corner.

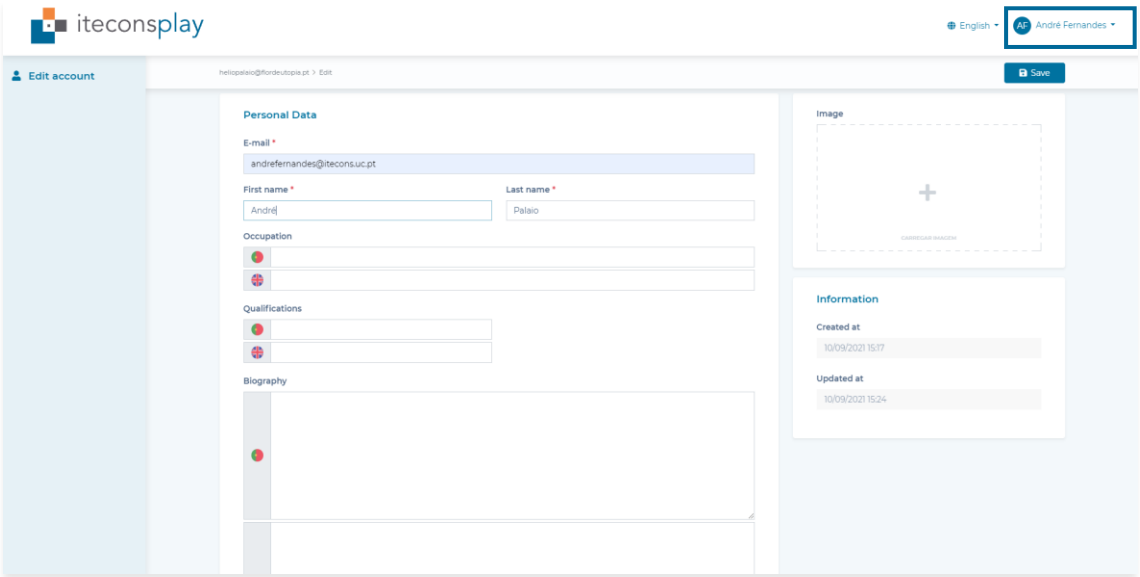

Figure 3: Personal data page

2. Entering an ongoing session

To participate in a session, click on the “Sessions” button of the main menu (on the left) and choose one of the “Current sessions”. Afterwards, press the “Start Stream” button.

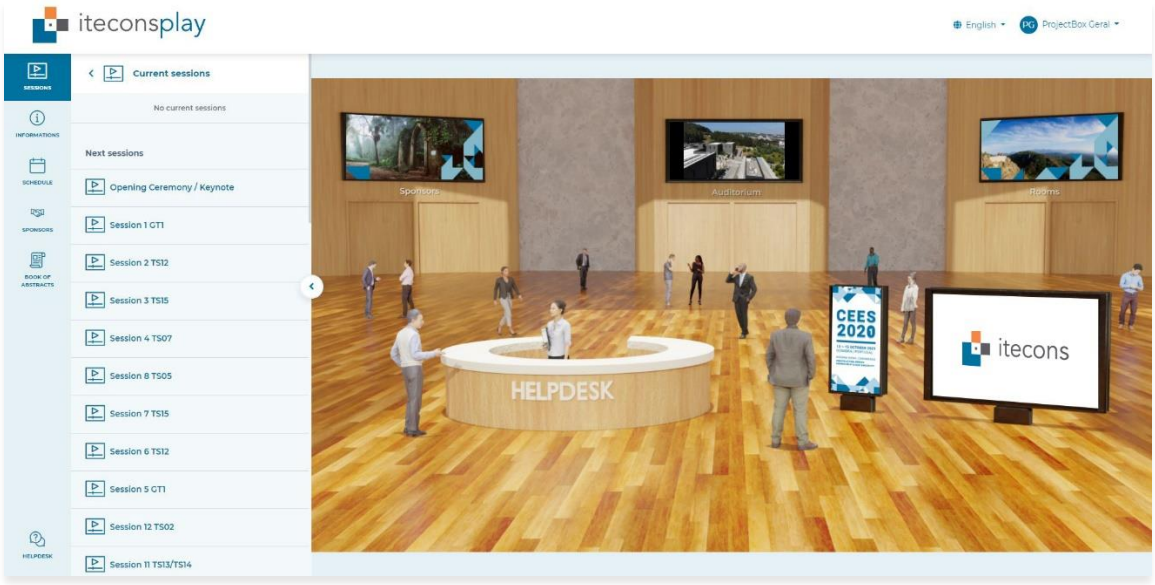

Figure 4: Main hall page – Sessions menu.

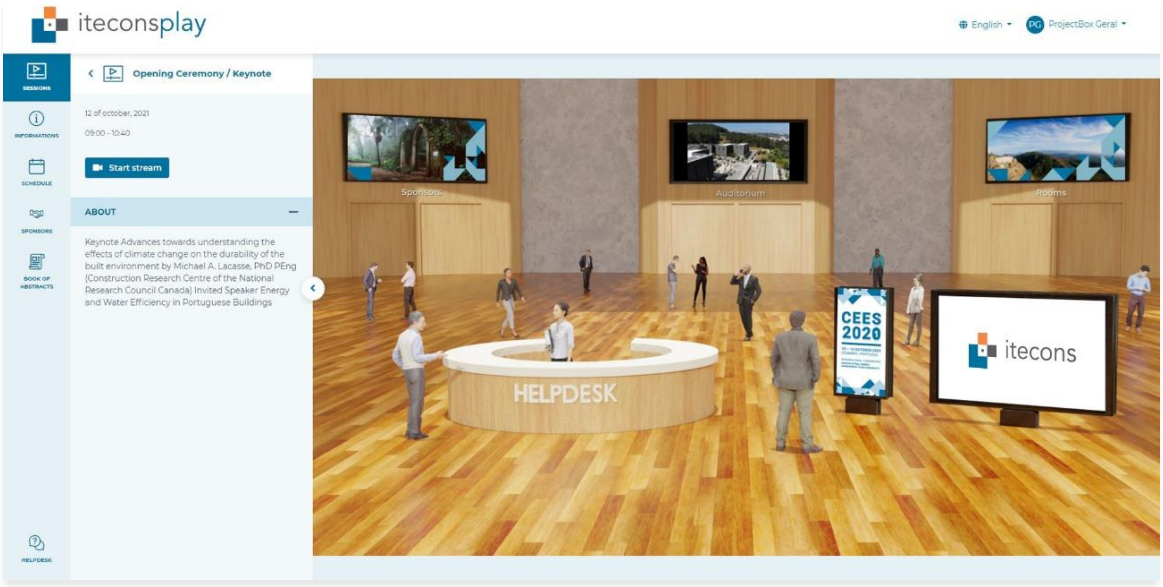

Figure 5: Main hall page – Selected session menu.

A Zoom screen will appear (see image below). Make sure you have the necessary camera and microphone permissions allowed in your browser, particularly if you are presenting/chairing the session.

Note: It is preferable to use Chrome.

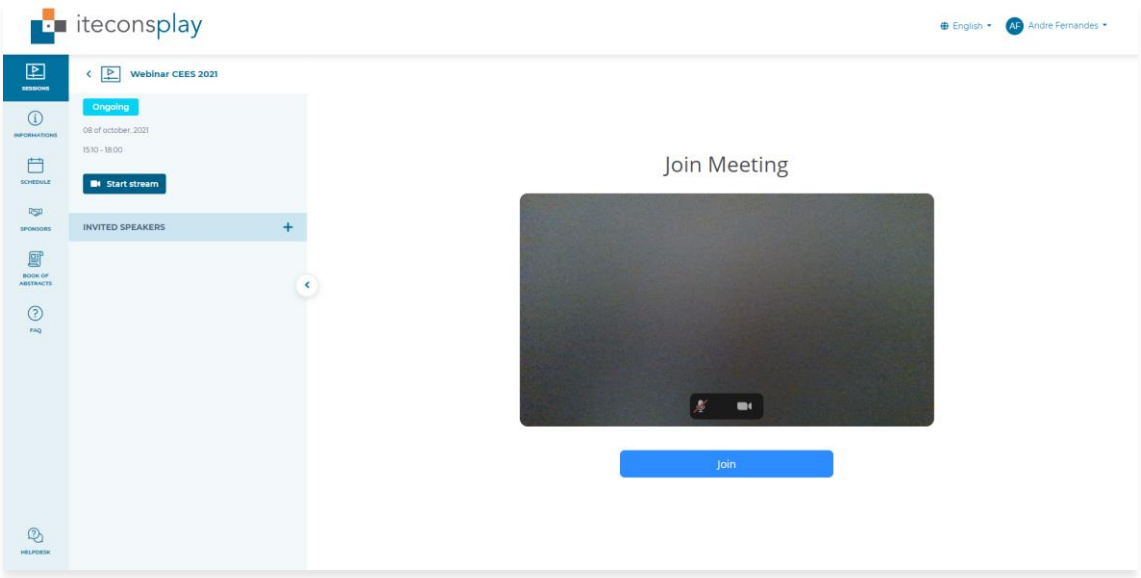

Figure 6: Zoom session page.

You can change the camera and microphone permissions by clicking on the camera icon in the browser URL field.

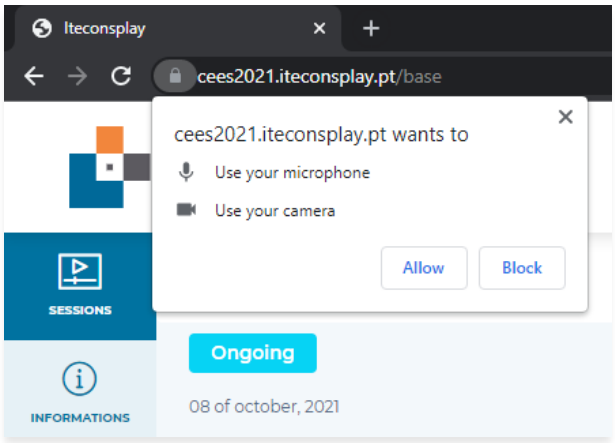

Figure 7: Browser pop-up that enables the activation of camera / microphone permissions.

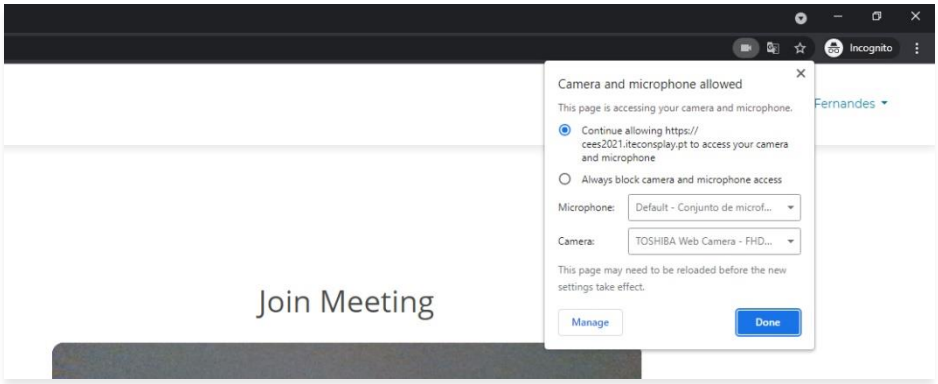

Figure 8: Browser pop-up that enables the activation of camera / microphone permissions.

3. Participating online as an attendee

As an attendee you will have restricted options. You can see and listen to the presenters and see how many other participants join the session. Communication is possible only via the "Q&A" button.

Rules for using the Q&A:

As a participant you can use the Q&A to pose questions for the speaker. Please do not use it for other topics or for internal discussion.

If someone enters a question you have as well, or you would like to have an answer to, please do not repeat it.

The session Admin will follow the Q&A during the presentations. The Chair may ask the speaker to answer these questions directly for everyone after the presentation.

4. Participating online as a speaker/presenter

If you are presenting in the session, you must access the session at least 15 minutes before the starting time.

You will first enter the session as an attendee. Hence, you will need to identify yourself as a speaker by using your name and the Paper ID in brackets, e.g. John Smith (ID 0XX). You can rename yourself after entering the session if you cannot do it beforehand. As a last resort, you may use the "raise hand" option to get the attention of the session Admin assisting the Chair. The session Admin will promote you to "panelist".

If you are unable to enter the session before starting time and successfully identify yourself as a speaker, your presentation may be moved to the end of the session.

As a speaker (panelist) you will be granted the option to unmute yourself, to turn on your camera and to share your screen. Make sure to only unmute yourself and share screen when it is your turn to present.

Make sure that your presentation does not go over the 15-minutes assigned to you. If you go over the 15 minutes, the session Admin may need to stop your presentation.

If you are both presenting and chairing in the same session, please follow the instructions below.

5. Participating online as a Chair

If you are chairing the session remotely, you must access the session at least 15 minutes before the starting time.

You will first enter the session as an attendee. Please help the session Admin by identifying yourself as the session Chair by using your name and "Chair" in brackets, e.g. John Smith (Chair). You can rename yourself after entering the session if you cannot do it beforehand. As a last resort, you may use the "raise hand" option to get the attention of the session Admin assisting you. The session Admin will promote you to "panelist".

As a speaker (panelist) you will be granted the option to unmute yourself, to turn on your camera and to share your screen. The session Admin will be there to assist you and will be able to mute / unmute each speaker if necessary. You can direct message the Admin using the "Q&A" button if required.

Please make sure that each presentation does not go over the 15 minutes assigned to each speaker. It is of major importance that the session as a whole does not go over the time permitted in the Conference Programme. If this happens, the session Admin may need to end the session.

You will be able to see the online audience questions in the "Q&A" section. The session Admin can also help you collect questions from the in-person participants if you wish to do so.

6. Other support

Within the platform, click on the "Helpdesk" button of the main menu (on the left) to get in touch with a member of the Organizing Committee.

To get assistance outside of the platform, please e-mail cees2021@itecons.uc.pt.