

Guide for Online Participants/Presenters

Participants

Access to papers

You may be interested in reading a specific article before or after a presentation, they are all available through the conference programme. To do this, select the session and view the download links.

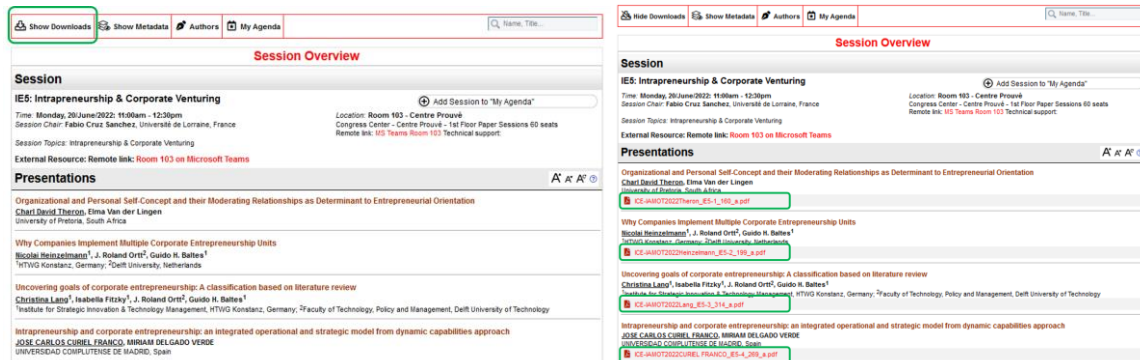


Figure 1. Access to the articles

Access to MS Teams Meeting Link

Each room of the conference is associated to a meeting on Microsoft Teams. The links to these meetings are available on the conference programme (<https://www.conftool.pro/ice-iamot-2022/sessions.php>). No account is required to take part to the meeting. Once you click on the link, you will see a snapshot view like this of Figure 2 asking you if you want to use your browser or the standalone Microsoft Teams application.

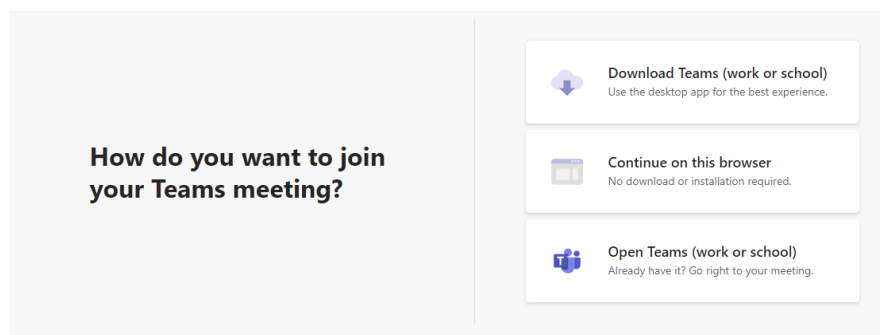


Figure 2. First element when you click on the MS Teams meeting link

Enable Camera and Microphone in the Browser

Considering you choose the “browser” option, the navigator will ask you to enable microphone and camera with a dialog box that looks like Figure 3 .

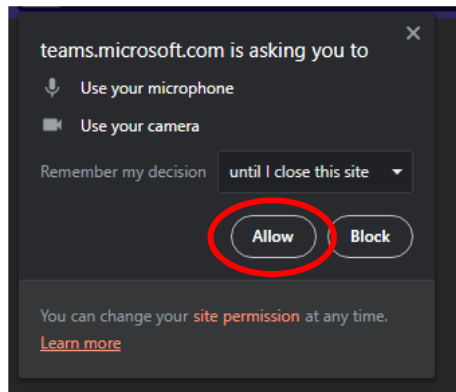


Figure 3. Allow the browser to have access to your microphone and camera

Meeting Settings

Once your microphone and camera are detected as activated by MS Teams, you will see your meeting settings as shown by Figure 4. Enter your name through the small form (Fig. 3-A) and enable / disable mic and camera with the two switches (Fig. 3-B). To change the microphone, speakers and camera, settings are available through the “Custom Setup” (Fig. 3-C), it displays a side panel with audio and camera selectors. Once you consider it is ok, click on “Join Now” (Fig. 3-D).

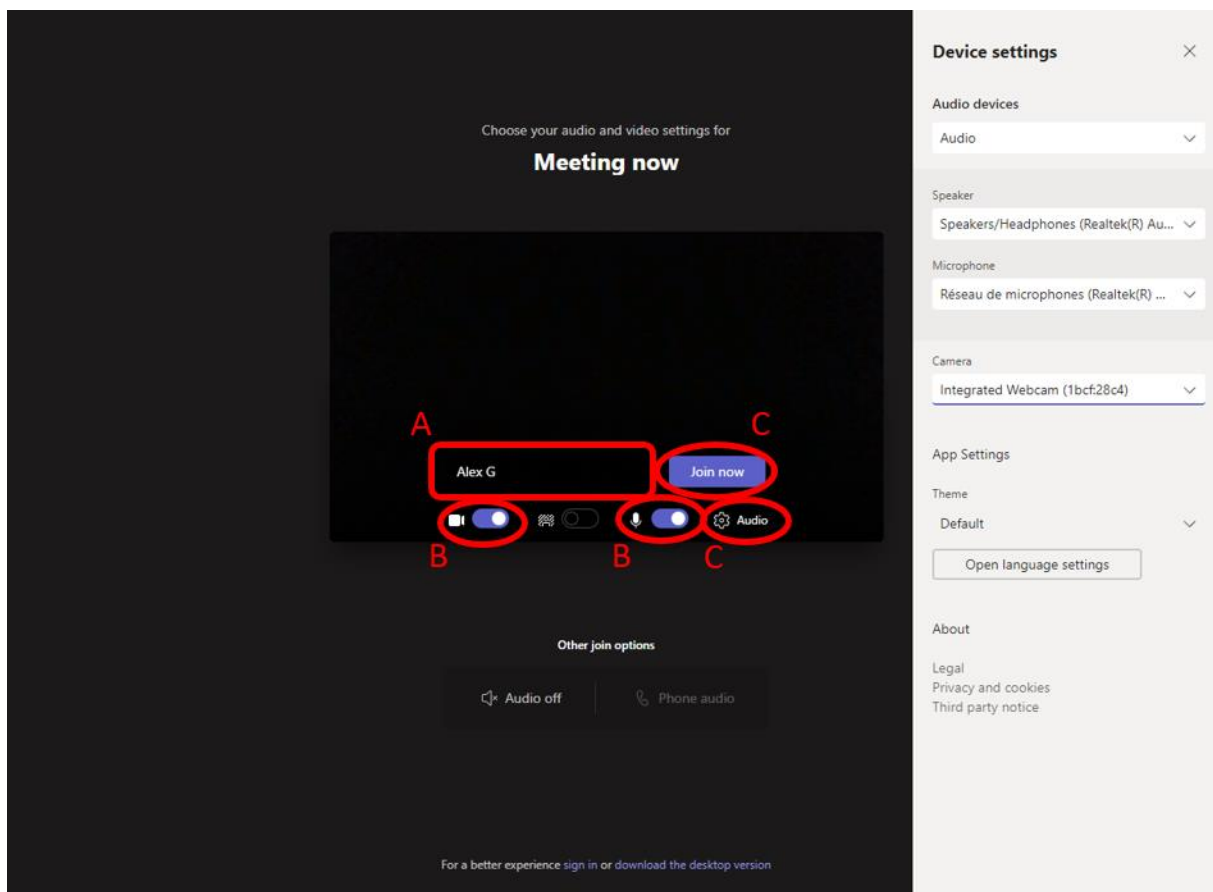


Figure 4. Meeting Settings before participate to the meeting

Option once in the Meeting

Once in the meeting, you have access to the chat for questions, remarks or requests (Figure 5).



Figure 5. Access to the chat in the meeting

Presenters

As anyone who are joining the meeting, camera and microphone are disabled. Ask through the chat to have the right to present, the session chair will give you the presenter role.

Share the Screen / Use Microphone and Camera

If your meeting interface have one of the three or the three buttons for camera, microphone and screen share disabled as Figure 6, it means chair did not gave you the presenter role. Kindly ask him to enable it, then you would see the three buttons enabled as Figure 7.

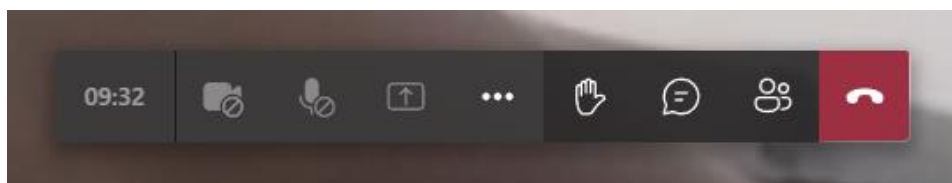


Figure 6. Presenter role disabled

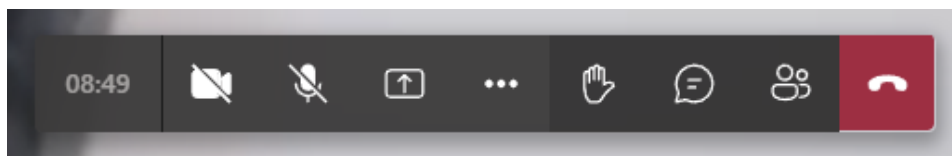


Figure 7. Presenter role enabled

Duration of the presentation

The time allocated is 15 min per presentation, then 5 minutes for question. It means your presentation is around 15 slides with a mean of 1 minute per slide. If you plan to present 30 slides, it is likely to fail...

Potential extra time would be allocated to more question-answering and discussion.