Guidelines for attending the

Conference OPTOELECTRONICS INTO A POWERFUL ECONOMY

Webex links:

No.	Workshop title	Date/time (local time)	Webex link
1	Optoelectronics in Environment and Climate research	20 Oct. 09:30 – 14:40	https://inoe2000.webex.com/inoe2000/j.php?MTID=m62da52d83240f54642b612d45c6fd4b0
2	PVD technologies for optoelectronics, optical, decorative, plasmonic and medical applications	21 Oct. 10:00 – 12:00	https://inoe2000.webex.com/inoe2000/j.php?MTID=me52e5a79bf24886b2240c56628b676d3
3	Optoelectronics and optospintronics: emergent phenomena, materials and applications	21 Oct 13:00 – 15:40	https://inoe2000.webex.com/inoe2000/j.php?MTID=mc0a5fa9287170fa622f1b2ff8800ff8b
4	Optoelectronics: materials, sensors and products	22 Oct. 10:00 – 16:00	https://inoe2000.webex.com/inoe2000/j.php?MTID=m7f402d82a4bc5a988d315daa01136854
5	Optoelectronics in Heritage Science	23 Oct. 10:00 – 12:20	https://inoe2000.webex.com/inoe2000/j.php?MTID=mde6c9098576f6c23011606737df6cb88

Guidelines for Participants:

- The meeting room will be open 15 min. in advance. Please use this time to check the sound and get experienced with the platform.
- Videos should be switched off unless the Chair recommends differently (e.g. for a group photo).
- **Keep your microphone muted** as long as you are not speaking, to avoid background noise
- **Use the Chat to ask for the floor, by typing your name**. The Chairs will introduce you when is time to speak.
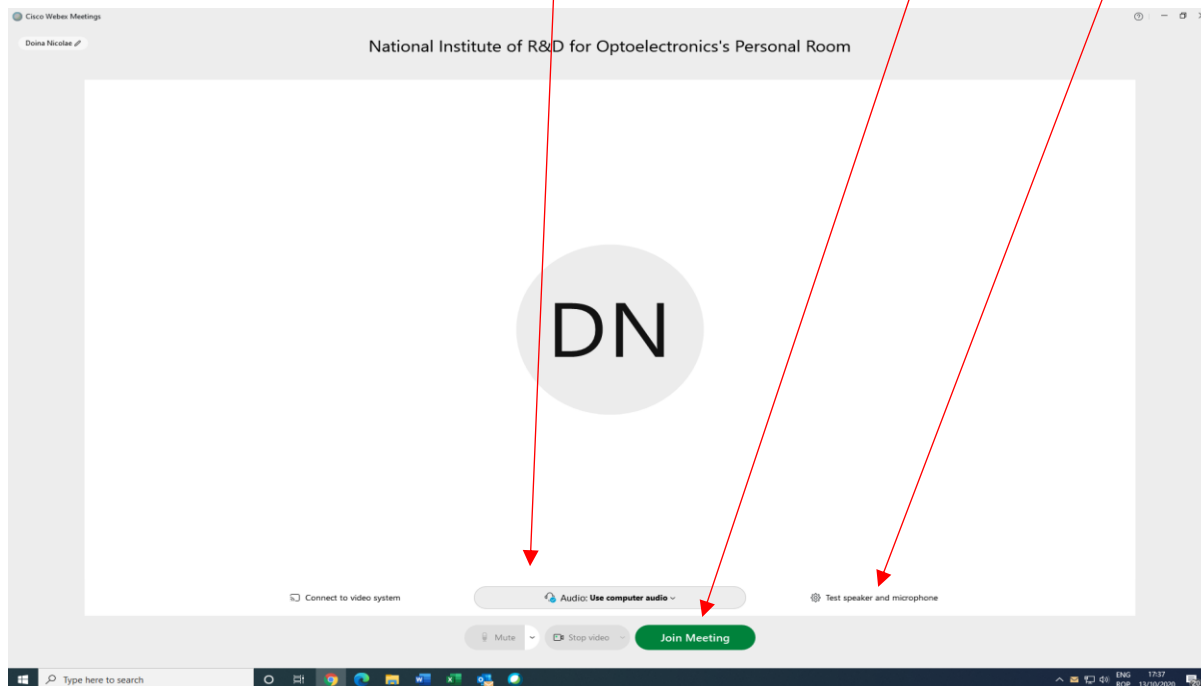
Guidelines for Presenters

- Prepare Power Point or pdf slides. Please do not use small fonts or figures, better distribute the information on consecutive slides.
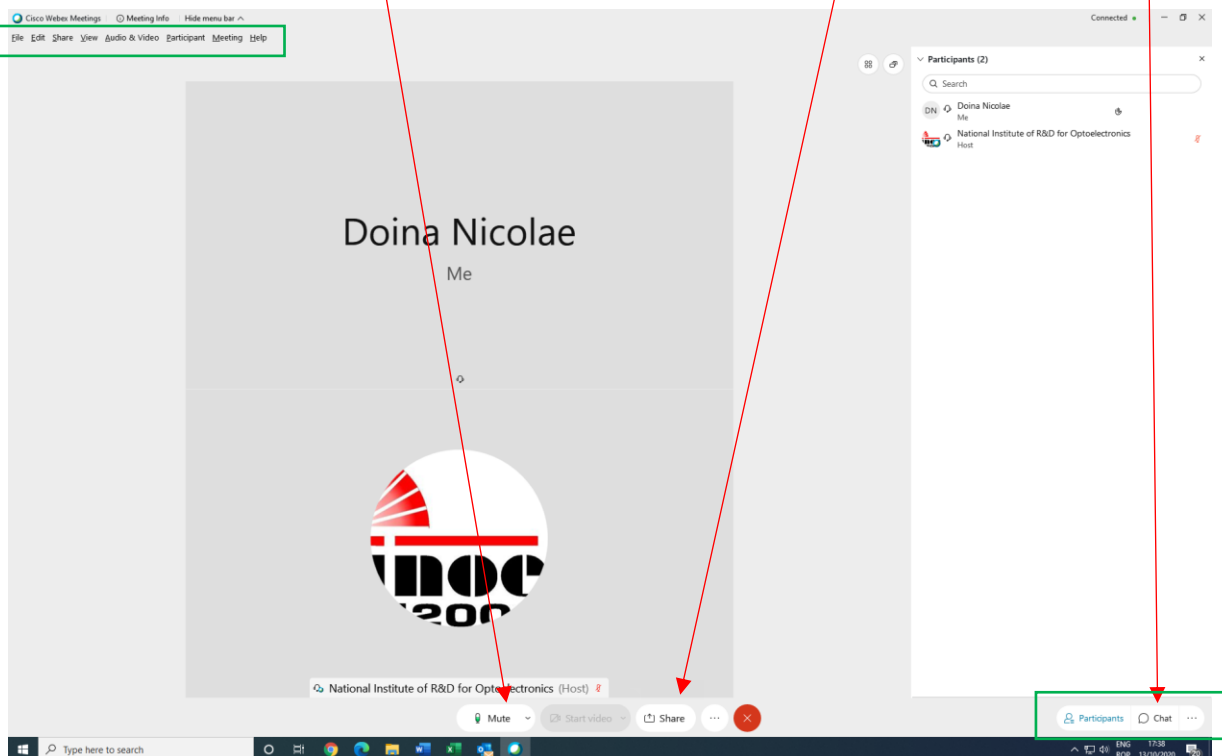- When the Chair asks you, **share your slides (share content) and unmute your microphone**.

- Switch to presenter's mode. Make sure you do not open other applications on the same screen. It will obturate the slides and the participants will see grey boxes.
- Keep your slides and your microphone on until all questions are answered, and the Chair thanks you.
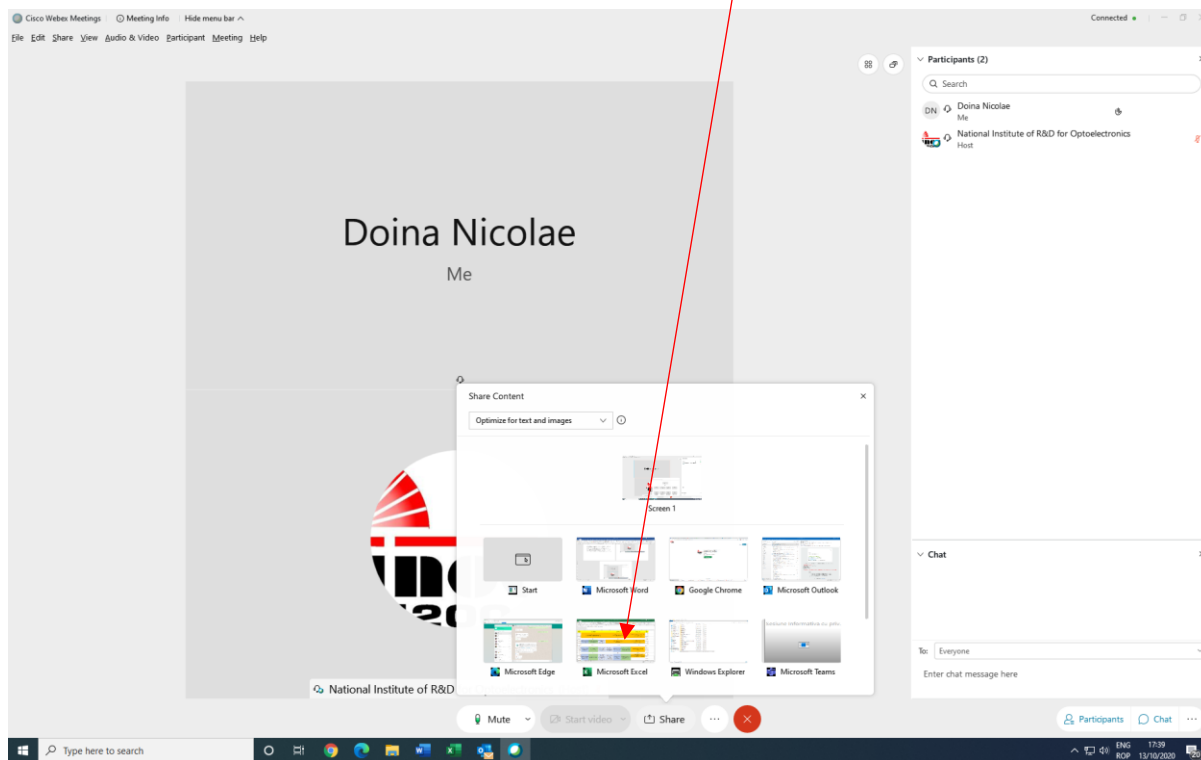
Snapshots from webex interface

After clicking on the meeting link, set the audio device to be used and join the meeting by pressing the green button. We advise you to test the sound beforehand, by clicking on the bottom-right button

Once logged, you can mute and unmute your microphone, share contents or write on chat. You can open the panel with the participants and the panel with the chat either from the top menu, or from the bottom-right buttons

With webex, you don't share your screen, you only share a certain content in an application. So, when starting to share, you have to select the application to be displayed

Once you share content, all buttons and panels apparently disappear. You have access to all functionalities by moving the mouse at top. A hidden menu pop down.