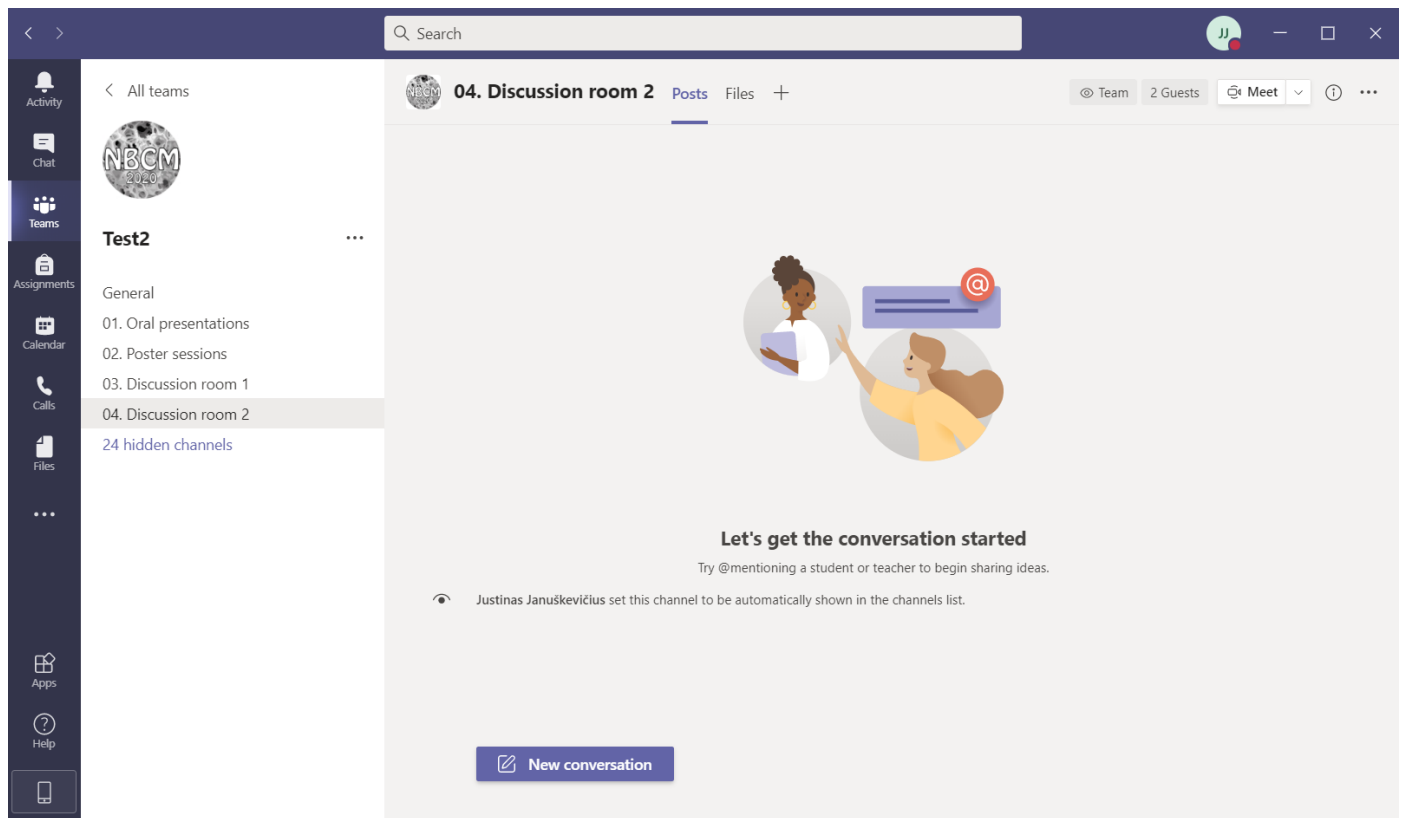


Concerning the organization of the online conference:

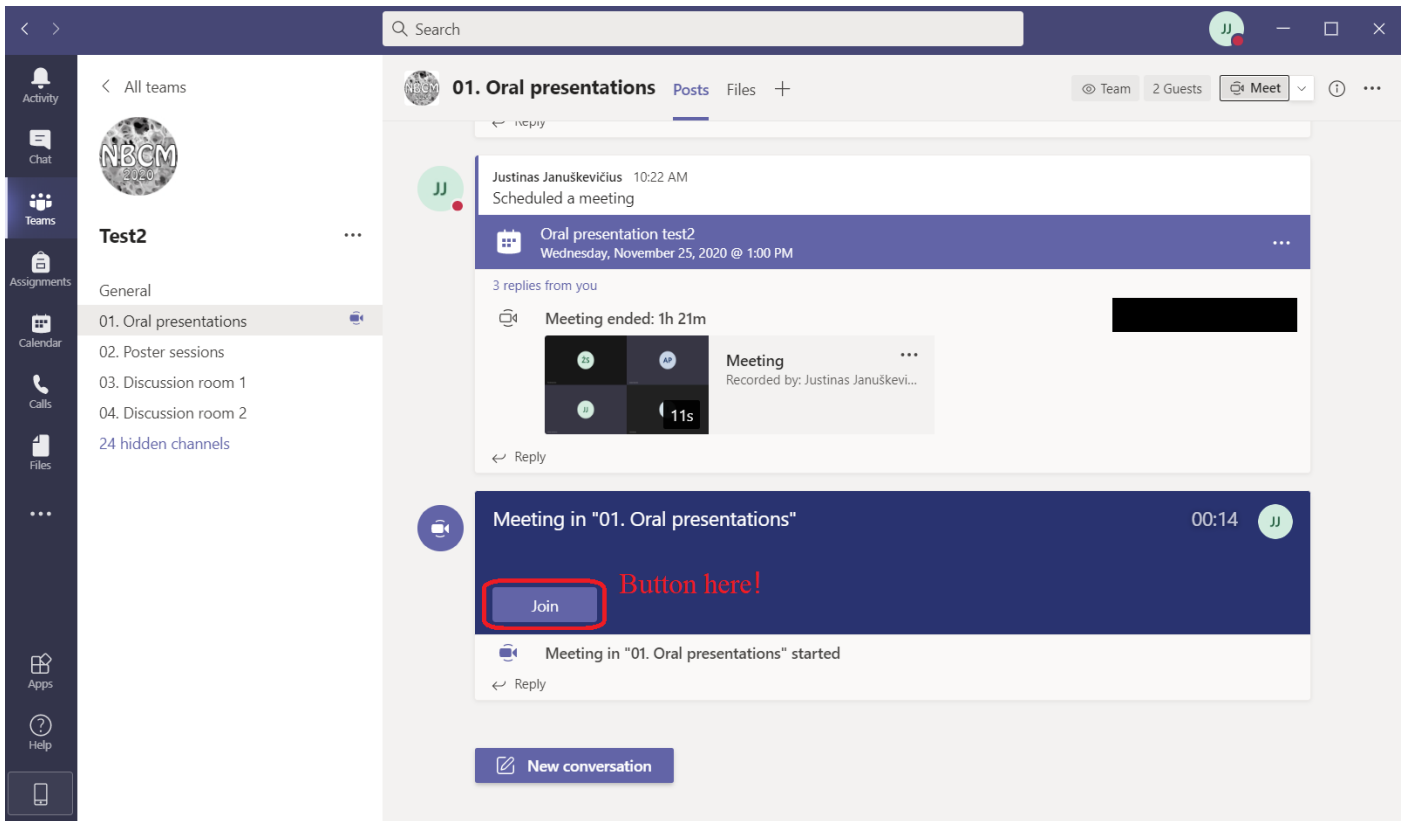
Once you have access to the conference in “Microsoft Teams” and join the shared team, you will be able to see a screen similar to this:



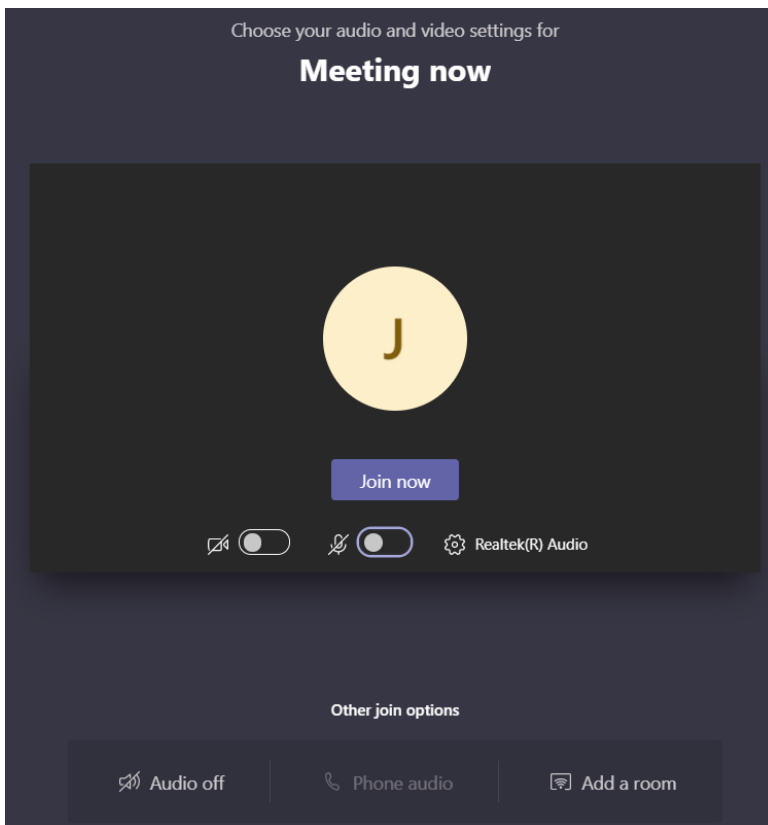
Short explanations:

- **General channel** will contain information relating to the overall organization of the conference.
- **Discussion rooms** will be places where text or video discussion can take place individually or in small groups (by starting a conversation or starting a meeting).

- “Oral presentations” channel will contain events created for each day of oral presentations. Once the presentation starts one will simply need to press the “Join” button:

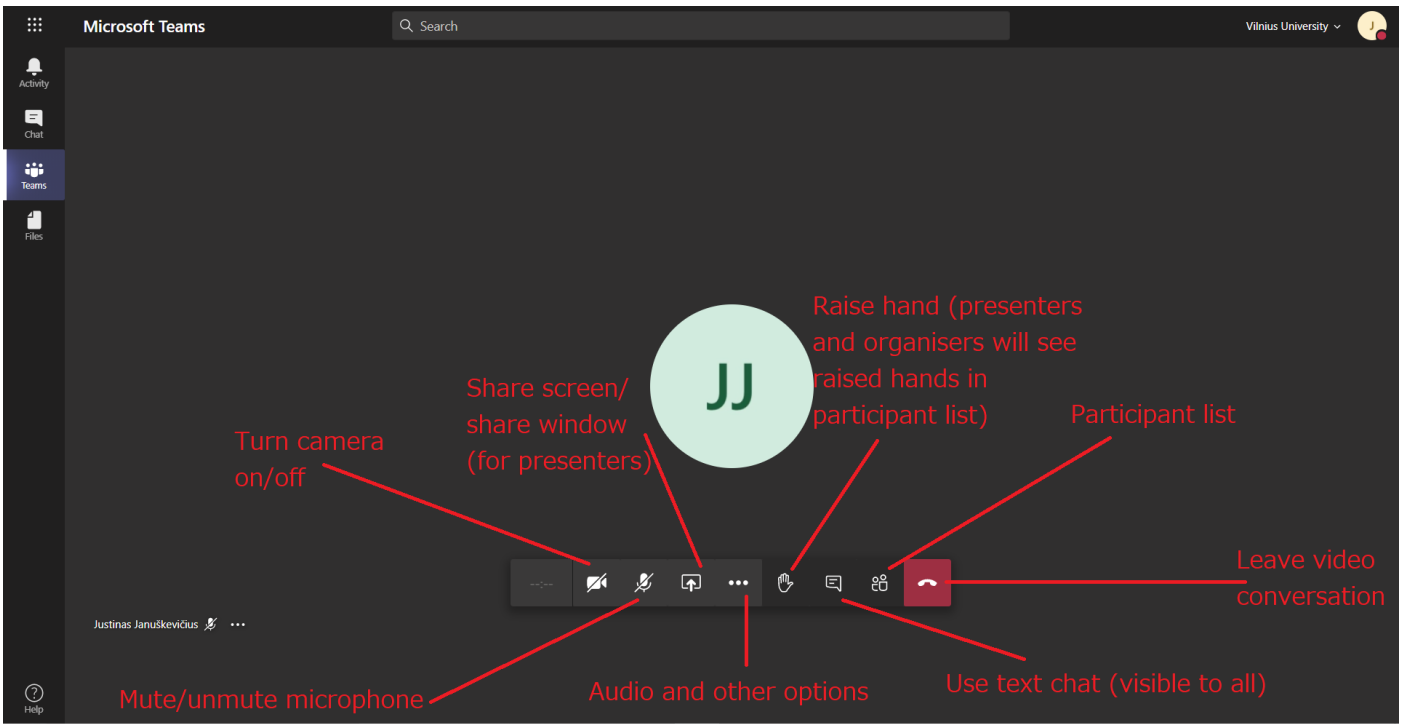


Then, you will see a screen that will look something like this:

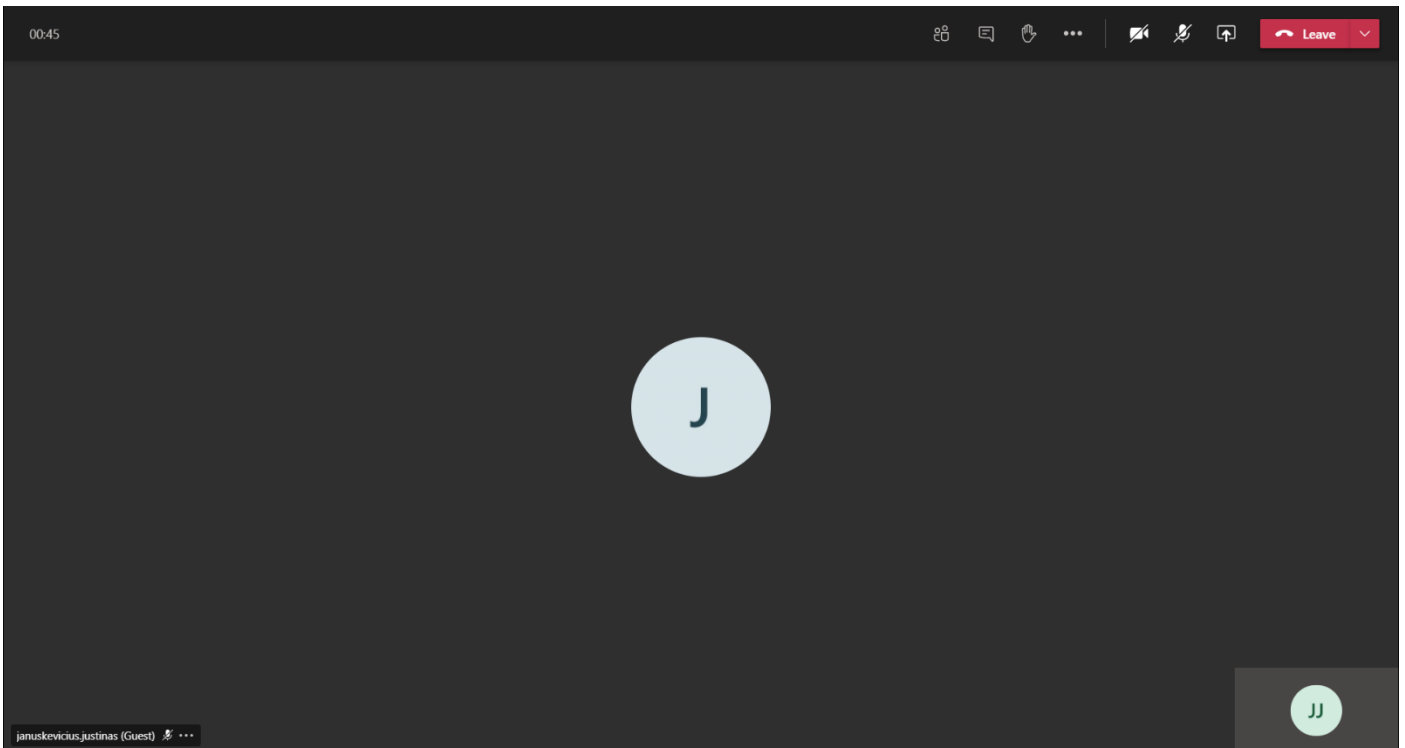


If you're an attendee, **please mute your microphone unless you want to talk**, to avoid background noises cluttering the conversation.

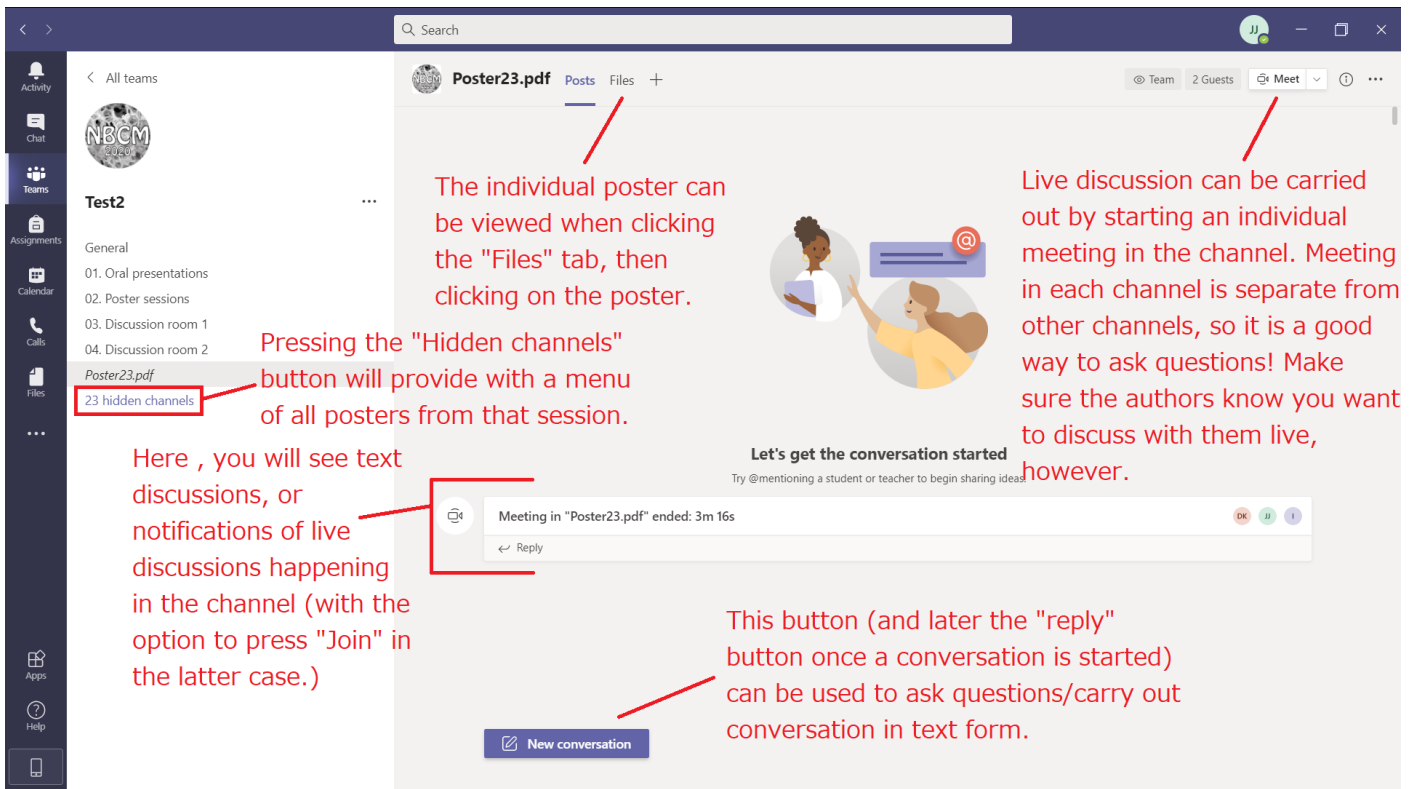
Once you join, the buttons available are explained below:



Alternative view (the menu may be at the top right side):



- **“Poster sessions”** channel will be used for the first part of the poster sessions exclusively. That is – a video conference will be created inside the channel, and people will be able to simply press “Join” in order to access the live part.
- The way the live part of the poster sessions will be conducted:
 1. The organizers will highlight each poster for 2-3 minutes in the order of the poster list.
 2. During this time, the **poster presenter should** unmute his microphone and **give 2-3 minutes summary/presentation in spoken form**. Please don’t miss your poster presentation!
 3. After oral Poster session you are free to access any poster for individual or group discussions. Individual channels accessible by clicking the “hidden channels” button, which will give a drop-down list of presenter names. Pressing a name in the list will take you to the channel of the poster. Once you access the channel of a specific poster, further explanations of possibilities:



Poster authors are recommended to keep an eye on their individual channel in case someone in the audience has questions.

For any questions relating to the topic of navigating the conference or conference access feel free to contact Justinas.januskevicius@chgf.vu.lt