

**XLII National Conference on Calorimetry
Thermal Analysis and Applied
Thermodynamics**

Users Guide v1.0

Dear Participants,

with this document we aim to provide guide on the use of the **Microsoft Teams App** which is the meeting platform used for the AICAT2020 conference.

Meeting access - all users

- 1- Users are recommended to use the MS Teams desktop app which allows better functionality and speed.
- 2- The meeting functionality within **Microsoft Teams** will be used for the conference. Participation links will be sent by email to **registered participants** at AICAT2020. The **e-mail will contain the following link:**

AICAT 2020 January 27 morning session (TEST)

[Click here to join the meeting](#)

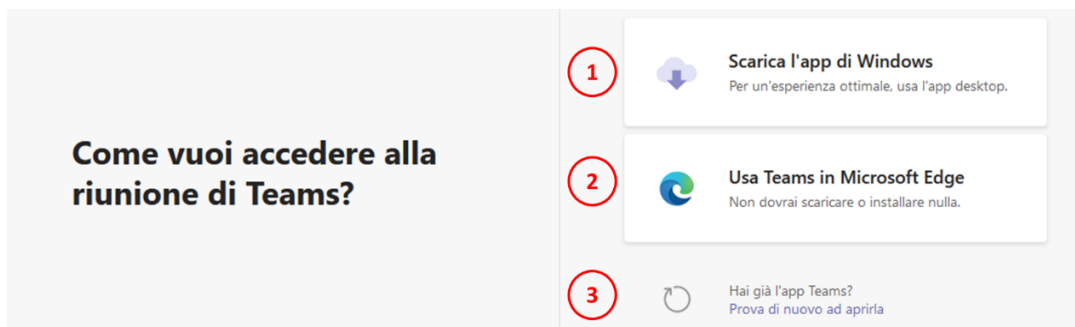


Click here

[Learn More](#) | [Meeting options](#)

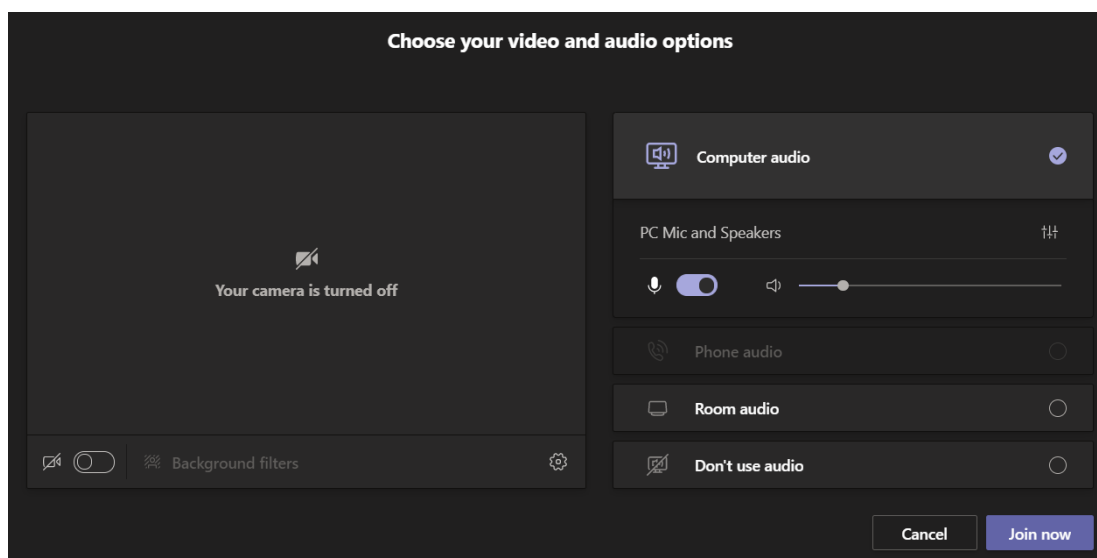
- 3- **Two meeting links will be generated and sent to the registered e-mail addresses each day:**
 - 1) **Morning sessions (9:00-lunch):** sent in the afternoon of the day before.
 - 2) **Afternoon sessions (14:30-end of the day):** sent the same morning.
- 4- The meeting connection will be **opened by the organizers approximately 30 minutes before the beginning of the sessions.** To avoid overcrowding, which could cause problems with the server, **we suggest the participants to connect on time. We recommend the use of a stable and fast internet line.**

- 5- If the email received by AICAT2020 is opened from a local e-mail client (e.g. Outlook) and the MS Teams app is installed, it should start automatically. If a web-based email client is used, after clicking on the link received by email (see point 2) the participant will be directed to a webpage requesting: "How do you want to join the Teams meeting?" There are three options (see Figure below):
1. Download the Microsoft Teams app; (if not installed on your computer)
 2. Use Microsoft Teams Webapp through a browser (attention Firefox not supported; if present the system uses Microsoft Edge);
 3. Open with the Teams app (if already installed on your pc). (**recommended**)

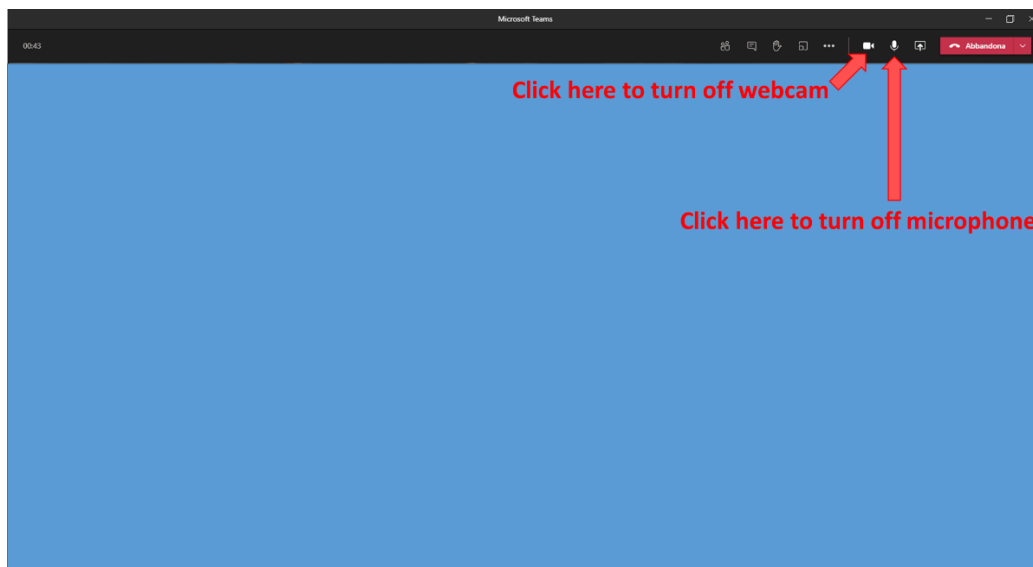


The participants are recommended to **download and install the Microsoft Teams Desktop App** in the days previous to the conference and create a Microsoft Teams account.

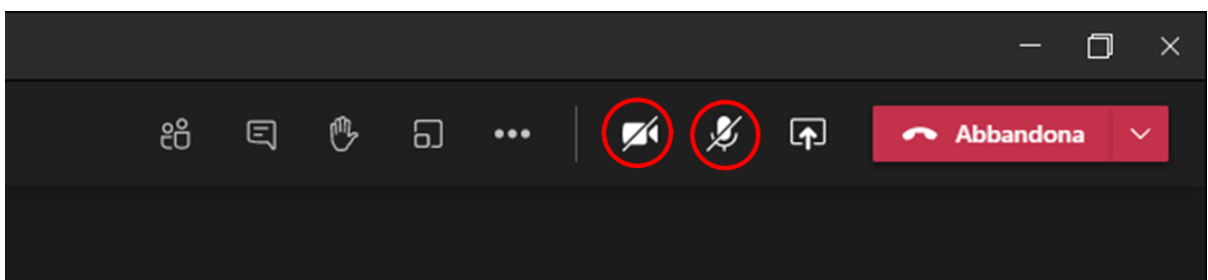
- 6- When the connection starts, participants are requested to join the conference with computer audio and video. When joining, it is recommended to keep the audio/video off.



- 7- After joining the conference the participant will be admitted in a “waiting room” and then let in by the organizers
- 8- All attendees will have speaker privileges, so they will be able to share audio and video, and they will also be able to share their screen. **In order not to overload the server and avoid background noises, participants not giving a talk are requested to turn off the webcam and the microphones all the time.** This can be easily done by clicking on the representation of the webcam and microphone present at the top right of the screen as shown in the Figure below:



When turned off, the two icons of webcam and microphone will appear as shown in the Figure:

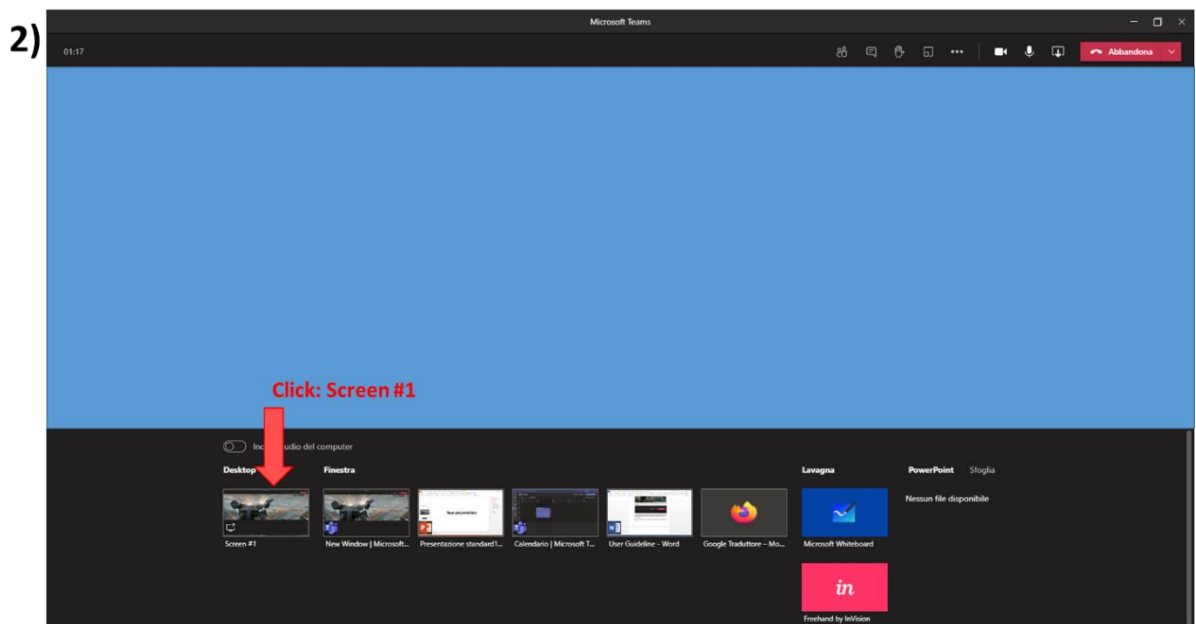
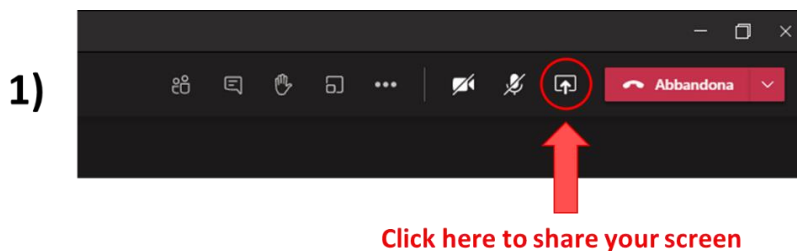


- 9- When the communications are over (e.g. for lunch break), just click on “Leave meeting” button (up right). If you disconnect during a session and then want to re-join just restart the procedure described and you will re-enter the ongoing session. If you want to leave the conference and join later, remember that morning and afternoon sessions will have different links which will be sent by the organization (e.g you leave the morning meeting in advance and want to reconnect in the afternoon).

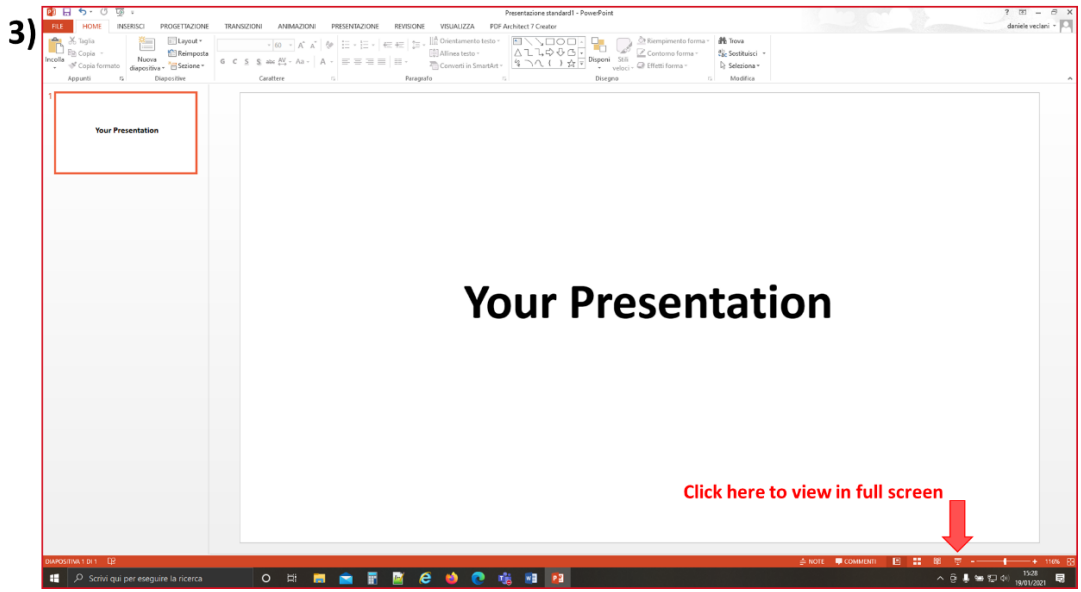
10-Organizers will be available for support during the conference.

Speakers and Chairpersons

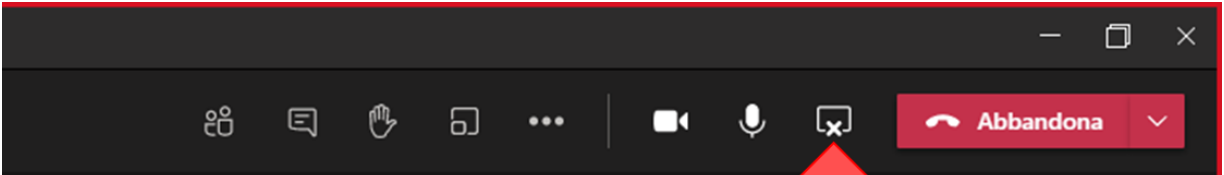
- 1- During the introduction of the Speakers only the Chairperson and Speaker webcam and microphone are allowed to be on.
- 2- During the talk, only the audio and video of the speaker will remain on.
- 3- It is suggested that the **Chairperson** turns on the webcam when the time assigned to the speaker is nearly over **to signal** that the end of time is approaching.
- 4- When the Q&A session (see below) is over, the following speaker should be ready with the webcam activated. This will help to limit the latency times of the webcams and to maximize the times.
- 5- As in a usual conference, the chairperson will manage the talks and discussion to avoid excessive delays.
- 6- To share the screen and pptx of the presentation, it is needed to:



Now you are sharing the screen (will see a red mark around the video as in figure)



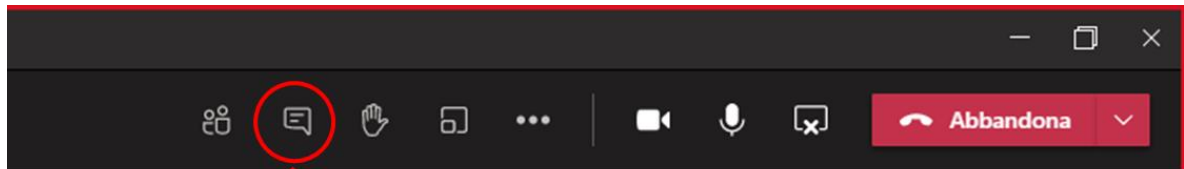
7- To stop sharing your screen click on the symbol on the top right of the Teams screen:



Click here

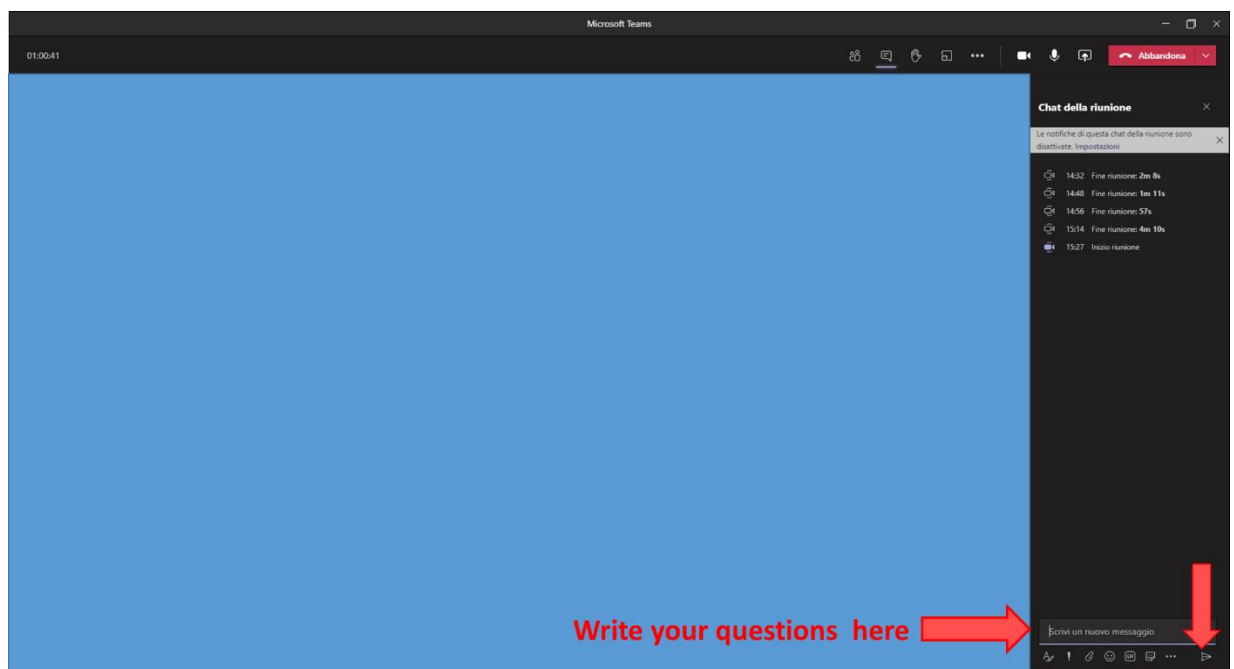
Discussion / Questions & Answers

1. Participants wishing to ask questions after a communication **should reserve their turn for a question/comment** using the meeting **chat**.



Click here

And the meeting chat will appear on the right:



2. It will be the **Chairperson's task to give the floor to the participant** which wants to participate to the discussion. Those who want to participate will turn on the audio and the webcam to start the discussion.