How to for speakers/presenters on-line (remote) and on-site (physical); and session chairs on-site.

0.Begin:
Dear speaker/presenter - session chair first of all Welcome in Taormina (VirtualTao). This "How To" allows you to understand how to present your paper in CCGRID22/ICFEC22 and chairing the sessions. <u>All presentations will be LIVE Word-Wide, ON-SITE or ON-LINE, HYBRID-MODE following the Overall Program</u>.

First of all, let's understand the slot(s) where and when your presentation is: please look at
https://fcrlab.unime.it/ccgrid22/advanced-program/
(eg. mine is in the slot Wednesday, 18 May 2022 at 16.30-18.00, Room B).

Second, let's make a backup copy of your presentation and upload it to here below link, following this pattern as filename: *day_room_am/pm_surname_name.pptx(pdf)*.
Example, mine: Wednesday_ Room_B_PM_Villari_Massimo.pdf

Third, to all virtual presentation, in order to avoid any network inconvenient, upload a video registration of your presentation. This will be used if **you are not able to presen**t because of **network issues**. <u>The virtual live presentation is still mandatory</u>.
Example, mine: Wednesday_ Room_B_PM_Villari_Massimo.mp4(/avi)

Link To Upload Presentations and Videos:
https://nc.me.pi2s2.it/nextcloud/index.php/s/omxqTB6bgedCcQZ

<u>Deadline for the Upload Task is Monday 16, 2022 at 23.59.00 CEST.</u>

EITHER

1.on-line (remote): VirtualTAO

Look again at you room at the time slot you have the presentation:
https://fcrlab.unime.it/ccgrid22/advanced-program/
enter virtually the MS TEAM ROOM 5 min before the slot starts (you CANNOT open the camera, mike and sharing presentation, but you can chat), and write in the chat: *I'm Surname Name (eg. Villari Massimo) and I will be a presenter in this room and time slot, please enable me.* The Session Chair will enable you. Since, open camera and mike, and test it, be ready to share the screen with the specific button.

<u>All remote questions will be driven by the chat, the session chair will read them.</u>

Link MS ROOMS: https://fcrlab.unime.it/ccgrid22/overall-program/

OR

2. on-site (physical): Hotel Diodoro Rooms

Look again at you room at the time slot you have the presentation:
https://fcrlab.unime.it/ccgrid22/advanced-program/
enter physically the Hotel room (es. A, B, C or Plenary) 5 min before the slot starts and setup the presentation (bring your copy or ask the technician to download it from our repository) and interact with the Session Chair as usual. Keep in mind to share the screen in MS TEAM ROOM.

3. Session Chairs (all physical)
Look at you room at the time slot you have the chairing:
https://fcrlab.unime.it/ccgrid22/advanced-program/

Look at the link here below to access abstract of the papers; to have an idea of them,
enter physically the Hotel room (es. A, B, C or Plenary) and virtually the MS TEAM ROOM (the laptop is already configured) 5 min before the slot starts and setup the presentations of all presenters. Verify the on-line (remote) presenters, look at the chat, enable them.
Abstract will be available soon.

Link To Download Abstracts:
https://nc.me.pi2s2.it/nextcloud/index.php/s/3zzdRBrrKgmNizB

4. For ALL

Each room has two FCRLab staff persons: one in the physical room and one in the virtual room.
For any technical problem send an email to ccgrid2022-staff@unime.it (FCRLab staff persons will receive it).

Stay in touch for live information looking at Telegram Public Channel and by our website.

Telegram Channel: CCGRID2022: https://t.me/+KTV3s6NRn4RhNjE0