



Instructions for Conference Attendees

Recently, SISNIR announced its 2020 Symposium will be held online. We are positive that the NIRITALIA online, waiting for Slovenia 2022 will be a great experience for everyone. In the past weeks, we have brainstormed solutions to ensure a smooth transition to a digital conference. Many aspects of our traditional conference will be maintained.

For publication in the official program and Proceedings of the Congress, at least one of the authors must register by 30 January 2021.

February 9th, 2021 is the deadline to send your video presentation to info@niritalia2020.sisnir.org.

Remember this year's format:

- **Oral presentation:** video of max 10 minutes length, preferably in mp4 format (it can be a Powerpoint slide presentation with a previously recorded voice-over or another style of video that explains your work),
- **Poster presentation:** video of max 2 minutes length, preferably in mp4 format (1-2 slides) and PDF of your poster that will be available on-demand and shared online as well.

All presentations must be pre-recorded.

The official language of the conference is Italian, but we are expecting foreign participants. If possible, please prepare your slides in English and provide a voice-over in Italian. For foreign attendants' presentation and voice-over in English are accepted.

All speakers are expected to be present on the Zoom webinar during their presentations and available for Q and A. We will arrange live Q and A and a method for follow-up discussions. Live Q and A will be handled through the Zoom platform and instructions will be provided to ensure it goes smoothly.

Attending a virtual conference provides many benefits, but it is also quite different from an in-person conference. The following information will help you navigate the event and familiarize you with the flow of activities during the event.

ABOUT THE CONFERENCE

- The conference will be held as a Webinar on Zoom. In Webinar mode, Zoom has two main types of participants. Panelists and Attendees. Panelists have more functionality. Attendees are limited to chat only. Everyone except the session chairs and speakers (only when answering questions) will be attendees only.
 - You can download zoom from: <https://zoom.us/download>



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- We have tested zoom on Windows, macOS, and Linux. We have not tested the mobile applications. There are also browser extensions for Chrome and Firefox.
- The presentations during all regular sessions are recorded and will be streamed from the organizer's side. We won't be able to adjust the volume or change the quality of the videos during the stream.
 - If you are having trouble hearing, please turn up your volume or consider using headphones.
- Session chairs will introduce each session live and manage the questions and answers (Q & A) period during their session.
- Q & A will use the Zoom webinar Q & A feature (more info below).
- Internet connectivity problems can play a big role in the quality of video and audio received. The organizers have taken steps to ensure a consistent high-quality connection to the stream.
- Posters are available for your review online.

JOINING THE CONFERENCE

There will be two separate links to join the event on each day. The sessions will open 30 minutes before the event begins.

ABOUT YOUR ROLE

- You will join the Webinar as an attendee. If you are a session chair or speaker we may change your role to Panelist.
- When you log in make sure your full name is listed so we know who you are.
- If you are a speaker and a question is posed to you, you may be asked to respond live, in which case you will be made a Panelist.
 - Panelists are allowed to use their microphone and video, and you are invited to do so if made a Panelist.
 - After answering a question, you will be made an attendee again.
- Due to the number of participants, only Session Chairs, the Organizers, and occasionally, Speakers will be allowed to use their cameras and microphones.
- Attendees can use the chat feature to discuss the presentation, but it will not be monitored for questions about the presentations by session chairs or moderators. Be kind.
- **Question time will be limited to 15 minutes after each session.**
- To ask a question, use the Q & A feature in Zoom.
 - When asking a question, please address it to a specific presenter.
 - For example, "Question for Dr. Casale: Have you tested the new spectrometer in ..."



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- For information about this system: <https://support.zoom.us/hc/en-us/articles/203686015-Getting-started-with-Question-Answer>