Technical Instructions for Participants

Dear conference participants, in order to ensure a smooth flow of our online conference, please take note of the following technical instructions.

1. **In order to have access to online conference rooms and all the materials,** you need to [register on the conference website](#).
   We invite you to register as soon as possible but not later than 24rd August to make sure you have access to the page with links to all online rooms, as well as additional materials presenters would like to share.

2. All presentations will be taking place **on the Blackboard Collaborate platform**. [A test room](#) has been created for you. Please visit it **at least a few days before** the conference to familiarise yourself with all the functions available to you:
   a. Do you know how to switch on/off your microphone and your camera?
   b. Do you know how to post a question in a chat?
   c. …

   When logging in, please use your full name and surname if possible to make communication easier. You should let the programme use your camera and microphone if you plan to use them during the conference. A tutorial on the main functions of Collaborate will be offered to you when you log in for the first time.

3. Once coming into an online room, please follow the basic online conference rules:
   a. **Keep your microphone muted** throughout the presentation. You can switch it on if the presenter invites you to do so, or if you are invited to ask a question or provide a comment.
   b. **Keep your camera off** throughout the presentation. You can switch it on if the presenter invites you to do so.
   c. **Use chat** to ask a presenter your questions.

4. If during any of the presentations you have any technical issue, feel free to **post your technical question in a chat.** The assisting moderator will try to intervene and help you as fast as possible.

5. Please come to your online room **at least 5 minutes before** scheduled presentation time to make sure you do not face any technical problems.

6. **If you are thrown out of the room during the presentation, please try to reconnect following the same link.** If you can't do it, let us know by email as soon as possible. If the problem appears on our side, we will send specific instructions to your email address. So please check your inbox in case something happens.

7. Some sessions will require you to use an **online interactive board MIRO**. We therefore invite you to register on the MIRO website, in order to use the board during the dedicated sessions.

In case of any questions, do not hesitate to contact us at conference@ta-group.eu

We wish you a fruitful TA Conference!