

Instructions for accessing our online event platform: Iteconsplay

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1. Entering the platform

A password will be sent to you via e-mail (e-mail account must be the same used for registration in the Conference at cees2023.uc.pt). Afterwards, go to url: <https://cees2023.iteconsplay.pt/>. If you haven't received the login data by the morning of the 26th June conference, please check your SPAM folder. If you cannot find the e-mail, please contact our support team via cees2023@itecons.uc.pt.



Figure 1: Login page.

If you have forgotten your password, it is possible to retrieve it using the “Forgot your password?” link, found in the Login page. You will receive instructions in your email.



Figure 2: Password recovery page.

We suggest that you change your password after first logging in. To do so, edit your account by clicking on your username in the upper right corner.

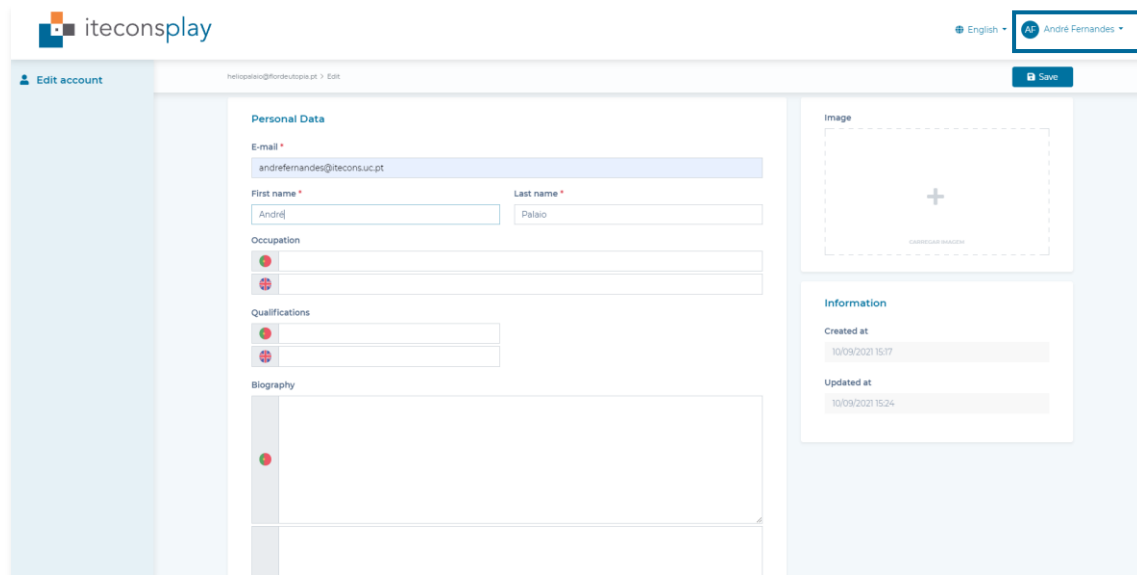


Figure 3: Personal data page

2. Entering an ongoing session

To participate in a session, click on the “Sessions” button of the main menu (on the left) and choose one of the “Current sessions”. Afterwards, press the “Start Stream” button.

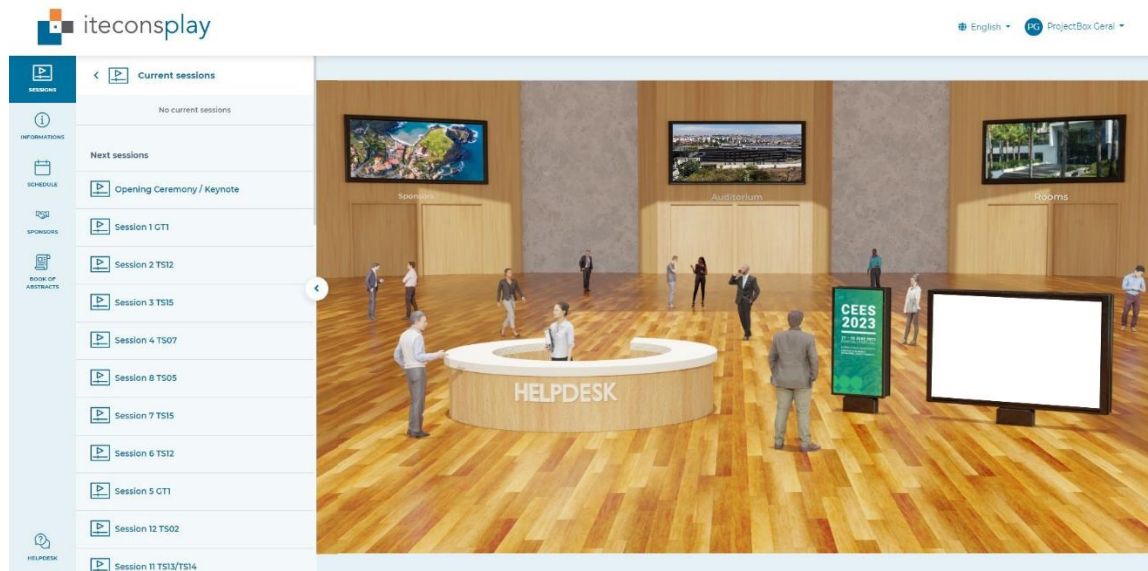


Figure 4: Main hall page – Sessions menu.

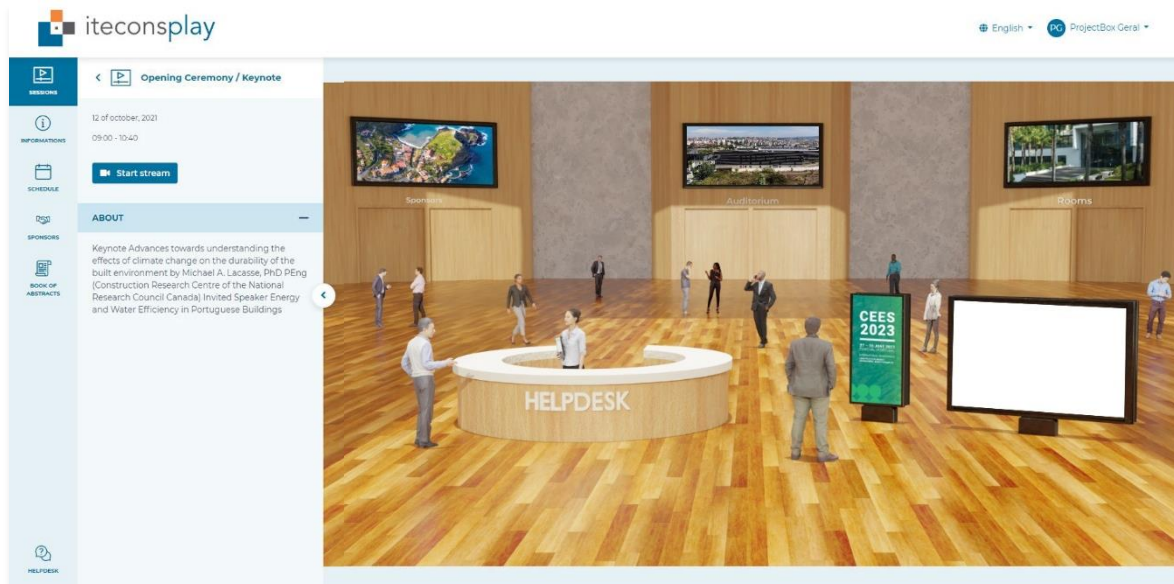


Figure 5: Main hall page – Selected session menu.

A Zoom screen will appear (see image below). Make sure you have the necessary camera and microphone permissions allowed in your browser, particularly if you are presenting/chairing the session.

Note: It is preferable to use Chrome.

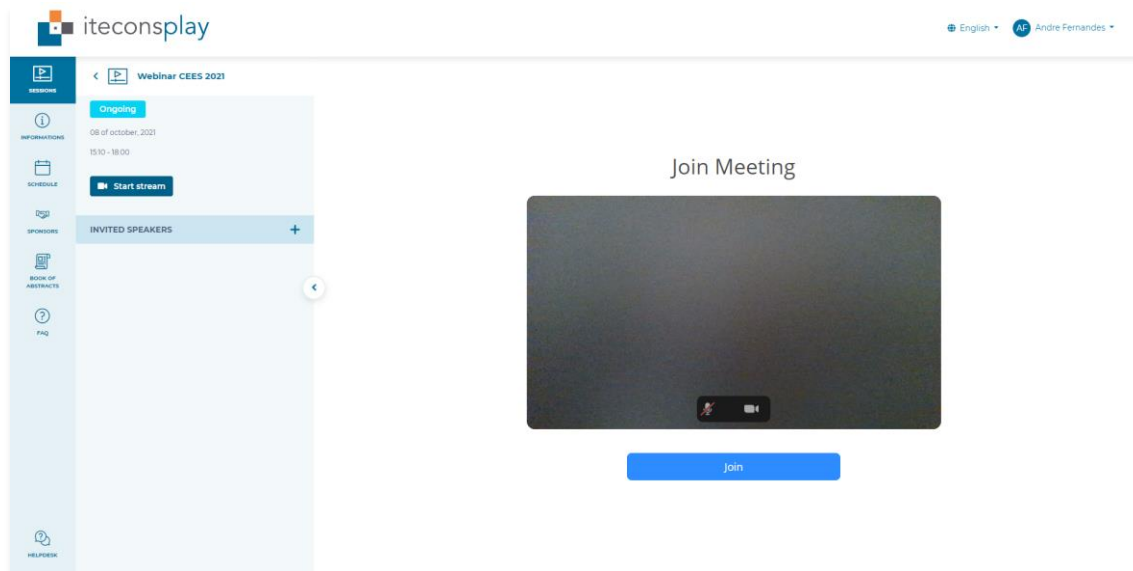


Figure 6: Zoom session page.

You can change the camera and microphone permissions by clicking on the camera icon in the browser URL field (see the images below).

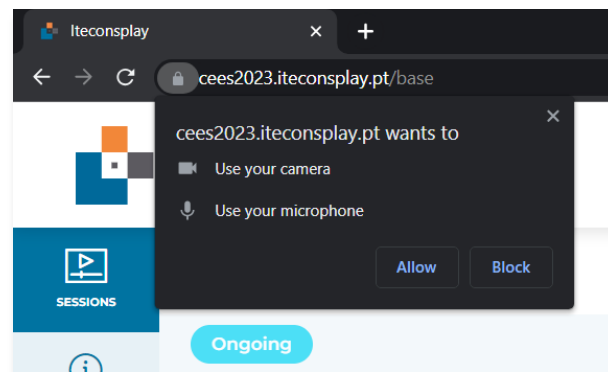


Figure 7: Browser pop-up that enables the activation of camera / microphone permissions.

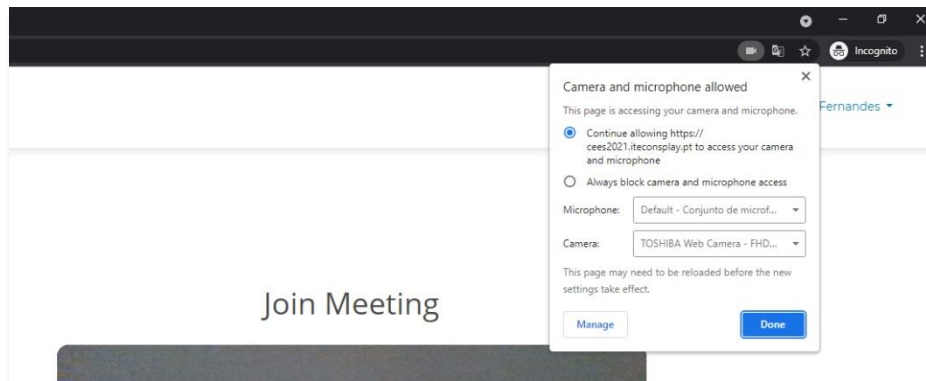


Figure 8: Browser pop-up that enables the activation of camera / microphone permissions.

3. Participating online as an attendee

As an attendee you will have restricted options. You can see and listen to the presenters and see how many other participants join the session. Participation is possible via the “Q&A” button.

Rules for using the Q&A:

- *You can use the Q&A to pose questions for the speaker. Please do not use it for other topics or for internal discussion.*
- *If someone enters a question you have as well, or you would like to have an answer to, please do not repeat it.*
- *The session Admin will follow the Q&A during the presentations. The Chair may ask the speaker to answer these questions directly for everyone after each presentation.*

As an attendee you will also be able to communicate with the organizers using the “Chat” button”.

4. Participating online as a speaker/presenter

If you are presenting in the session, you must access the session at least 10 minutes before the starting time.

You will first enter the session as an attendee. Hence, you will need to identify yourself as a speaker by using your name and the Paper ID in brackets, e.g. John Smith (ID OXX). You can rename yourself before entering the session. If you cannot do it beforehand, please use the “raise hand” option to get the attention of the session Admin assisting the Chair. The session Admin will ask you for your ID and promote you to “panelist”.

If you are unable to enter the session before starting time and successfully identify yourself as a speaker, your presentation may be moved to the end of the session.

As a speaker (panelist) you will be granted the option to unmute yourself, to turn on your camera and to share your screen. Make sure to only unmute yourself and share screen when it is your turn to present. When promoted to panelist, you may need to re-allow your audio and video permissions (by pressing the join audio button).

NOTE: Please note that if your presentation includes a video/sound clip, you will not be able to share the sound when sharing the power point presentation. In order to share a video clip with sound this must be opened using the browser (e.g. via youtube). If you need to share a sound clip, we highly recommend that you participate in the online testing session taking place the day before the event.

Make sure that your presentation does not go over the 15-minutes assigned to you. If you go over the 15 minutes, the session Admin may need to stop your presentation.

If you are both presenting and chairing in the same session, please see the instructions below.

5. Participating online as a Chair

If you are chairing the session remotely, you must access the session at least 10 minutes before the starting time.

You will first enter the session as an attendee. Please help the session Admin by identifying yourself as the session Chair by using your name and “Chair” in brackets, e.g. John Smith (Chair). You can rename yourself before entering the session. If you cannot do it beforehand, please use the “raise hand” option to get the attention of the session Admin assisting the Chair. The session Admin will ask you for your ID and promote you to “panelist”.

As a speaker (panelist) you will be granted the option to unmute yourself, to turn on your camera and to share your screen. **When promoted to panelist, you may need to re-allow your audio and video permissions (by joining the audio button).**

The session Admin will be there to assist you and will be able to mute / unmute each speaker if necessary. You can direct message the Admin using the “Q&A” button if required.

Please make sure that each presentation does not go over the 15 minutes assigned to each speaker. It is of major importance that the session as a whole does not go over the time permitted in the Conference Programme. If this happens, the session Admin may need to end the session.

You will be able to see the online audience questions in the “Q&A” section. The session Admin can also help you collect questions from the in-person participants if you wish to do so.

6. Testing the online event platform

All online participants are invited to test their access to the iteconsplay platform on Monday 26th June 2023, from 16:00h to 18:00h local time - Funchal time WEST (GMT +01:00).

7. Other support

Within the platform, click on the “Helpdesk” button of the main menu (on the left) to get in touch with a member of the Organizing Committee.

To get assistance outside of the platform, please e-mail cees2023@itecons.uc.pt.