

INSTRUCTIONS FOR PARTICIPANTS THE VIRTUAL IFSO-EC 2020 CONFERENCE

TECHNICAL PRE-REQUISITES

For correct function of the online Conference platform please follow the minimum system requirements:

- Microsoft Windows or Mac OS based device
- **Latest Chrome** and **Microsoft Edge** internet browser (**other browsers are not fully supported**)
- Noise cancelling headphones with microphone to reduce background noise
- Stable Internet connection (minimum 10/10Mbps)

LOGIN

To attend the virtual Conference, please visit the Conference's website (<https://www.ifso-ec2020.com>) and click the **User Login** link in the top right corner of the page.

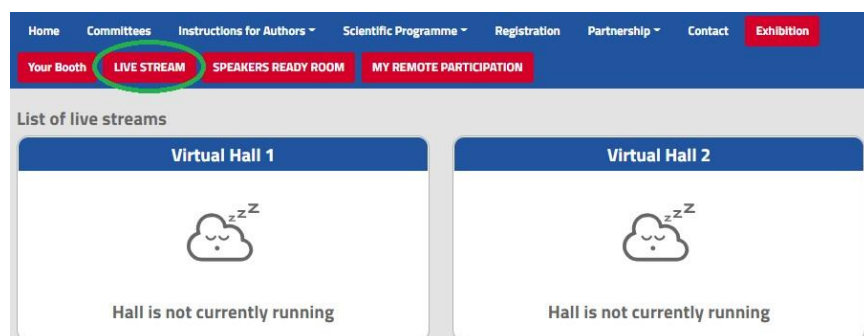


The site will request your login credentials (*email address and password*)

➤ On your first login attempt the site will ask you to provide your email address (*Your email address you are registered with*), your password will be automatically sent to this address (*it is coming from the e-mail address info@qcon.cz*).

LIVE STREAM

To attend the running sessions, you can find the full Conference program under the **Live Stream** button. Here find your desired section/hall and the list of sessions will be presented to you. Please click on the Room to enter the stream.



Under **Live Stream** there are 2 Virtual Rooms available according to the program:

➤ Once you click on the room, you enter live stream Conference.
➤ For having open program next to the live streaming, we suggest to open program on another tab of the web browser.

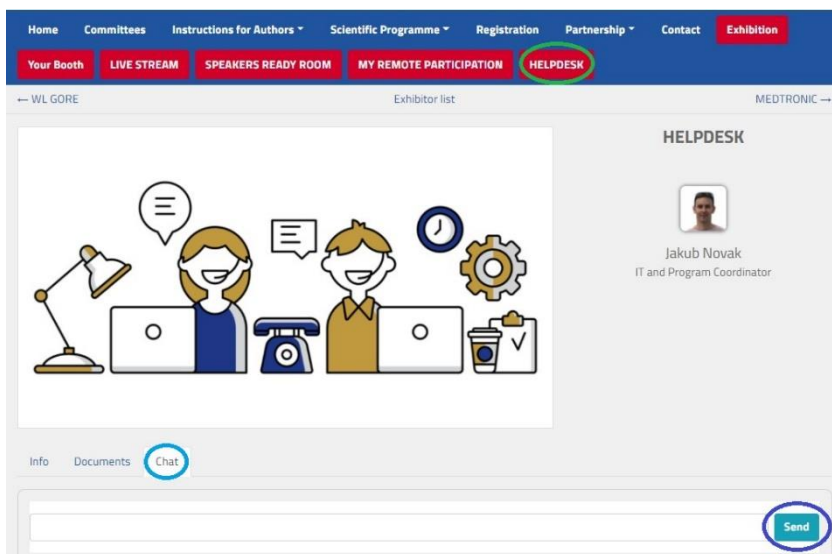


! While attending the live stream of the Conference participants have the option to raise their questions in 2 ways

Questions: Serves as chat for the currently running presentation. It is closed when the presentation ends and cleared before start of next presentation.

Discussion: Is open for the whole room and available through-out the full duration of the event for continuous discussion.

HELPDESK



In case you face technical difficulties and need support from our technical team, please contact us through the **Helpdesk** menu. Here you can find links to download system manuals or use the **Chat** option to communicate directly with our support personnel.

Type your message to the chat box and click **send**, this will add your chat in to our support queue and one of our agents will reply to you as soon as possible.

- You can leave the chat and return to it at any time, it will stay saved for you.
- You can have the chat open in separate browser window while still watching the live stream or visiting other part of the online event.
- The Helpdesk operating hours will be posted soon