

Use of the online tool at the 1st Post-IRACON Meeting

The meeting will be based on Microsoft TEAMS. During the week-end before Monday 14, you will receive an email by s.calderoni@unibo.it with the link to be used on Monday 14 to access the plenary at 8.45 am (CET: Bologna time). The email will be sent to the **account** you used for registering to IRACON / the event.

1. **Have you ever used Microsoft Teams?** If you have never used Microsoft Teams before, you can download it here: <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>. Do not register to Microsoft Teams, but go to question number 2.
2. **Have you got a Microsoft Account?** (What is a microsoft account? When you sign in to your Microsoft account, you have an all-access pass to Microsoft's premier services. If you use any of these services, you have a Microsoft account: Outlook, Office, Skype, OneDrive, Xbox Live, Bing, Store, Windows, or MSN.)

If your answer is yes, please go to point 1.

If your answer is no, please go to point 2.

1. If your answer is yes: Open the email that you will receive by s.calderoni@unibo.it, click on the link and then follow the instructions. You will access TEAMS with an account generated using the email address you have used for registering to IRACON / the event. You won't need to create a new password or a new account for Microsoft Teams: you will use the password of the email address that you used to register to the meeting.

You'll need permissions to access this team or channel. Try contacting the team owner or admin.

If you see this message, don't worry! You will need to log out and then log in again. Remember to use the email you used to subscribe to Iracon/meeting and your normal password.

During the plenary starting on Monday you will be trained about how to enter the virtual rooms of the WGs and how to contact other people during the breaks.

2. If your answer is no, you will see the following message:



Create account

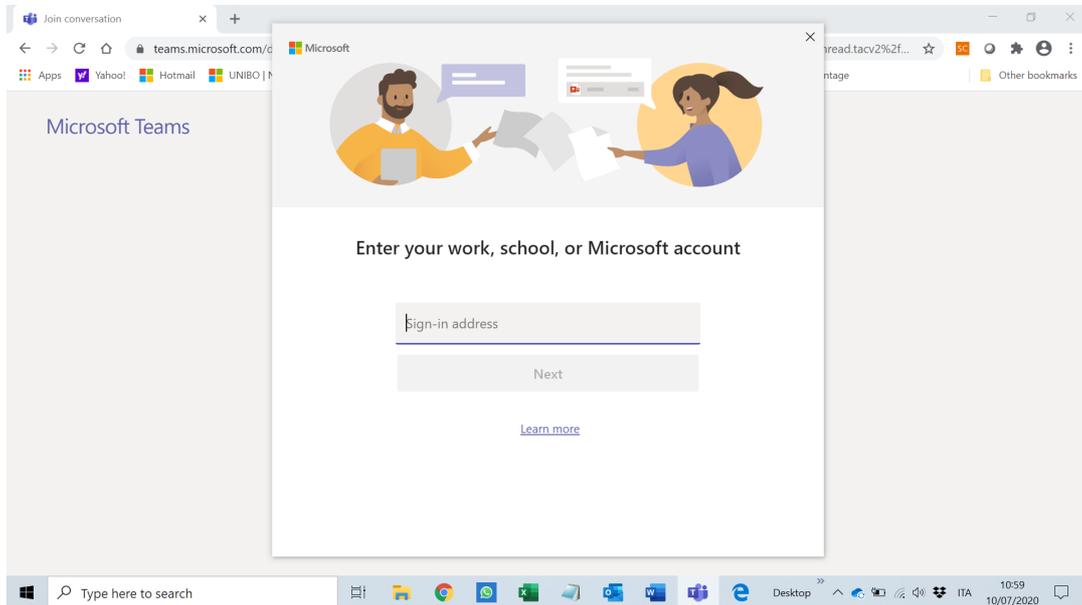
It looks like you don't have an account with us. We'll create one for you using calderonisilvia3@gmail.com.

[Next](#)

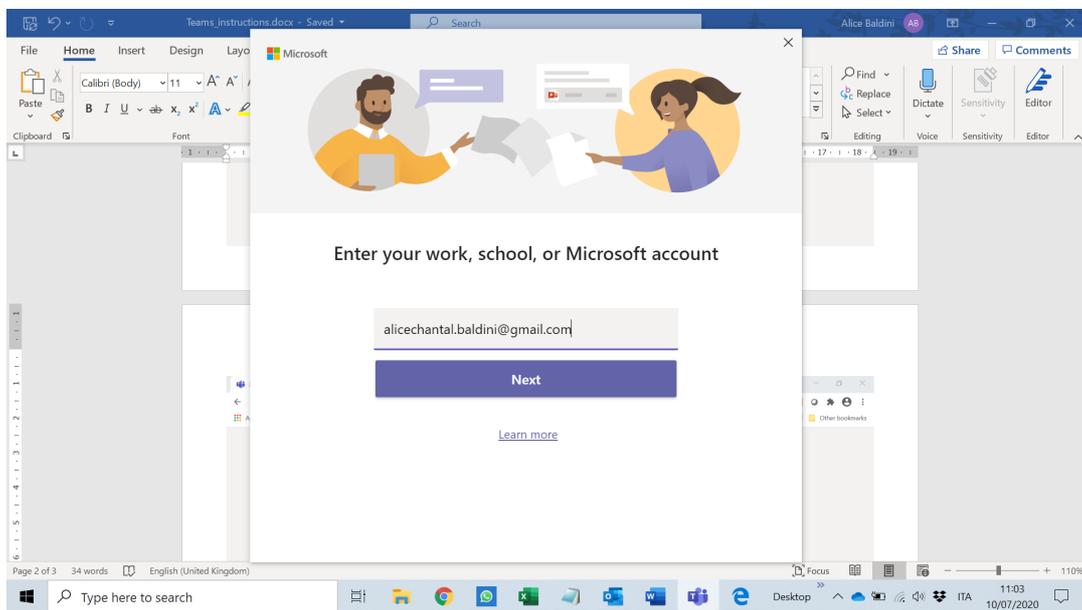
This means that you will need to create a Microsoft account.

Click next and then follow the instructions:

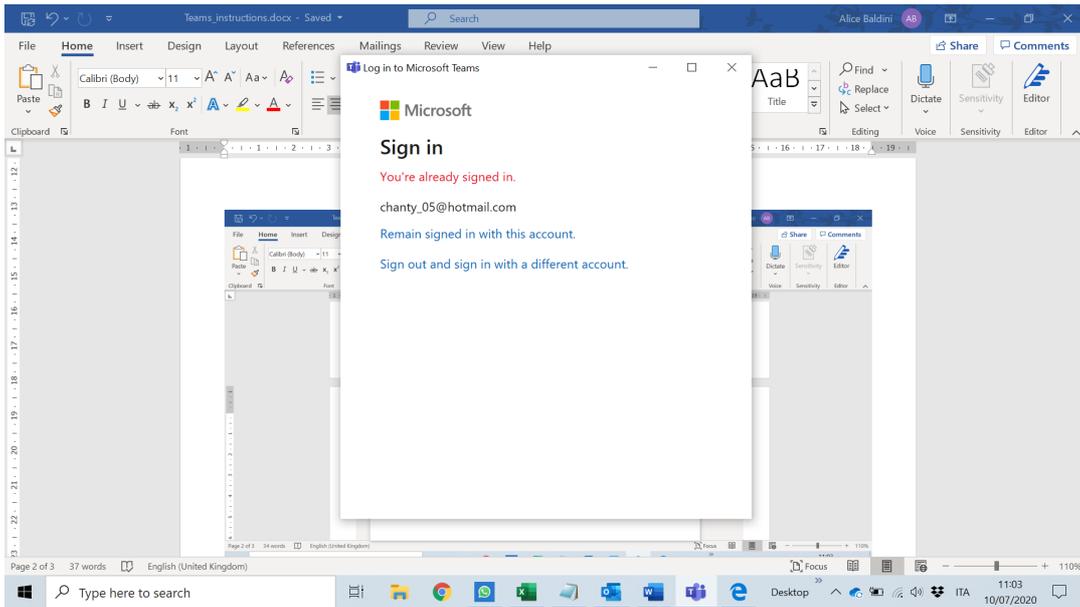
Sign-in with the address you provided during the meeting registration:



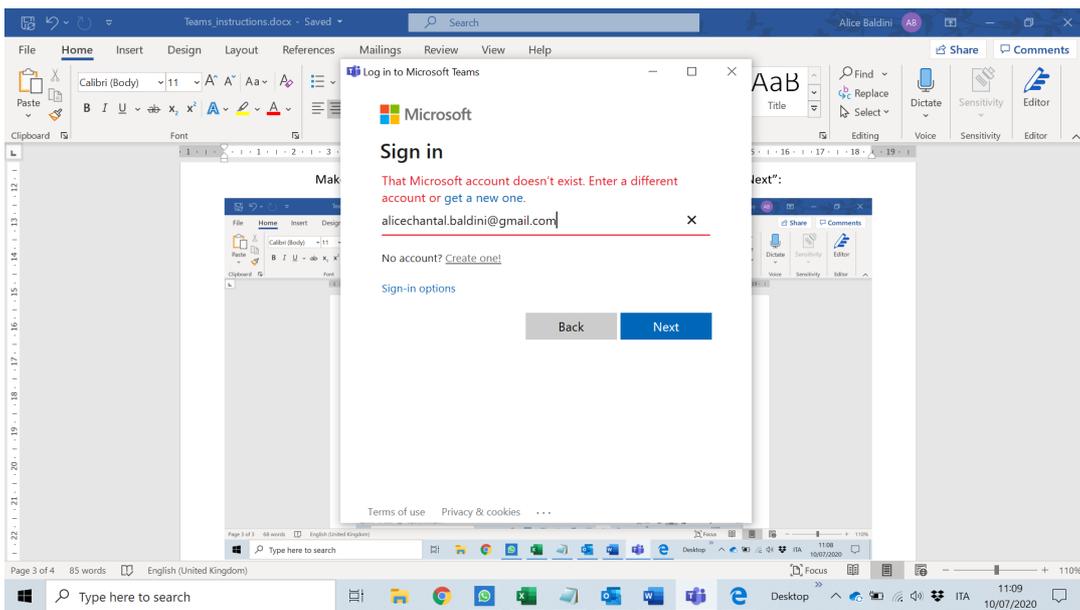
Click on "Next":



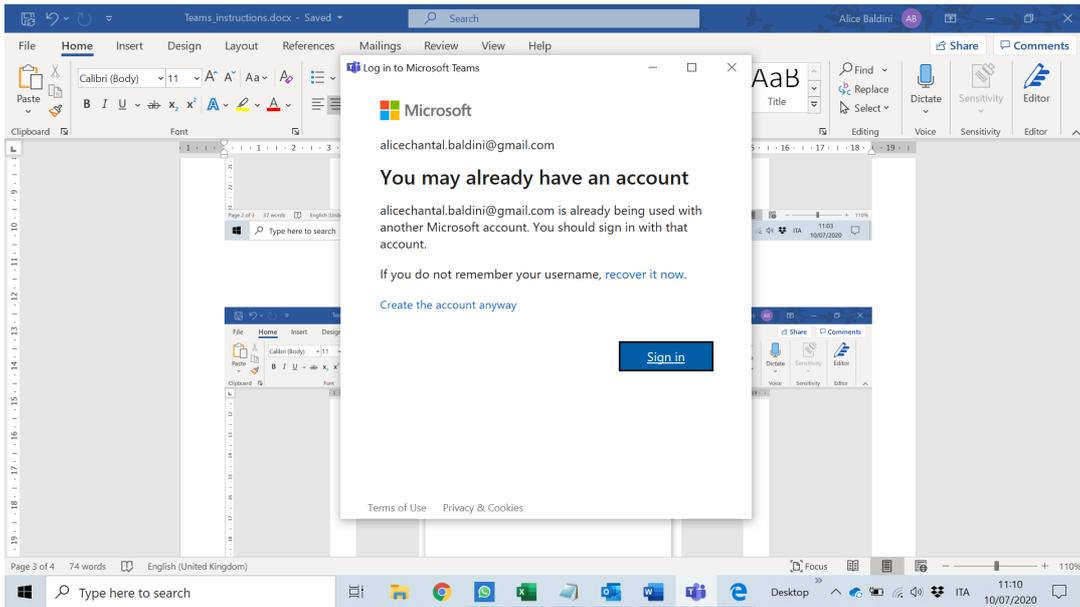
If you already have a Microsoft account, but it is not the one you intend to use for this meeting, click on
“Sign out and sign in with a different account”:



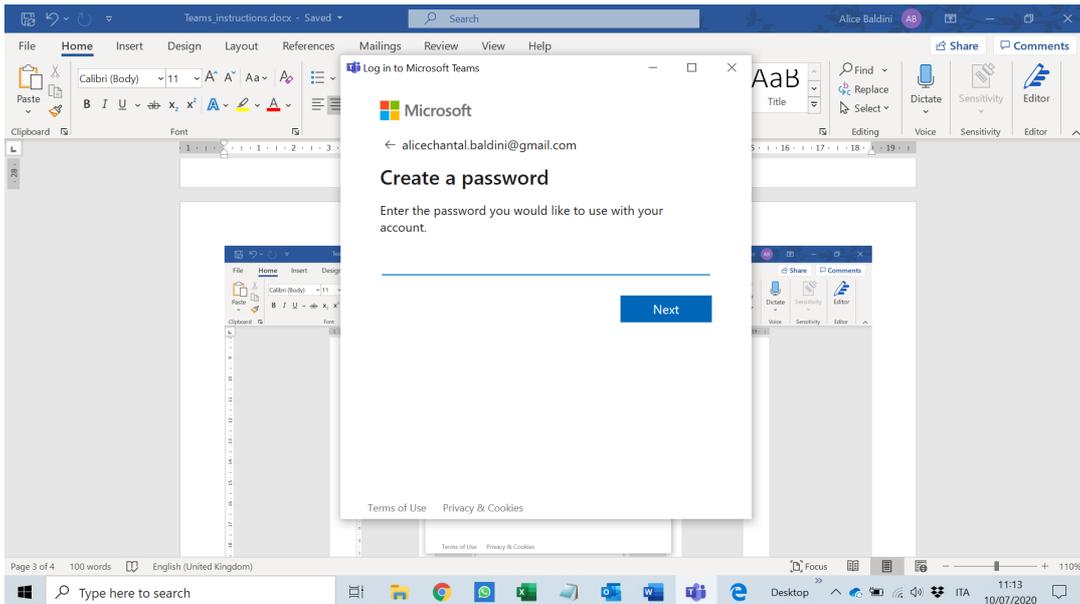
Click on “No account? Create one!”



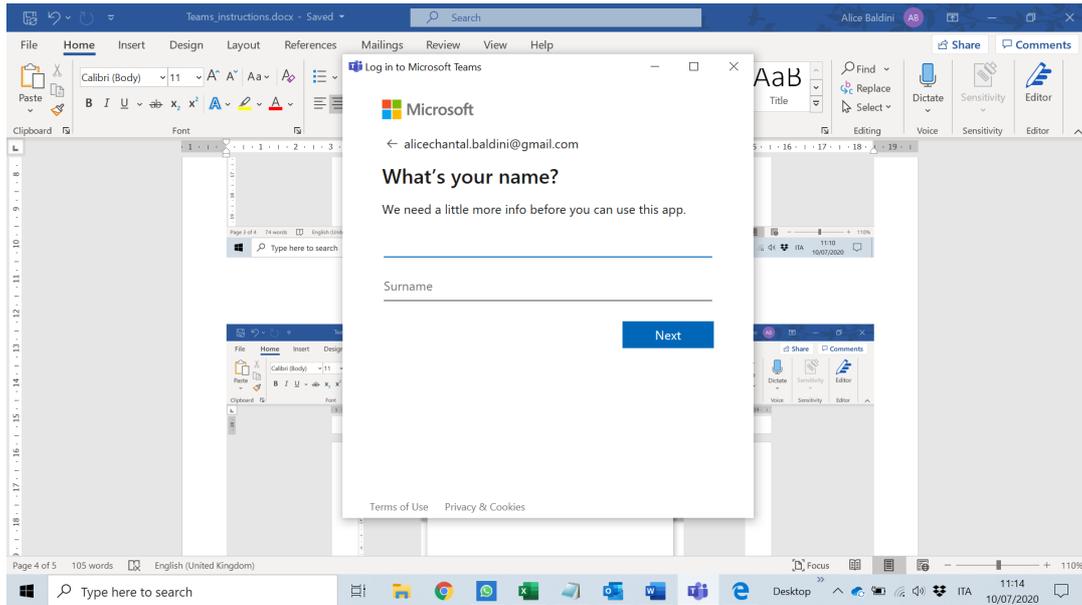
If for some reason Microsoft recognises your email address, but you do not think it is connected to any Microsoft account, click on “Create the account anyway”:



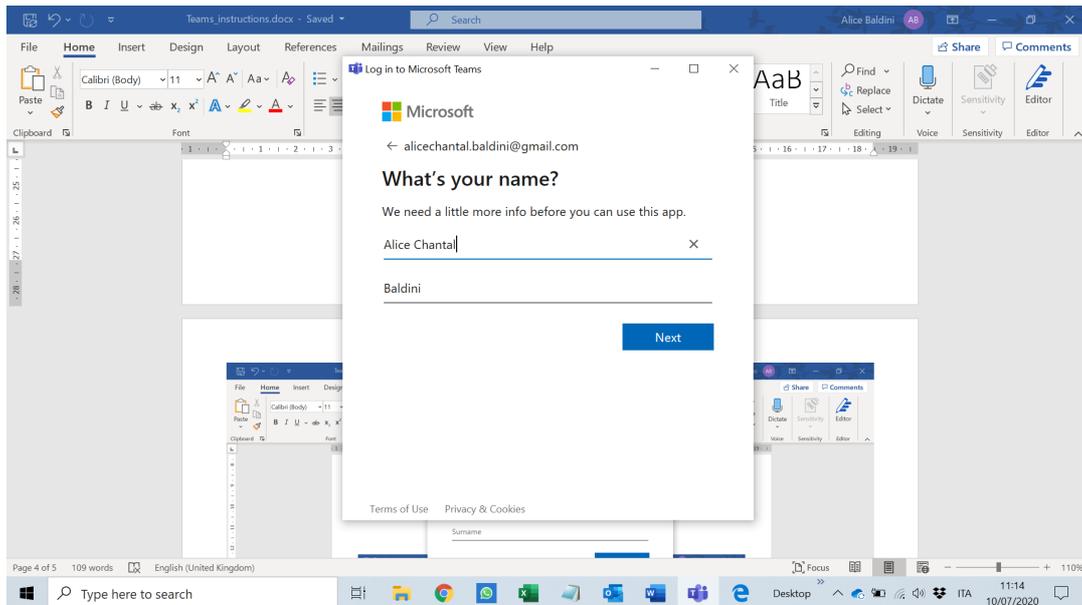
Create and type your password:



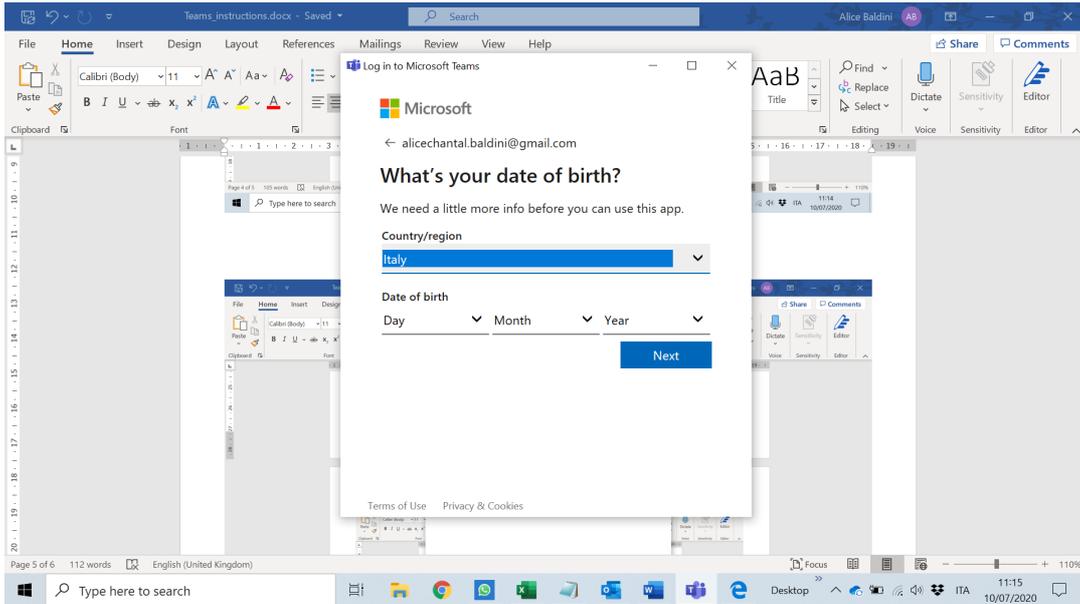
Type Name and Surname:



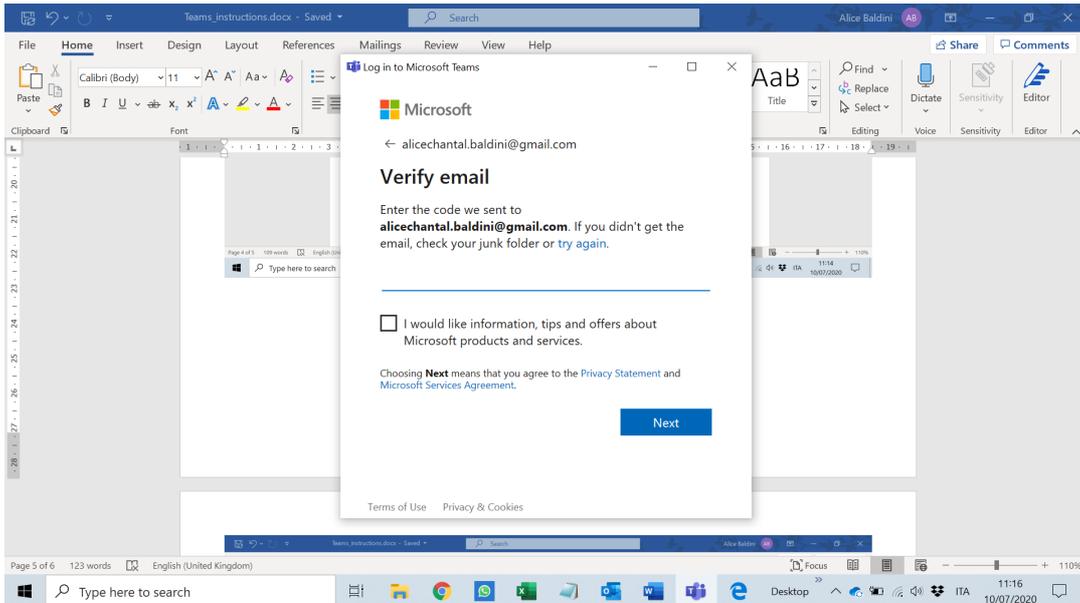
Click on "Next":



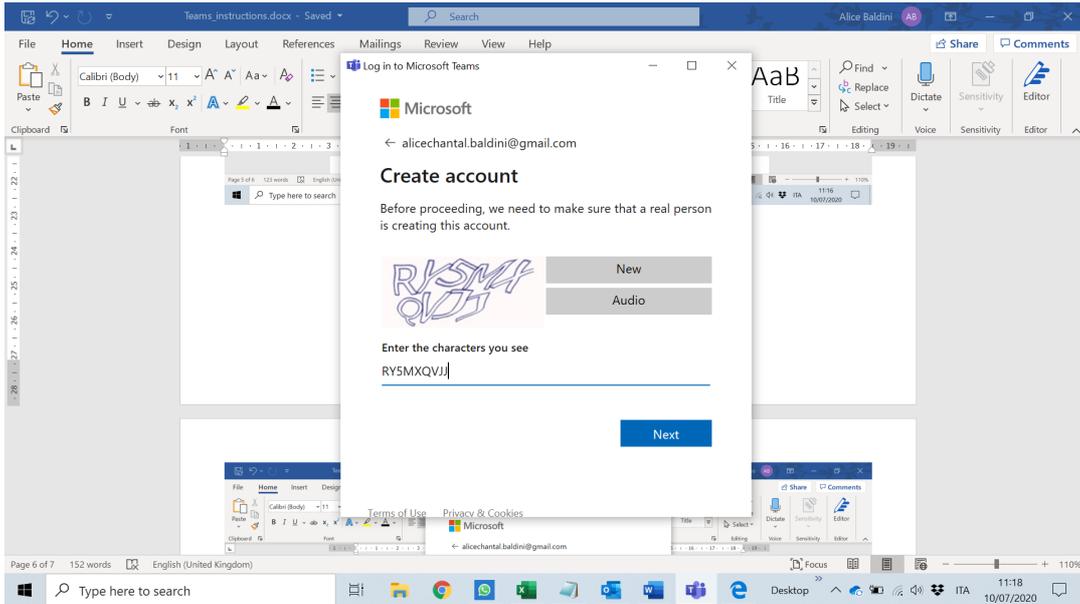
Type your Country/region and Date of birth, then click on “Next”:



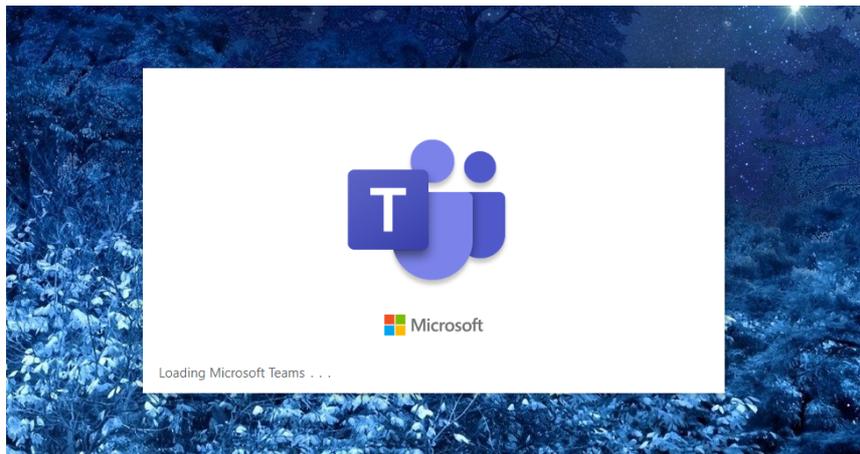
Enter the code you received on the email address you are signing in with, then click on “Next”:



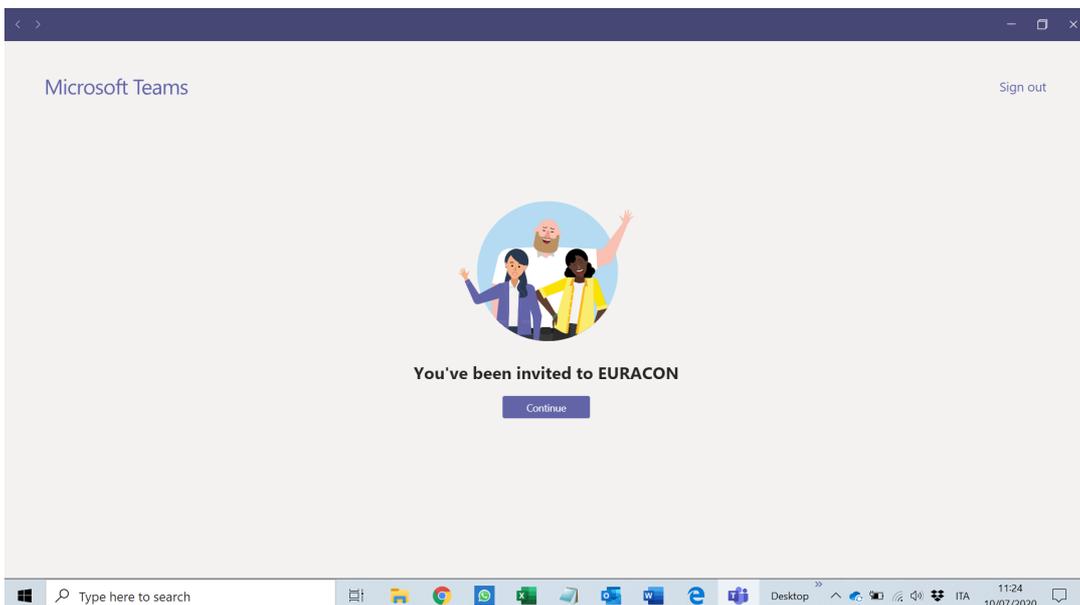
Enter the characters shown in the box, then click on “Next”:



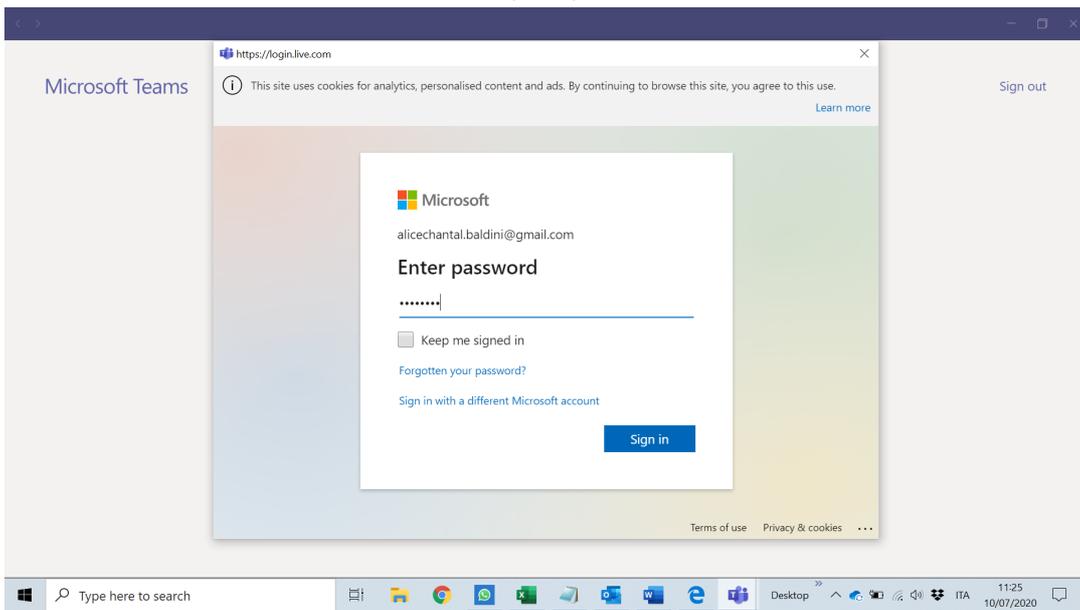
Wait for Microsoft TEAMS to load:



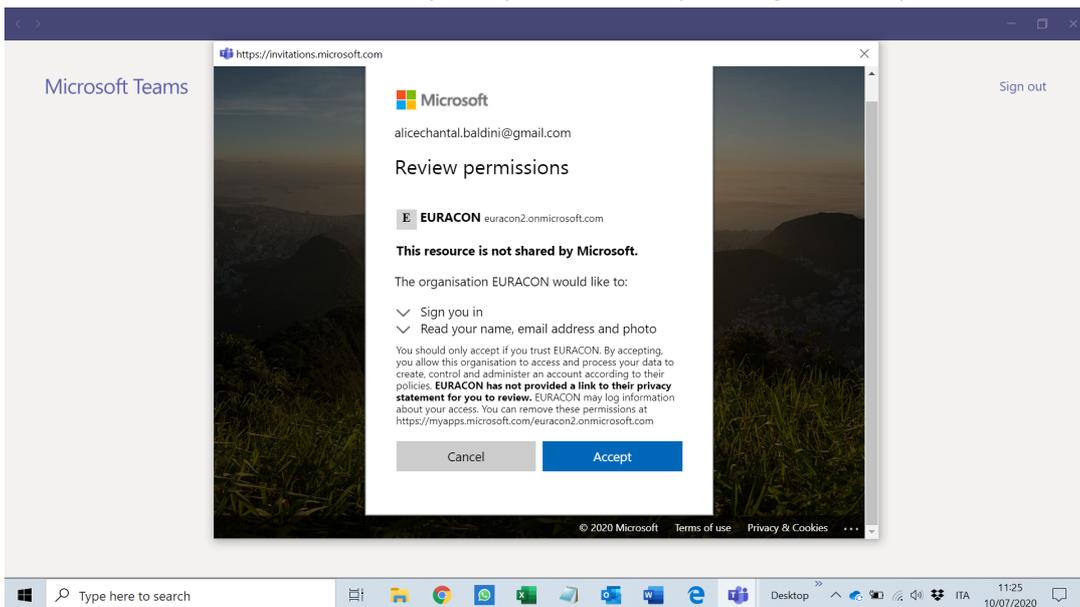
Click on “Continue”:



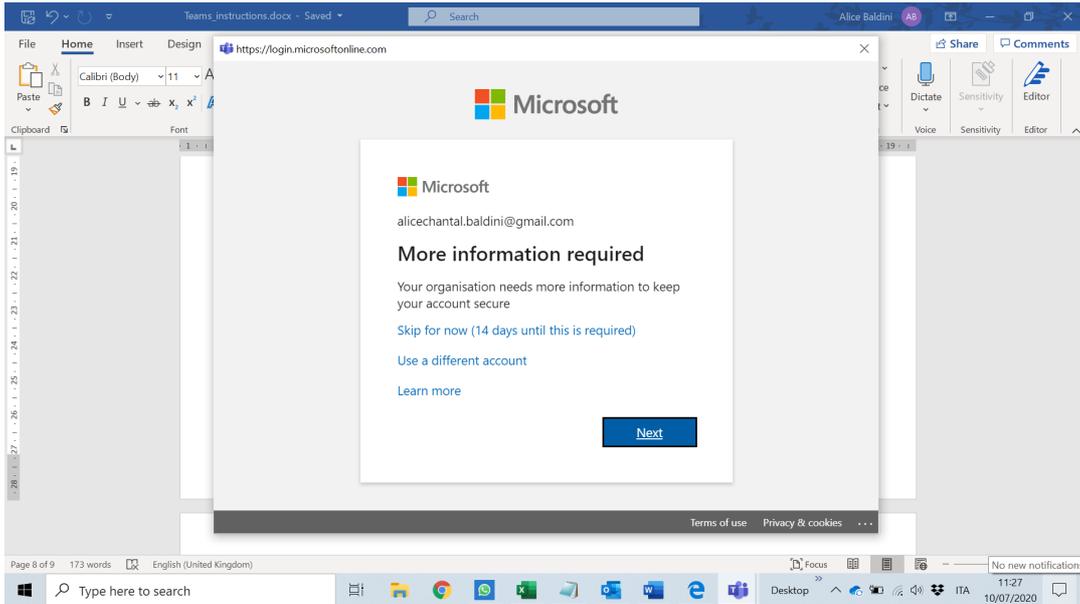
Re-enter your password:



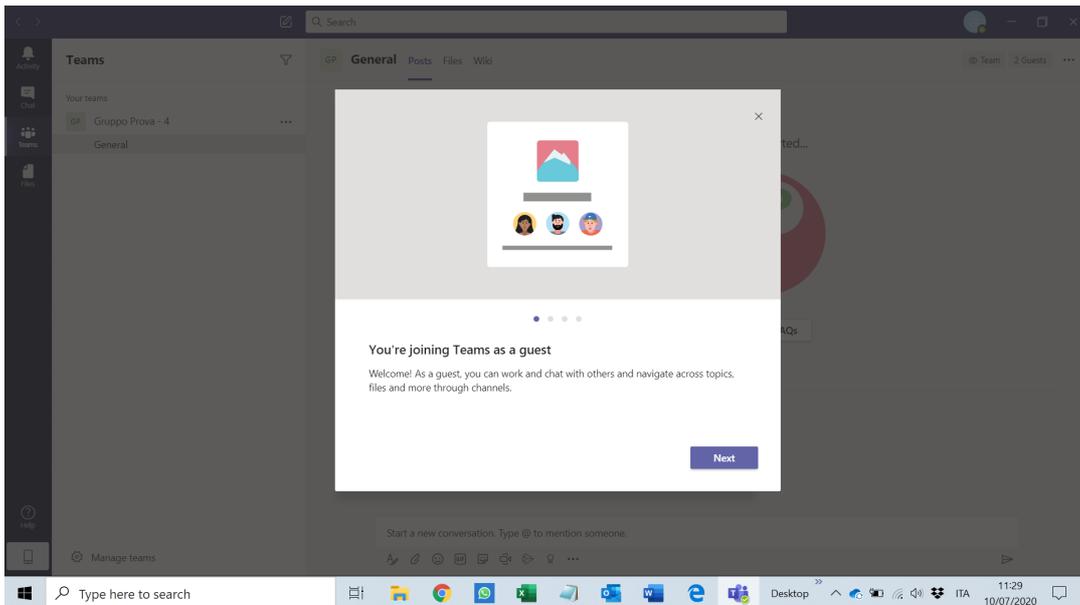
Grant EURACON the required permissions, by clicking on "Accept":



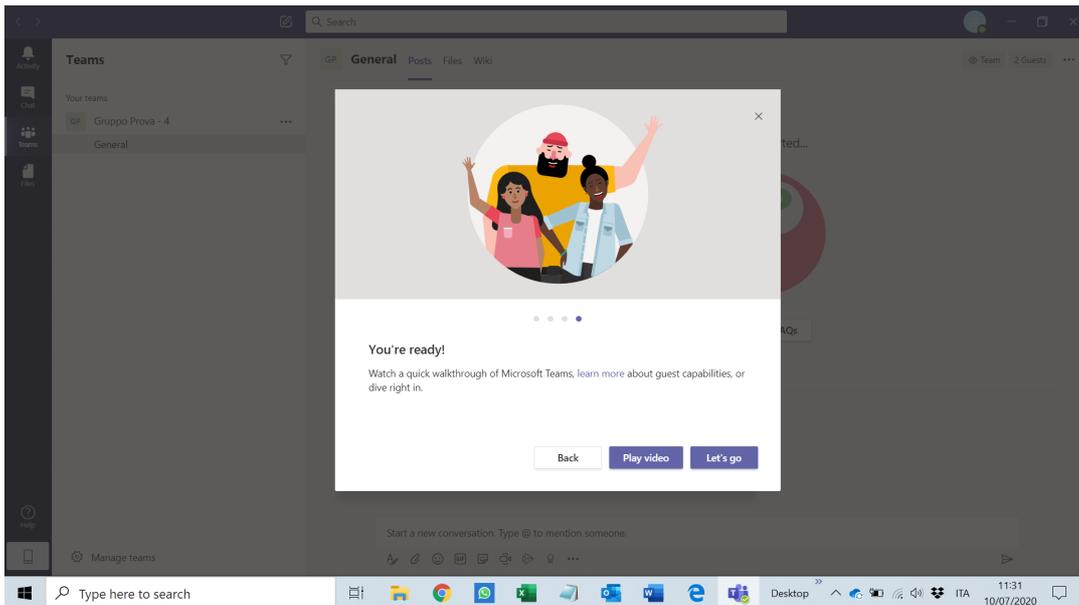
Click on “Next” to set up the Multi-Factor Authentication, or click on “Skip for now...” to do it later:



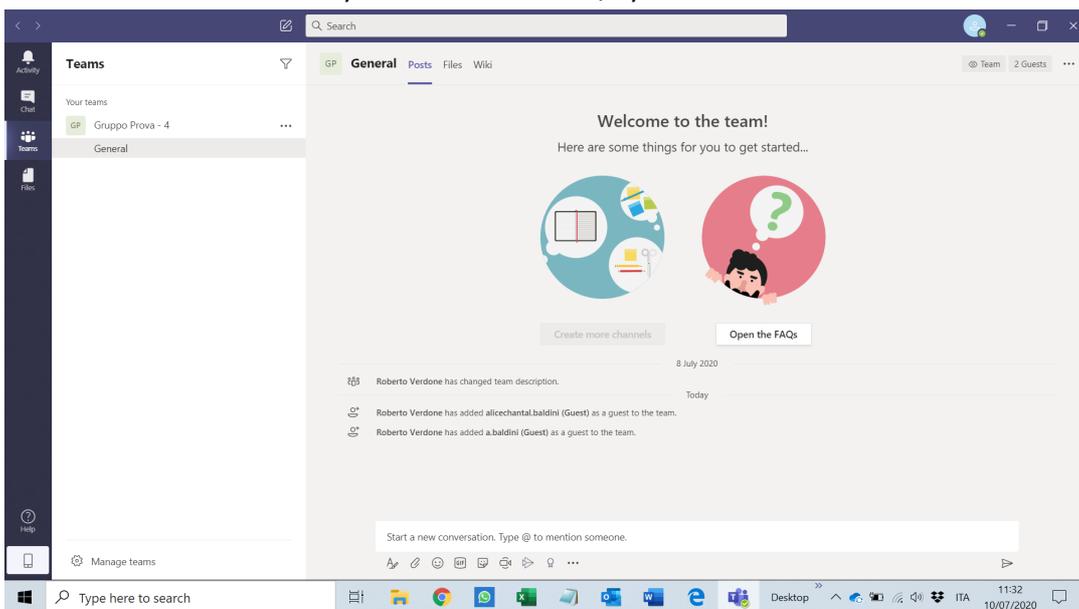
You are finally logged in EURACON Microsoft TEAMS! Click on “Next” three times:



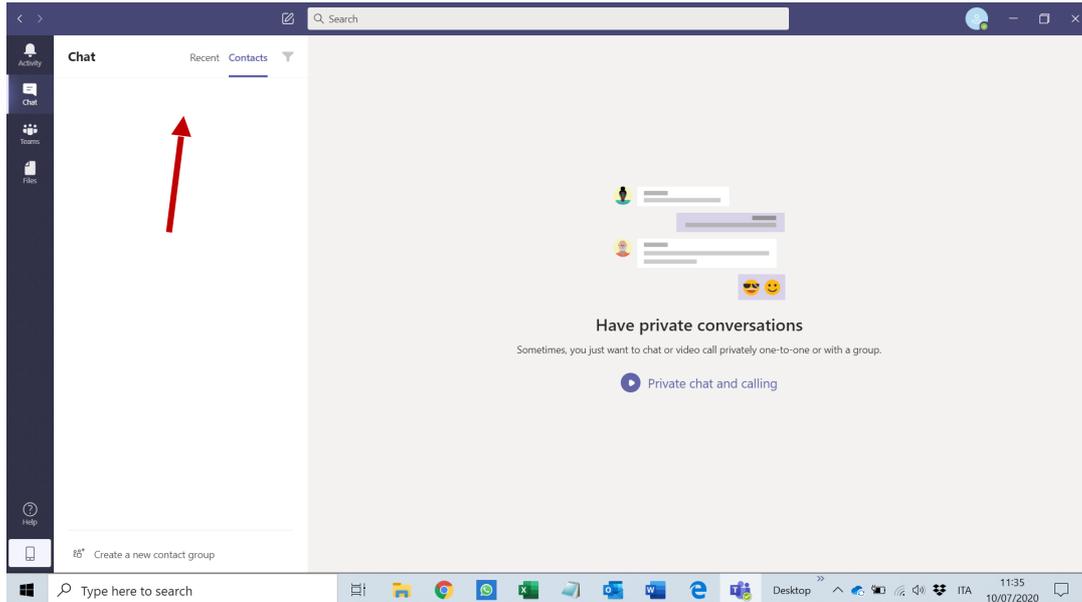
Then click on “Let’s go”:



You are now logged in EURACON TEAMS.
On the left bar you can see the Team/s you have been invited to:



...and Chat with the other participants, by clicking on “Chat” and “Contacts”:



Guidelines for achieving good level of interactivity during the presentations.

Every session (plenary or parallel) will be chaired by a Chairperson and technically supported by one Session Manager from Bologna (either Silvia, Flaminia, Natascia or Carlo).

For every speech (either keynote or TD presentation), if we have received a good quality video, upon indication of the Chairperson the Session Manager will launch the video presentation.

We invite all attendees to submit questions DURING (not after) the video presentations; so, the Chairperson at the end will be ready to choose among them, and the TD presenter will have prepared efficient answers. This will make the technical communication more effective.