



## Participating in the 2022 ABORNE Conference remotely

9/13/2022

In order to facilitate your remote participation in the ABORNE Conference please read these guidelines carefully.

### Registration

We will pre-register all virtual participants. You will receive a personal Zoom link to the email address that you provided to the ABORNE organisers. Please check your spam/junk folder for the link if you cannot find it in your inbox. If you do not receive your personal link, please contact [Christina Iannuzzi](#) and [Fatouma Zara Saidou Yacouba](#)

### Remote conference set-up

- Plenary sessions (opening, keynote and policy panel), book launches and certain paper sessions will take place in room CC13.
- Other paper sessions will take place in Franqueville rooms 2 and 3.
- Refer to the programme to find the session(s) you want to attend.
- When you join the conference via your personalised Zoom link, you will be joining the sessions taking place in room CC13. The sessions taking place in Franqueville rooms 2 and 3 will be held in breakout rooms that you can enter. The breakout rooms will be labelled with the session name.
- You can move from one breakout room to the other breakout room if you wish to change sessions. You can also re-join the sessions in room CC13 by choosing to leave the breakout room.
- For those presenting/chairing virtually – we (SWAC) will pre-assign you to the correct room so that once you are connected to the Zoom session, you will be automatically in the correct room.
- When you are presenting remotely – we (SWAC) will give you rights to share your screen so that you can share your PowerPoint. If you sent us a copy, we will make sure to store it on our computers in case you encounter any problems during your presentation.

## **Joining the meeting**

- Join each session at least 5 minutes before the start of the meeting by clicking on the link that you will have received by email.
- To help us identify participants during the meeting, please use your First name, Last name
- You will be directed to a waiting room and admitted once your identity has been validated.

## **ZOOM features**

- Mute/Unmute: To speak. If you unmute yourself during a presentation/out of turn, we will mute you so that it will not disrupt the presenter.
- Raise hand: To ask for the floor. Click on Participants button to access the Raise hand button. Please remember to lower your hand after your intervention and re-mute your microphone. The Room Chair will call on you when it is your turn to speak.
- Chat: you can ask questions for the presenters through the chat function. The Room Chair will decide which questions will be addressed.

## **For all participants**

Each session includes four presentations with each presenter allotted 15 minutes maximum, including questions. Session chairs will briefly introduce the presenters, keep time during the session, and facilitate questions at the end or between each presentation. Chairs may alert presenters when they have 5 minutes remaining and again when 2 minutes remain.