GUIDANCE FOR ON-SITE SPEAKERS

1. Please, be sure to have uploaded the presentation at the Speakers Ready Room at least one day before your planned Session. For no reason it will be possible to upload it at the Session Room.
2. Be present at your Session 10 minutes before the scheduled starting time of the session.
3. Introduce yourself to the Chair and Co-chair of your Session. At least one of the two should be present in the room. If both Chair and Co-chair are attending ONLINE you will virtually meet them 10 minutes before the scheduled starting time of the session.
4. Once your turn to present your paper, you should:
   — Come to the main desk wearing the mask
   — Accurately Sanitize your hands
   — Take the microphone from the staff and wear it
5. At the end of your talk after Q&A, you should:
   — Take off the microphone
   — Sanitize it with appropriate towels present at main desk
   — Bring it back to the Staff
   — Sanitize again your hands
   — Leave the podium
6. All the speakers are required to wear the mask for the whole duration of the talk

Staff will be present and help both Chairs and Speakers.
GUIDANCE FOR ONLINE SPEAKERS

As an online speaker at URSIGASS2021 you are expected to give your presentation LIVE. Please note that ALL sessions will be recorded and made available through the ‘on-demand’ section of the virtual venue after the end of the session itself.

1. Online speakers are requested to connect **10 minutes before the scheduled start of the session** to the URSIGASS2021 through the Virtual Venue (https://ursigass2021.livebit.it/) using their credentials.

2. Select “Live Oral Session”.

3. In the Time-Table choose your Session and Select JOIN.
4. The platform uses Zoom Software with the “webinar” option and you will be required to insert your Name, Surname and email address, it is important that you insert the correct info in order to be recognized as speaker.

5. After that, you need to use your CHAT to qualify as speaker with the Staff Session Manager who will upgrade you to the state of “speaker” in order to share your microphone and your screen.

6. When it is your turn, the chair will call you to speak and will manage questions and answer.