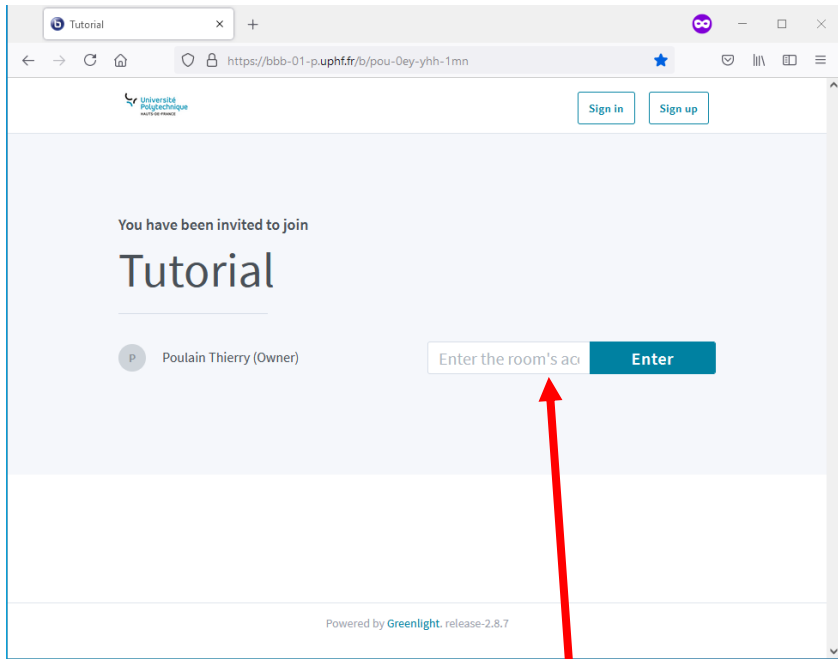




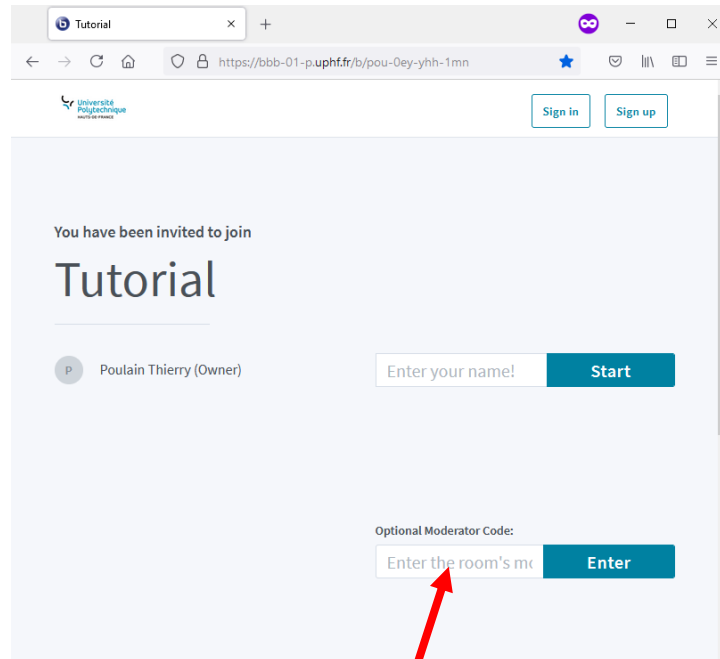
Session chair user guide



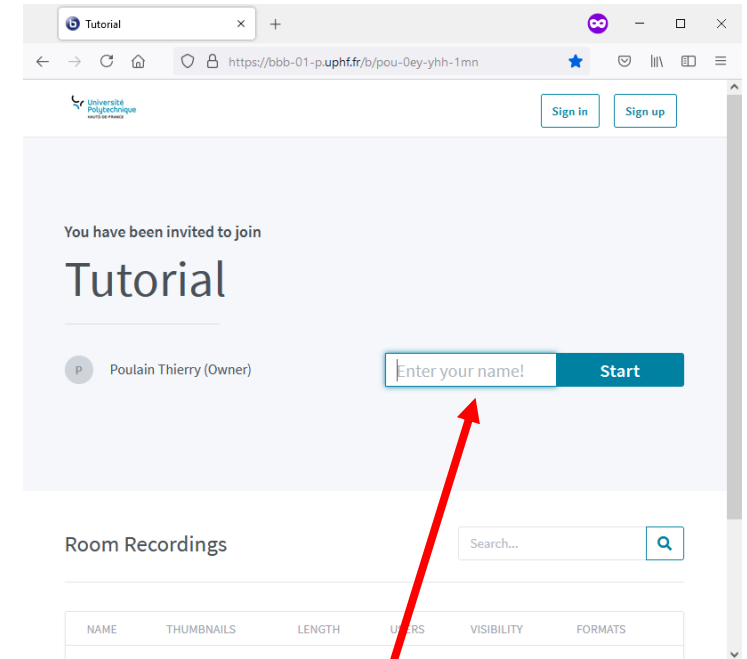
Connection to the platform (Use the information received by email)



1 Enter Your code access

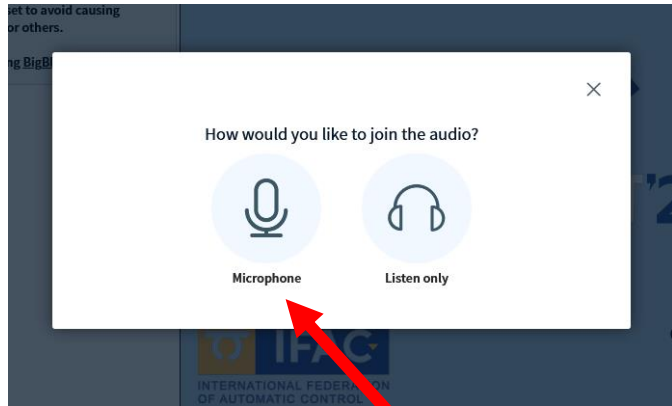


2 Enter a moderator Code

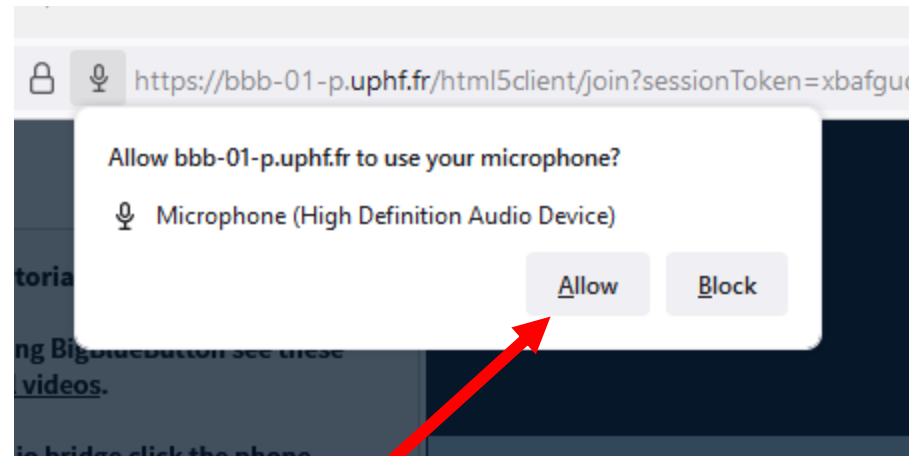


3 Enter your Name

At login, you must share your microphone

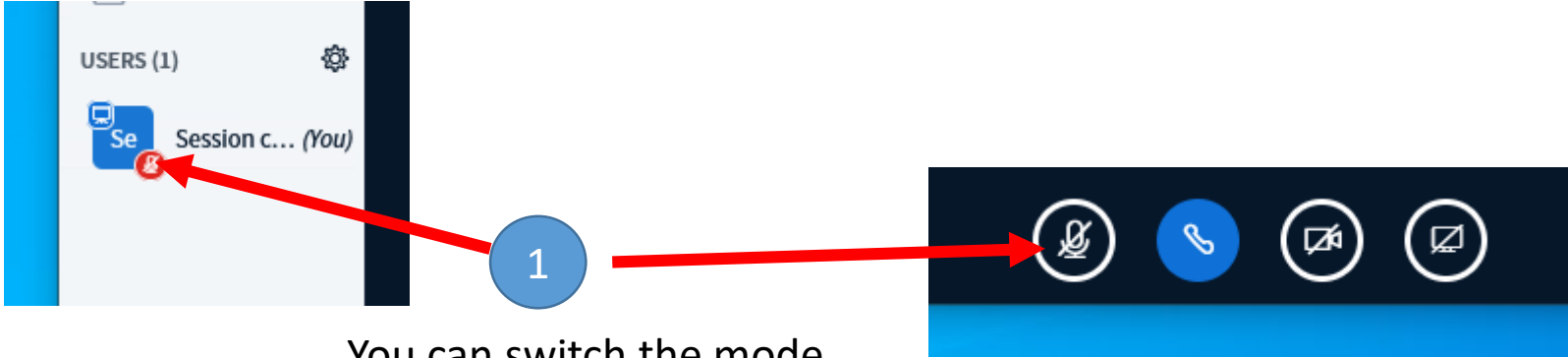


3 Select « Microphone »



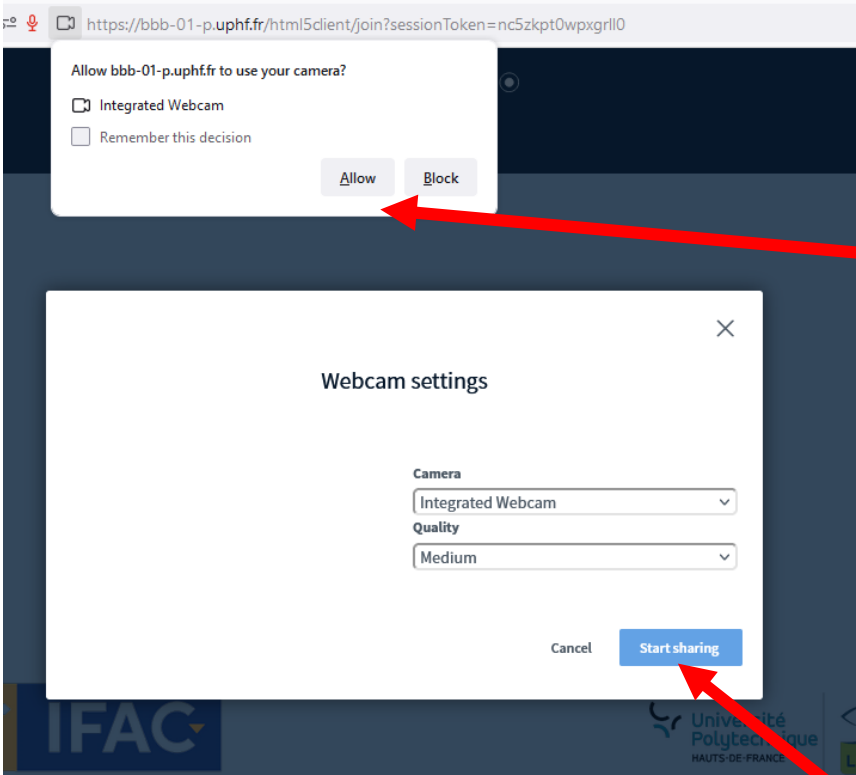
4

At any time, you can activate or deactivate your microphone



You can switch the mode

How to share your webcam



2

3

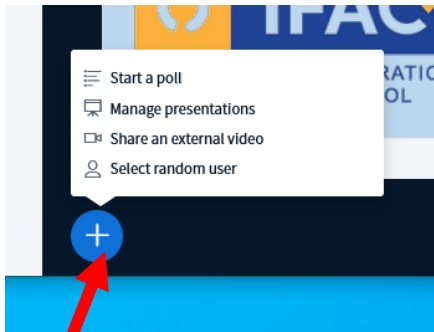
button to activate (or deactivate) your webcam



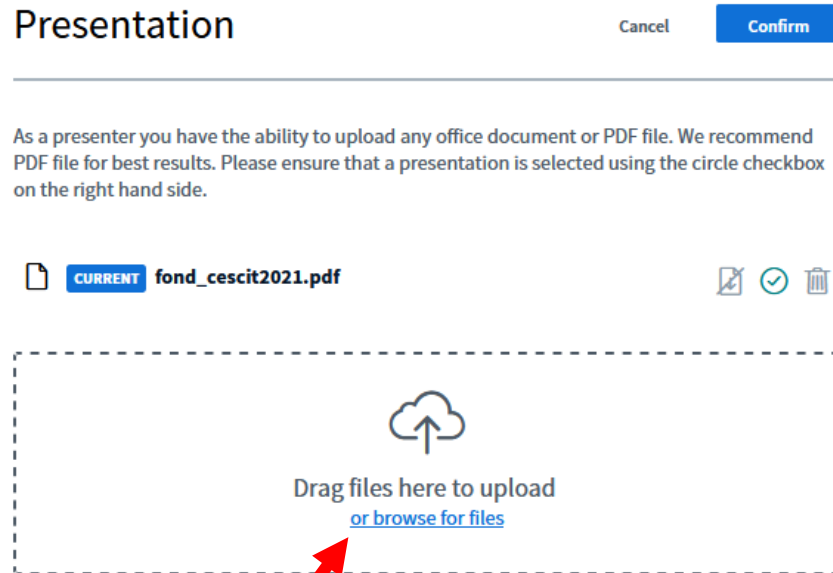
1

To share your presentation, you have two possible options

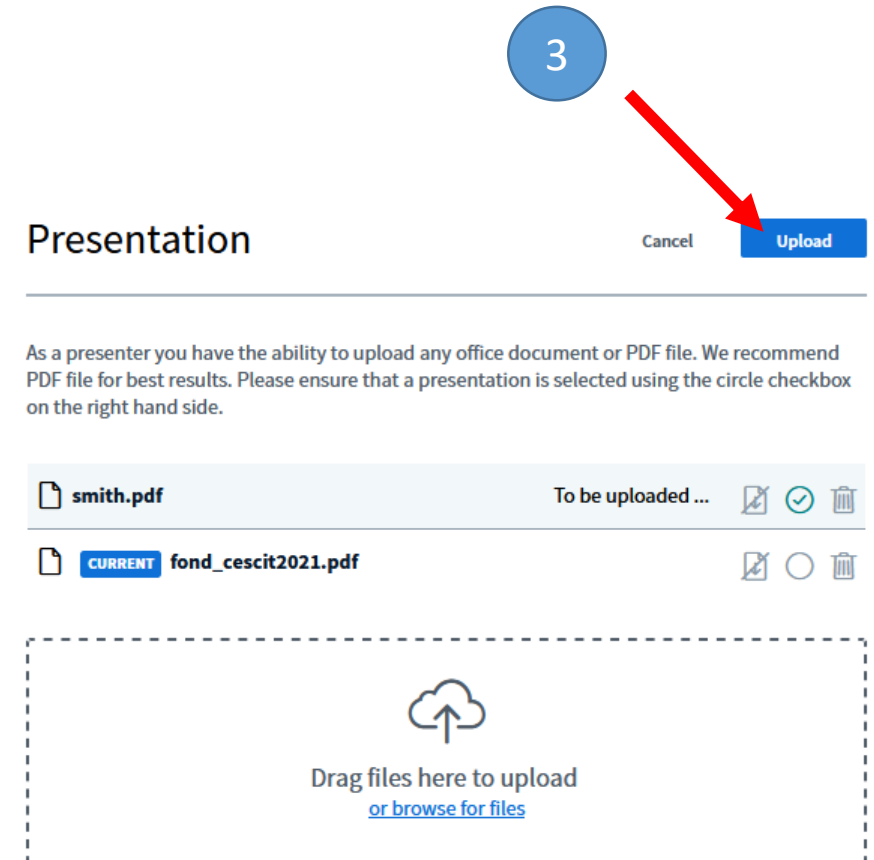
➔ First option, upload your file to the platform (preferably in pdf format)



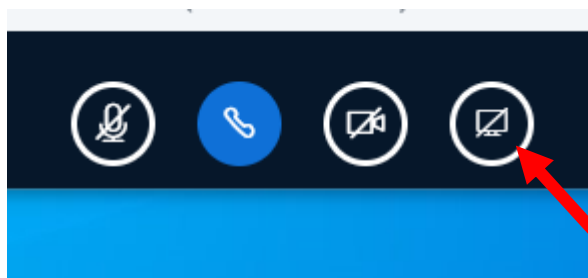
1
Click here to access
to « manage
presentations »
functionality



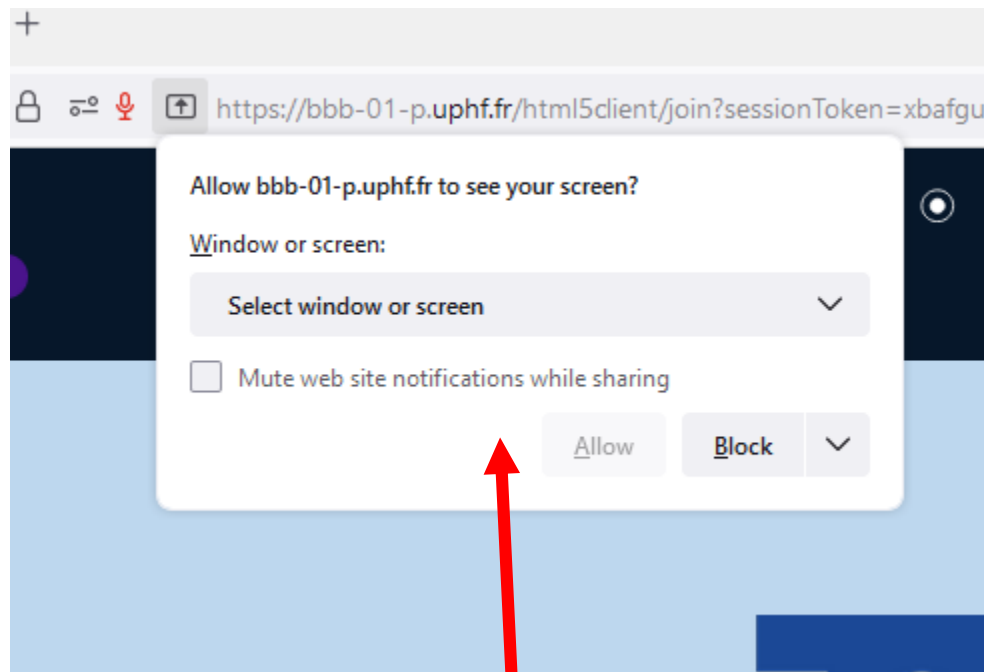
2
Upload your file



➔ Second option, share your screen



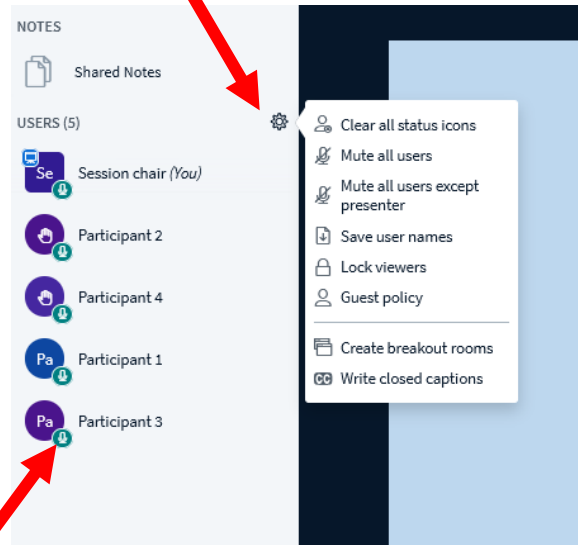
1



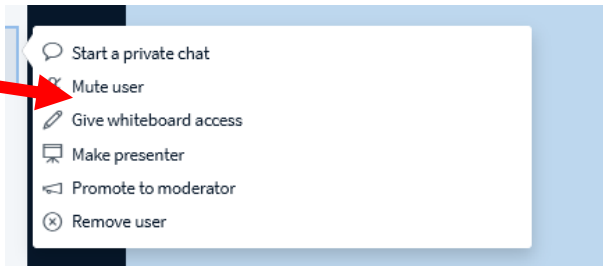
2

Click here to share your screen

You can mute all users

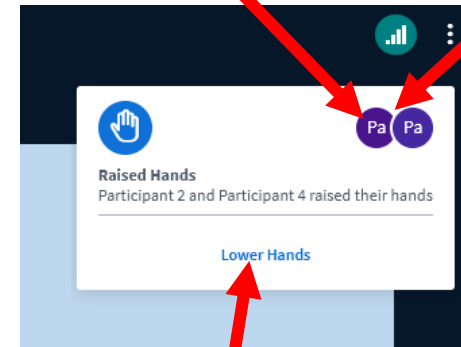


You can mute individual user

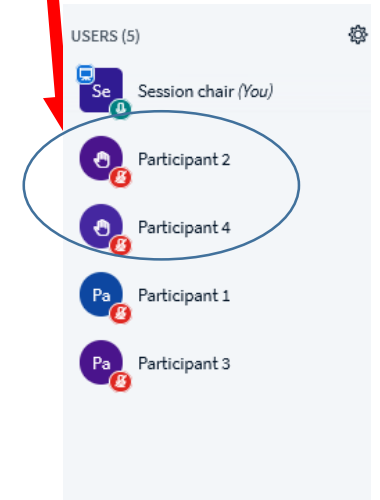


To request the speech, each participant raise « their hand »

after giving the speech, click to lower the hand



list of hands raised in order of appearance



you can lower all the raised hands