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.
How to share your webcam

1. Button to activate (or deactivate) your webcam

2. Allow bb0-01.puchsia to use your camera
   - Integrated Webcam
   - Remember this decision
   - Allow
   - Block

3. Webcam settings
   - Camera: Integrated Webcam
   - Quality: Medium
   - Cancel
   - Start sharing
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 « manage presentations » functionality
2. Upload your file
3. Drag files here to upload or browse for files
Second option, share your screen

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

you can lower all the raised hands

list of hands raised in order of appearance