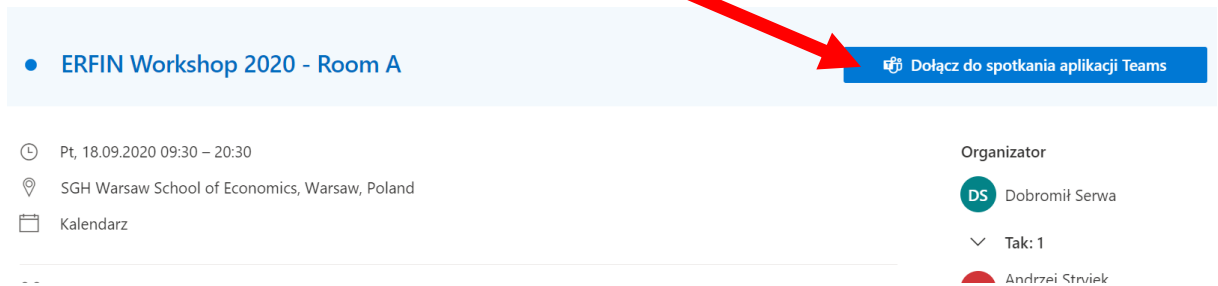
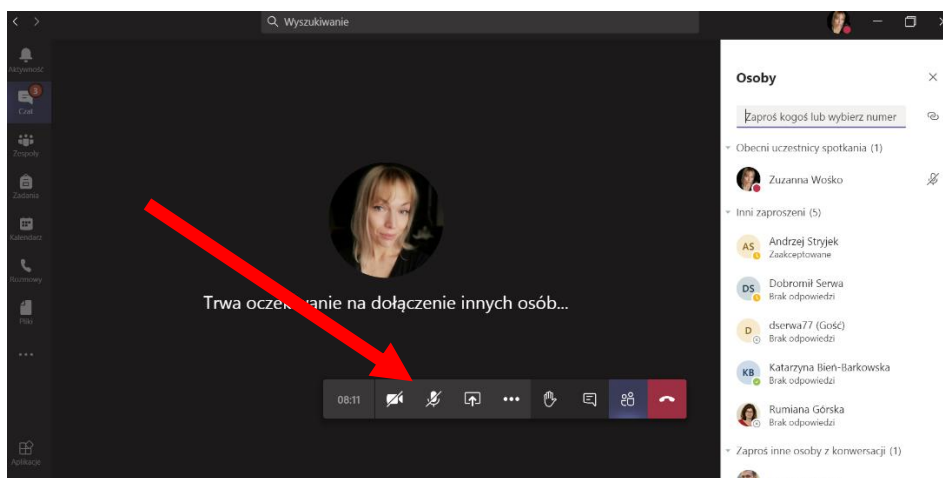
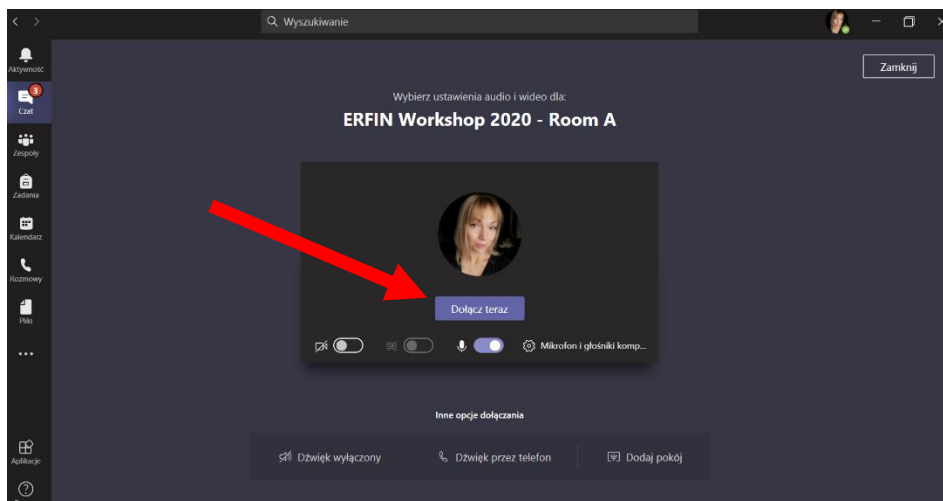


## MS Teams instructions for participants of ERFIN Workshop

1. First, click on one of the hyperlinks to workshop sessions. Second, click the blue box „Join Teams meeting” link. Third, open Teams application.



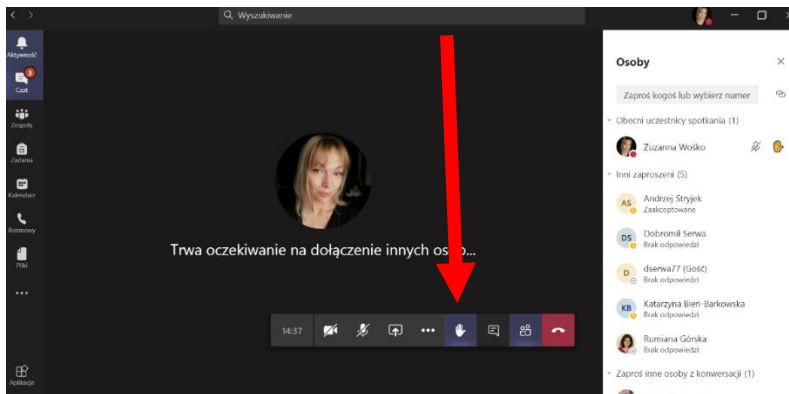
2. When you can see a meeting window, please join the session. It is recommended to be **on mute and have your camera switched off** when you are not presenting. This will save internet connection resources and reduce unnecessary noise during the session.



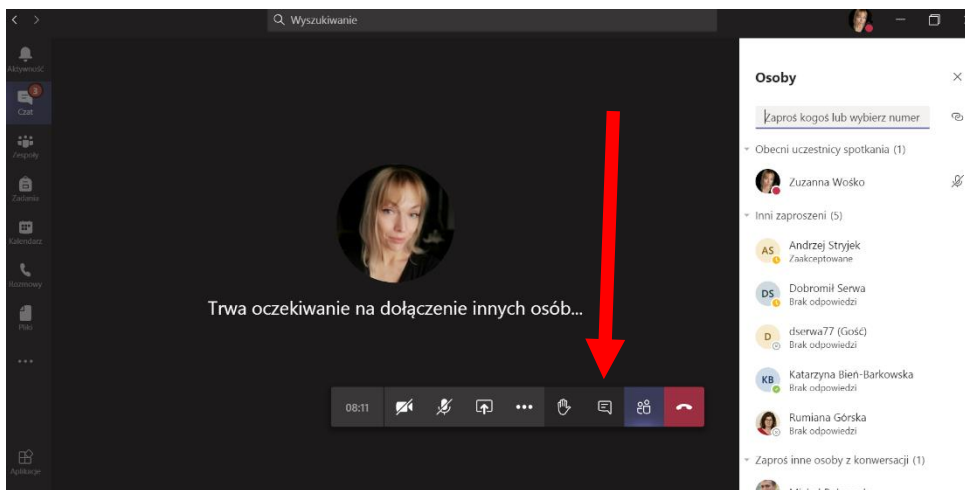
3. Now you are the session participant.

**As the participant you can:**

- a) Raise your hand if you have a question



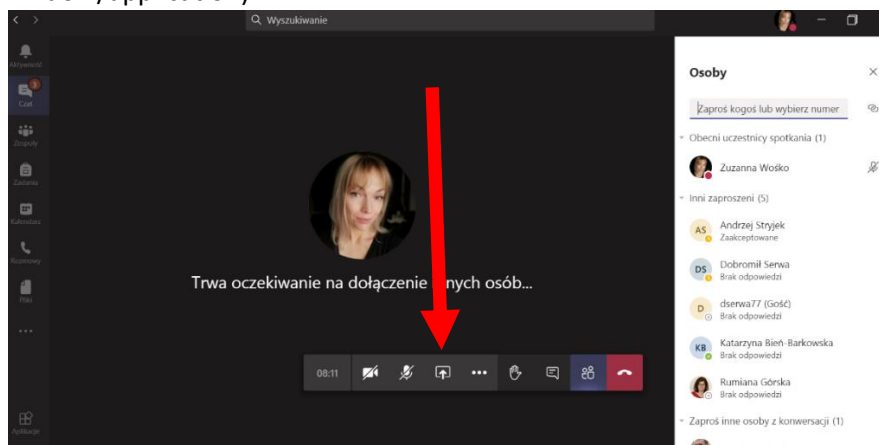
- b) Ask question in a chat box:



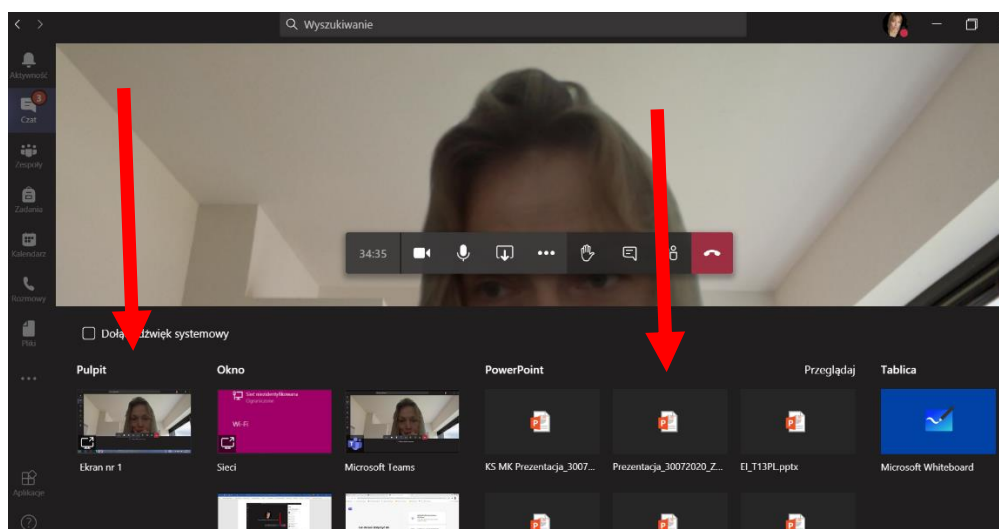
- c) Unmute your mic and ask question when the chairman lets you do that.

**As a presenter:**

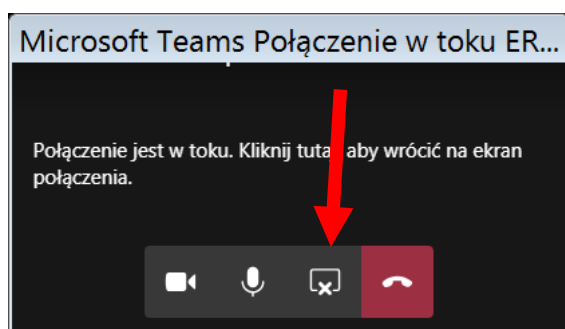
- a) You must switch your microphone on.
- b) You can also turn your camera on at the beginning of your presentation. However, it is not obligatory to have the camera switched on.
- c) You should share your screen (you can share your whole desktop or only a particular window/application).



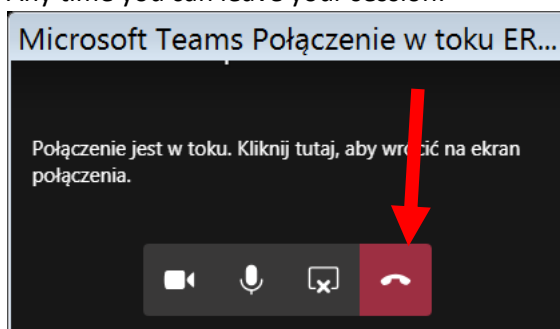
...and then choose the window/application (e.g. PPT) you want to show



Stop sharing button looks like here:



4. Any time you can leave your session:



### Information on planning presentations within the session:

- a) Chairman opens the session and manages presentations' time schedule.
- b) The length of your presentation has been provided in an email from the organizing team.
- c) During each session there is one person from the organizing team to assist presenters and audience, so you can always ask for help (use email address: [conference@erfin.org](mailto:conference@erfin.org) or the phone number: ++48 604 199 003, or Teams: [dserwa@sgh.waw.pl](https://teams.microsoft.com/join/dserwa@sgh.waw.pl) ).