

Technical instructions and netiquette

For presenters

Before the meeting:

1. Please send your **presentation as a pdf** file to the organizers maria.tenningen@hi.no as a backup in case of technical problems. The file name should be "last name_working group" (FTFB, FAST or JFATB)
2. If you wish to test your presentation before the meeting, you can join a **test session on Friday 16. April**. 14-15.30 (CEST). E-mail maria.tenningen@hi.no for an invitation.
3. Remember to test your microphone and camera

During the meeting:

1. We recommend to use headphones and microphone to improve audio clarity
2. When the chair asks you to share your screen click on the sharing symbol. Choose your ppt presentation or the app you want to share in the panel along the bottom. Avoid having unnecessary windows open. Remember to stop sharing after your presentation. Further advice can be seen here:

<https://support.microsoft.com/en-us/office/show-your-screen-during-a-meeting-90c84e5a-b6fe-4ed4-9687-5923d230d3a7>

For participants

1. Teams can be accessed from the web browser, a desktop application, or a mobile app. We recommend the desktop app.
2. Log into the room 5 - 10 min before meeting start
3. Register to the meeting with your **full name (and country)**
4. Minimize background noise and mute your mic when not speaking
5. Raise your hand if you would like to speak or ask a question and remember to lower again!
6. Turn on your camera when speaking but keep it off during presentations
7. You may ask questions and make comments in the chat. Remember to write the name of the person the question is addressed to.

