Dear Authors of the **2024 Color Conference**,

Cisco's **Webex Meetings** will be the software for online participation. You can download the software by simply clicking on the conference participation links. Two **virtual rooms** (**CdC2024 - ROOM 1** and **CdC2024 - ROOM 2**) will host various conference sessions. The virtual rooms will always be active, and the interventions will follow one another in the order provided by the program:

CdC2024 - ROOM 1: https://politecnicomilano.webex.com/politecnicomilano-it/j.php?MTID=mb28660eed07ad748c06226425762a5b7

CdC2024 - ROOM 2: https://politecnicomilano.webex.com/politecnicomilano-it/j.php?MTID=m0c5a4bd8dd36584a26199a54be1f50e4

The conference **program** is on the page:
https://www.gruppodelcolore.org/programma/?lang=en

You will need to **locate the session** in which your presentation is planned and click the corresponding link before it begins. In the room, **moderators** will manage access, collect questions in the chat, and silence or remove any disturbing elements.

When it is your turn (please be logged in at least 15 minutes before), the chairs will introduce you briefly, and then you will proceed with your presentation.

- As regards the **"ORAL" contribution**, there will be **12 minutes of presentation** + 3 minutes for any questions.
- As for the **"SHORT" contribution**, there will be **5 minutes of presentation**.

NB - Given the variability of the connection quality and the many technical problems that may occur, the Chairs will try to **respect the schedule set by the program** as much as possible. If you are late (even just five minutes), you will be placed **last** after all presentations scheduled in that session. If you are absent from the session, **you will not be able to present** your contribution (which, in this case, will be excluded from the proceedings). Therefore, we ask you to **stay within the indicated times** to avoid being interrupted by the Chairs.

The author will give the speech and show the presentation in **PowerPoint** or **PDF directly from their computer by sharing it** via software (more information below).

Since there may be problems sharing, we kindly ask all authors to prepare **simple presentations without too many animations**.

We also ask you to **send a copy of the presentation** (the PDF is optimal, but PowerPoint is fine, too) by e-mail or Wetransfer to **segreteria@gruppodelcolore.org by 25 November 2024**.

This will help us if there are sharing problems; the moderators will manage the presentation, and the author will talk only, giving instructions on when to turn the slides. Submitted presentations **will be deleted** after the conference.

LOG IN TO WEBEX MEETINGS

When you click on the session link in which you are presenters (find it in these instructions), a page of your default Internet browser will open. This will allow you to download the program and install it. Proceed with the installation and press the "Join Meeting" button in the Internet browser.

If Webex is already installed on your computer, the link should open automatically; if this does not happen, wait about five seconds and press the "Start Meeting" button in the Internet browser.

Another option is to use **Webex in the internet browser**. However, to avoid functionality issues and other difficulties due to the compatibility of different browsers, we recommend installing the program on your computer.

ACCESS THE CONFERENCE

Once the software is launched, a preview window will open, where you can check the audio, video, and set-up before joining the meeting. Ensure the central button **"Audio"** is set to **"Use computer for audio"**.

NB - The microphone and webcam must remain off (to reduce noise and bandwidth consumption) unless you are presenting the article or asking a question to an author (with the permission of the moderators). Disable the microphone and webcam and press **"Join Meeting"**.

Once logged in, you will be placed in a **virtual waiting room**. As soon as possible, the moderators will grant you access. Please be patient. Once you enter the session room, **you will be promoted to "speaker"** when you need to make your presentation.

IMPORTANT: When you log in to the virtual classroom, **you must use credentials recognizable by the moderators**. Your first and last name must be in your username. Suppose this is impossible (perhaps because you are using a corporate version of Webex). In that case, you will need to communicate your actual username to the organizing committee (by 25 November), writing to the address **segreteria@gruppodelcolore.org**.

Once in the virtual room, if there are any problems, you can use the "chat" function to report them.

REQUIREMENTS FOR THE SOFTWARE

Find the **minimum requirements** necessary to make Webex work on the various platforms on the page:

https://help.webex.com/en-us/article/fz1e4b/System-requirements-for-Webex-services

Furthermore, a **webcam**, **microphone**, and a sufficiently **fast and stable connection** are necessary to perform the speaker function.

INTERFACE

Below the webcam viewport, there is a **command bar**:
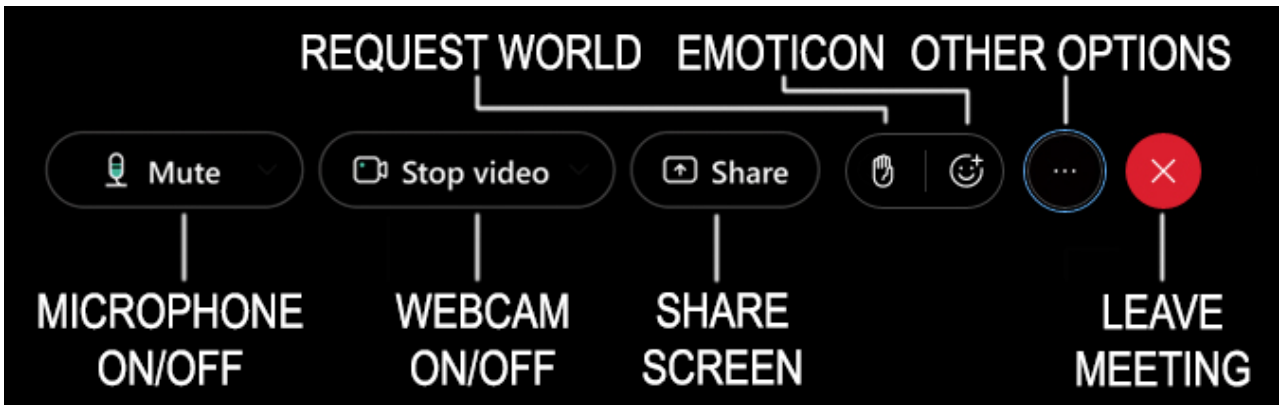
There is also the symbol of a **hand**, with which you can book to ask a question if necessary at the end of the presentation.

Further to the right, another menu allows you to activate the display of the chat's **participant** list. The **chat** panel will let attendees **ask questions to the speakers**. Then, the moderators will gather all the questions and report them to the chair, compliant with the available time.

SHARING THE PRESENTATION

By pressing the **"Share"** button, a window will open at the bottom of the screen with choices:
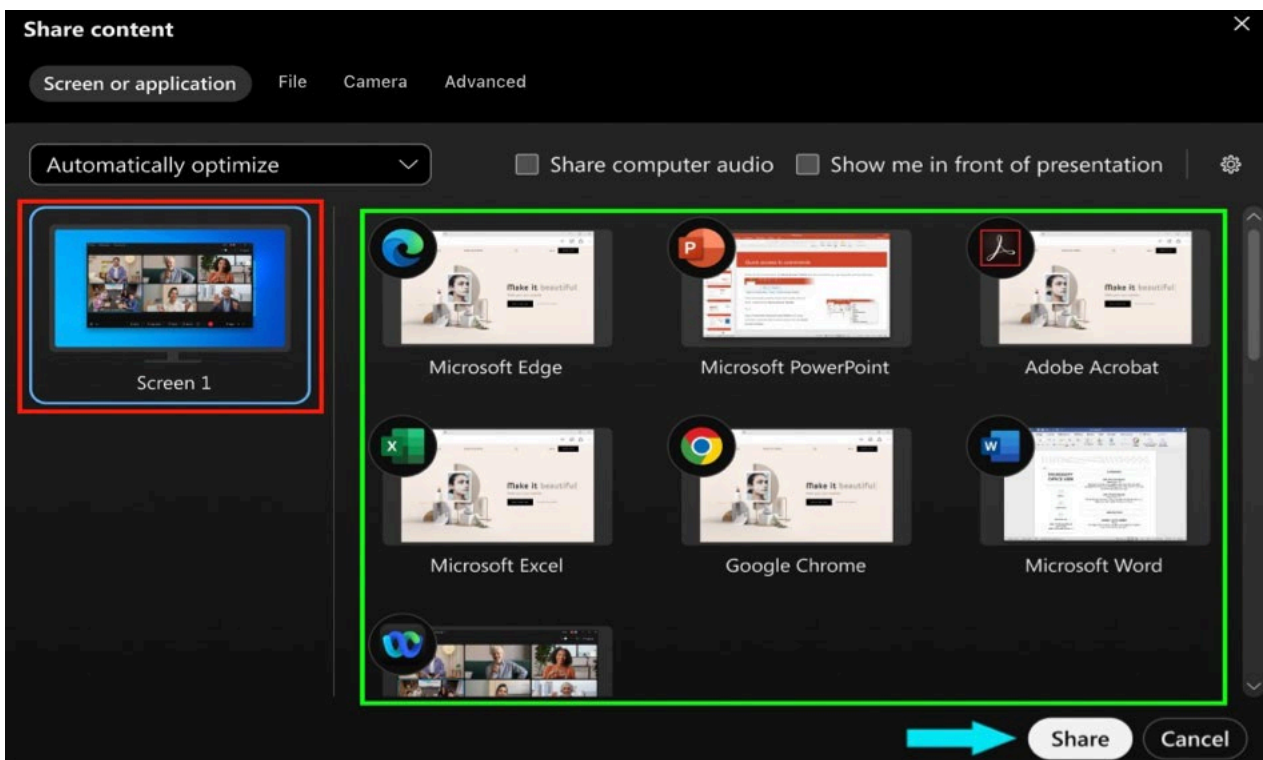
The only commands we recommend that you consider are the following:

Share computer audio: This command allows you to include audio from your computer when sharing. It is helpful when sharing videos or animations with sounds (which would otherwise be silent).

Screen 1 (left): By selecting this area (highlighted in red in the image), you will fully share what you see on your computer. This is the most practical way to share, but **beware**, attendees can see everything visible on your screen (open windows and programs, icons of installed programs, etc.).

Applications icons (right): By selecting one of the icons in this area (highlighted in green in the image), you will share only a specific window among those you have opened. If, for example, you have the PDF of your presentation open, you will be able to share only that and not all other open windows (as opposed to "Screen 1"). The window you are sharing will appear framed in red.

It is advisable to ignore the other commands.

Finally, press the **"Share"** button to start sharing the presentation.

NB - When you are in sharing mode, you will see what you are sharing on your screen; your Webex webcam should appear minimized in one corner.

To **stop sharing**, you can press the key combination **"Ctrl + SHIFT + Z"** (Win and Mac) or move the mouse to the top of the screen, above the small orange band that says **"You are sharing [...]"**. An interface should appear, showing (on the left) the **"Stop"** button.
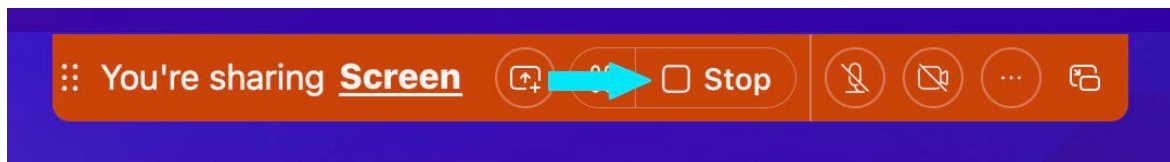
If problems occur during the Conference, assistance will be provided by e-mail at the address: **segreteria@gruppodelcolore.org**.

A **test session** of access and sharing is scheduled for **Wednesday, 27 November, at 09:30 AM CET**. To participate, click on the **CdC2024 - ROOM 1** link shown on these instructions' first page.

We remain at your disposal for any clarification. Sincerely.

The Organizing Committee