



HOW TO USE THE VIRTUAL PLATFORM VIRBELA

- You will receive an invitation mail to Virbela
- Install the software by clicking on the e-mail and register
- Customise your avatar. To accept the settings, click on the green button on the bottom-right of the screen



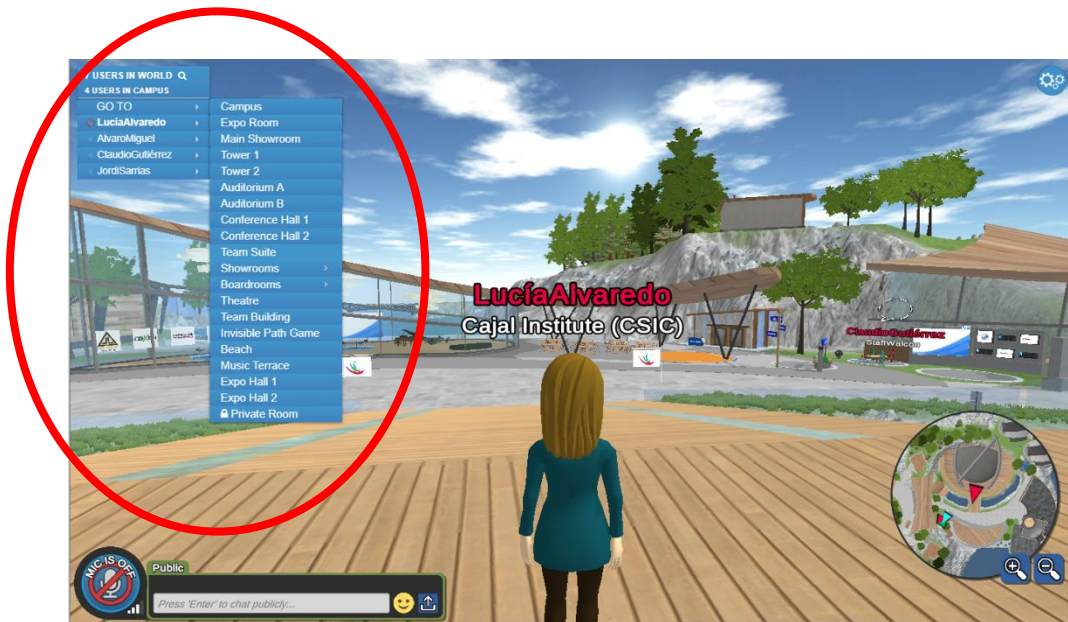
13-16 OCTOBER 2020 VIRTUAL EDITION

ICNR 2020



WearRAcon

- You will appear in the Campus and you should use the GO TO menu on the left of your screen to navigate through the different conference rooms. Within each space, use the arrows keys on your keyboard or the mouse to move.



You can check the rooms to be used in the conferences in the following calendar:

	October 13			October 14			October 15			October 16		
	Auditorium A	Auditorium B	Private Room	Auditorium A	Auditorium B	Private Room	Auditorium A	Auditorium B	Private Room	Auditorium A	Auditorium B	Private Room
09:00 - 10:00	ROGER GASSERT (Auditorium A)			SANDRO MUSSA-IVALDI (Auditorium A)			NATALIE Mrachacz-Kersting (Auditorium A)			ALES HOLOBAR (Auditorium A)		
10:00 - 11:30	WS1	WS2	WeR2	SS1	SS15	WeR3	SS4	WeR5	WeR7	SS9	SS11	WeR16
11:30 - 13:00	INAUGURAL SESSION (Auditorium A)			ISRAEL BENAVIDES (Auditorium A)			NADIA DOMINICI (Auditorium A)			SS10	SS12	WeR11
13:00 - 14:00	TIME FOR LUNCH											
14:00 - 15:00	SUNIL K. AGRAWALI (Auditorium A)			JONATHAN WOLPAW (Auditorium A)			VIVIAN K. MUSHAHWAR (Auditorium A)			JOHN KRAKAUER (Auditorium A)		
15:00 - 16:00				SS2	WeR14		ICNR Poster Session (EXPO HALL)	SS18	WeRob Poster Session (EXPO ROOM)	SS14		
16:00 - 17:30	WeR1	WeR13	SS13	SS6	WeR15				SS3	SS16	WeR10	
17:30 - 19:00				JAMES PATTON (Auditorium A)			ARUN JAYARAMAN (Auditorium A)			MATTHEW MARINO (Auditorium A)		
19:00 - 20:00												

To access the Private Room, please, enter the following password: **walcon472b**

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- Once inside the room of the session you want to attend, sit back by using the mouse near the seats and zoom the stage by clicking at the top of your screen, if you wish.

You can ask questions during the discussions by raising your hand through the *Raise Hand* button located at the bottom of your screen.

- Public chat: all Virbela rooms and areas have public chats. To speak, just press the “Enter” key and write your message, in the chat box on the bottom-left corner of your screen.



- If you want to have a private conversation with an avatar, click on the name of the avatar in the GO TO menu and then select “Send Private Chat”.
- All the spaces delimited by a blue line are private rooms in which only the attendees who are inside can hear.



Poster presentations

Please, stay close to your poster during the poster session to answer potential questions from attendees.

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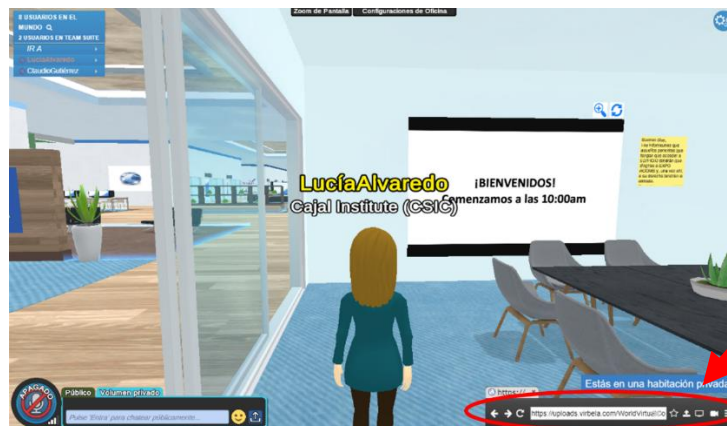


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HOW TO UPLOAD THE VIDEO OF YOUR LIVE TALK

(Information addressed only to chairs and plenary speakers)

1. Use the GO TO menu to access to the room *Team Suite*.
2. Once inside the *Team suite* room go to the *Backstage* room (the first room on the right that you see when you enter).
3. Upload your video in the *Backstage* room. By clicking on the screen of the room, a box (*Presenter tool*) will appear in the lower right corner where you can upload your video. Once loaded, click on the star to save it and use it later.
4. You can also use this *Presenter Tool* to share your screen directly during your presentation.



Important information:

We recommend files in **PDF format** for powerpoint/keynote presentations, you can do that by just exporting the file in PDF. The animations of the presentations in powerpoint or keynote cannot be reproduced in Virbela. In the case your presentation has any animation, we recommend converting it to video in .webm format or sharing your screen.

Only .webm format (official Google video format) is supported for videos, up to **200 MB per file**.

Finally, we recommend enter the Team Suite (Backstage room) **at least 30 minutes earlier to make sure that everything works perfectly**.

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