

INCOM 2021

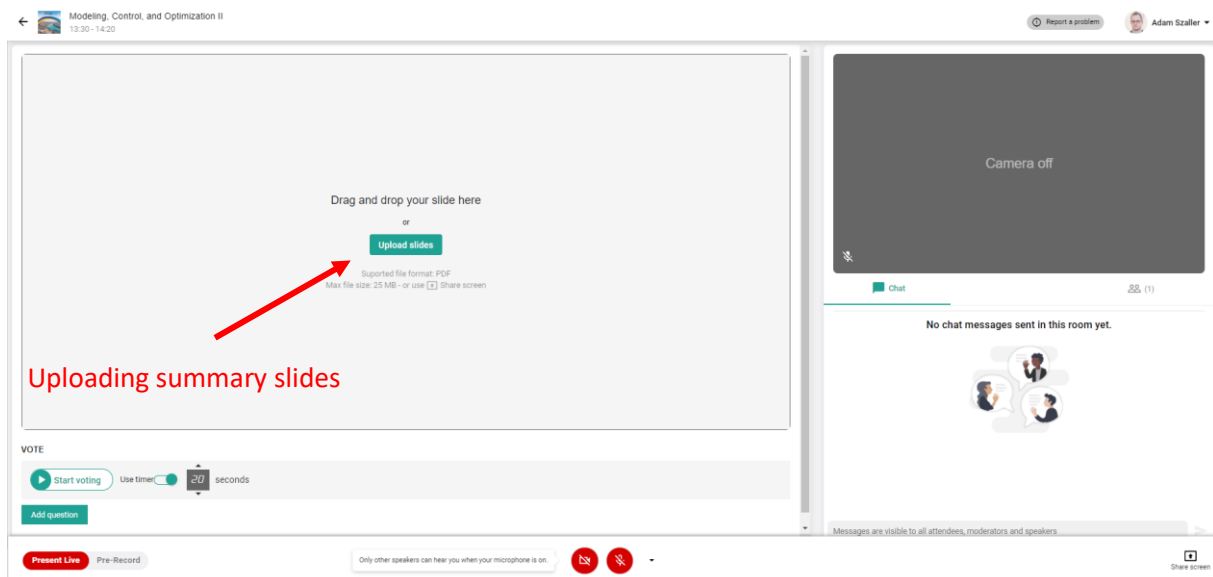
Speaker Dashboard User Guide

General information

- Link to the web app: <https://incom2021-ifac.web.indrina.com>
- Link to the IFAC mobile app: [android](#) / [iOS](#). After downloading the app, please install the INCOM 2021 event.
- Access to the speaker dashboard was given to each registrant **in email**. Please, if you have paid the registration fee but have not received the link to the dashboard, contact us: **info@incom2021.org**
- We strongly recommend using **Google Chrome** for the web app to make sure all functions work properly.

Before the conference

Before the conference, please upload the summary slides that will be used during the conference.



We strongly recommend generating the PDF from slides created in Microsoft Powerpoint, using **16:9 slide size** to fit in the presentation window accurately. After uploading your slides, two buttons will appear in the bottom right corner of the presentation, that can be used to delete and replace it.

Please also try to turn on your camera before the conference to see if you appear on the platform. If not, there might be a firewall issue.

During the conference

Sessions will be managed by two persons:

1. A **session chair**, whose role is to introduce presenters and manage the Q&A part,
2. A **virtual app moderator**, who is responsible for the technical background of the session. The moderator will select the speakers to be able to present after the session chair introduced them.

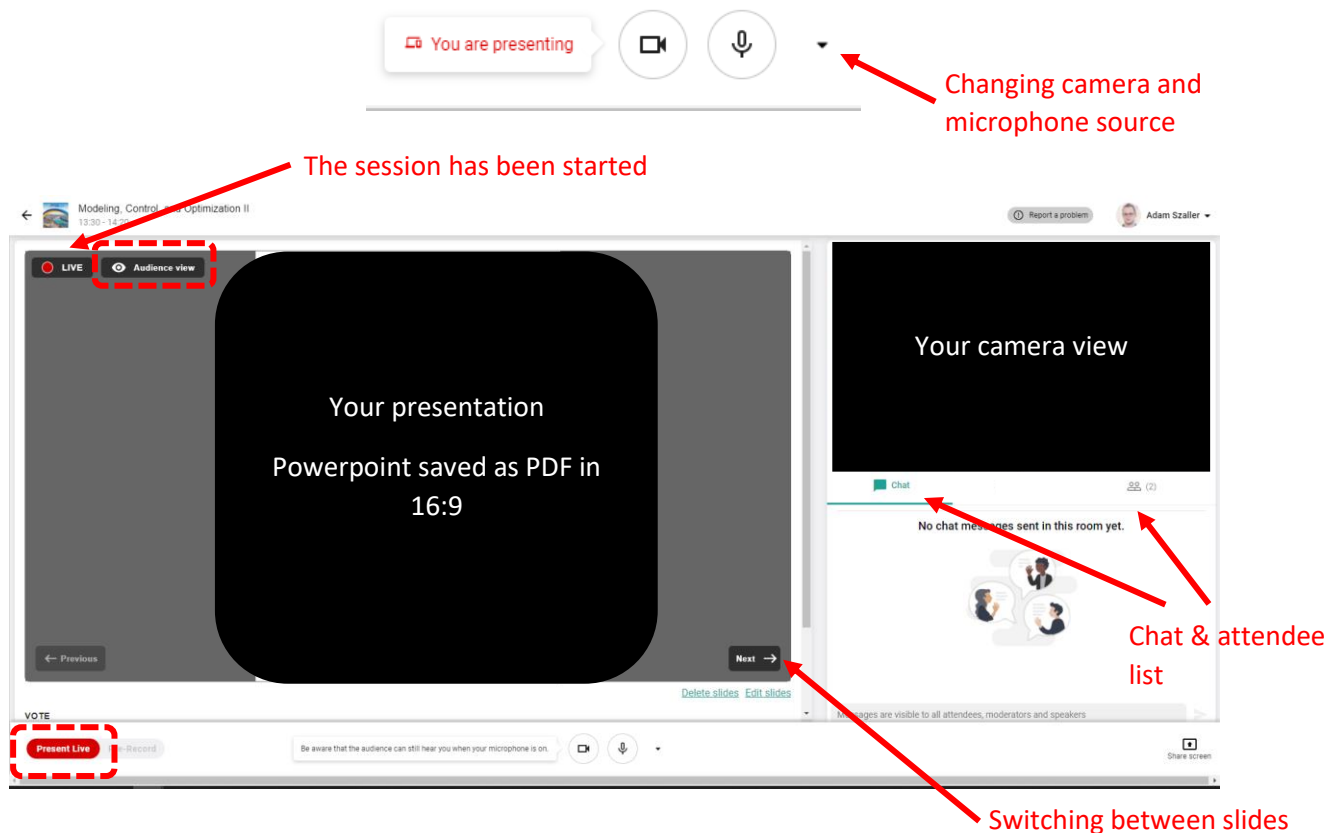
Speakers could see through the speaker dashboard when they are selected for presenting, as described above.

As is shown in the screenshot above, you can switch between **Present Live** and **Audience view** with the highlighted buttons. In the Present Live mode, you can see and edit your slides, while in the Audience view, you can see the other speakers presenting. These buttons are available before the conference also, but naturally, no one will see your slides before the session starts and the moderator selects you as a presenter.

You can notice that the session has been started by the moderator that a “Live” button appears in the top left corner. Naturally, you will not see this button when uploading your slides before the conference.

If the session is running, and you are in the Audience view, and the moderator selects you to be the active speaker, you are automatically switched to the Present Live tab. **You cannot set yourself to be the presenter, this is the role of the moderator. Similarly, during your presentation, you cannot switch to the Audience view – you can do this after the moderator has taken away the presenter right from you.**

When you are selected to be the presenter, you will see a box with red text at the bottom of your screen saying that you are presenting. You can also set your camera and video source with the arrow on the right. Please, during your presentation, turn your camera and microphone on, and turn your microphone off when you are not the one who is talking. The moderators also have the right to turn your microphone off when you are not presenting but you forgot to turn it off.



You can switch between slides with the two arrows on the presenter screen – these can be used before the conference to check your slides, also.

Feel free to use the chat that can be seen above your camera view, and you can also find a button here to check the attendee list of the session. However, as mentioned, 5 mins Q&A will be managed by the session chair after the presentation and you can ask your questions there “in live”.

Using the “Report a problem” button sends a message to the app developers, not the conference organizers. If you have a technical problem during the session, 1) try to reload the page, 2) please write a message to the chat and the moderator will help you to solve it.

More information about the speaker dashboard can be found [here](#). (Note: you do not have to use the pre-record function, as pre-recorded presentations were asked to be uploaded to a different place.)

In case of any questions, please write an email to info@incom2021.org.