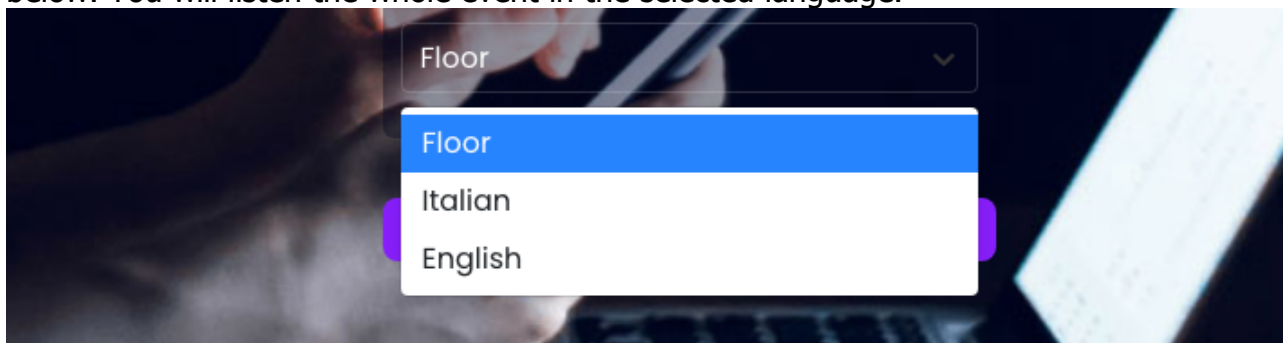
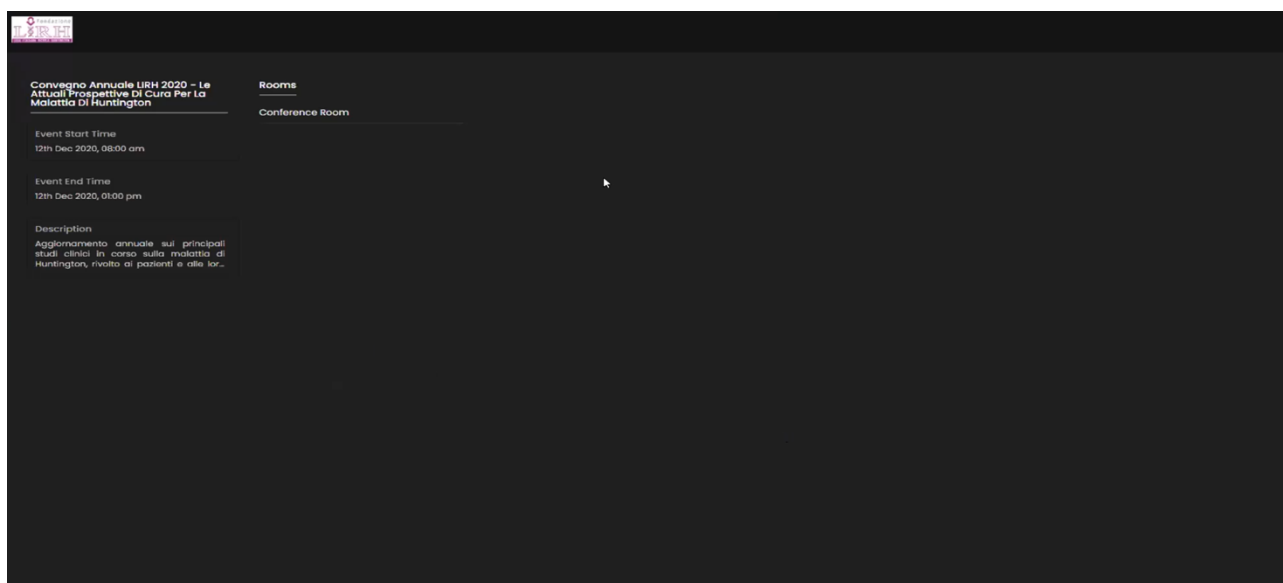


- Insert your **name and surname** (the same of your registration)
- Insert your **e-mail address** (the same of your registration)
- **Select the language** in which you want to listen by the drop down menu here below. You will listen the whole event in the selected language.

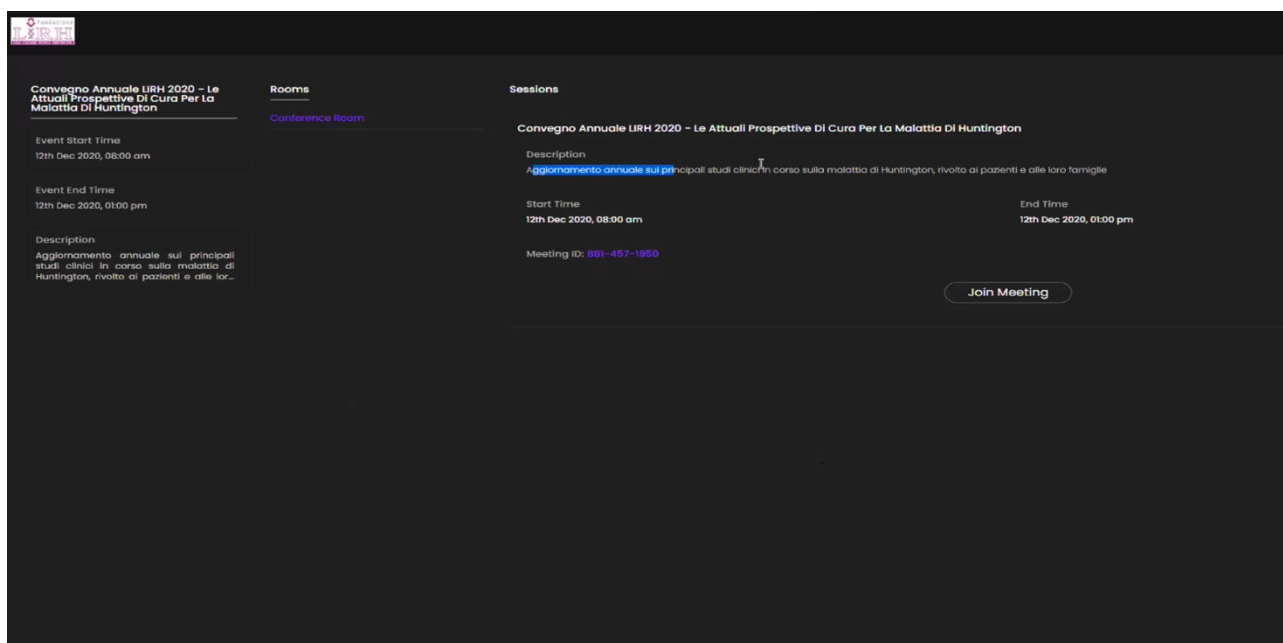


2 - Click on login

The following screen will open:

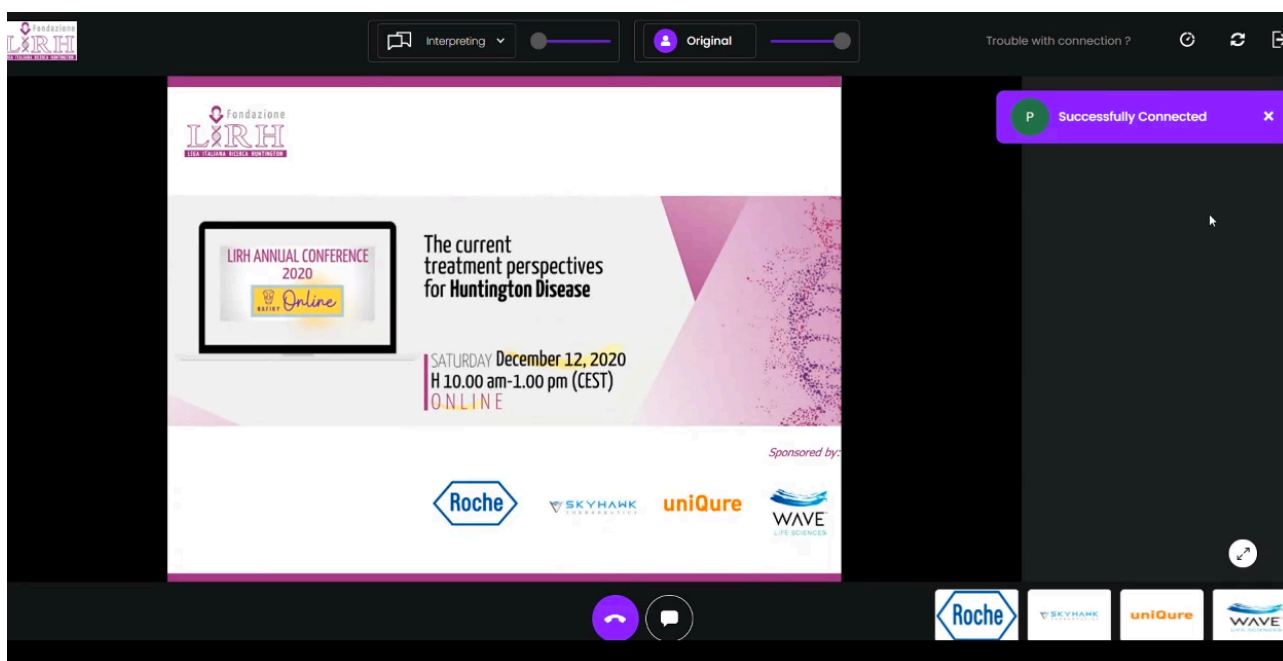


3 - Click on conference room, you will then see the conference details



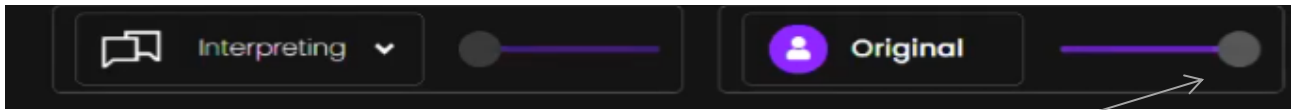
4 – Click on **join meeting**.

You will see the following screen, until the beginning of the conference



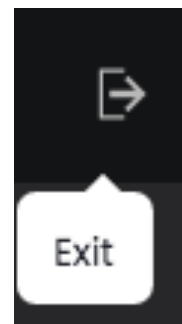
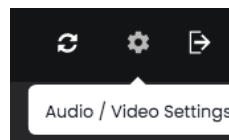
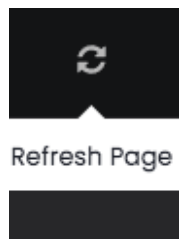
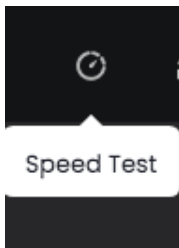
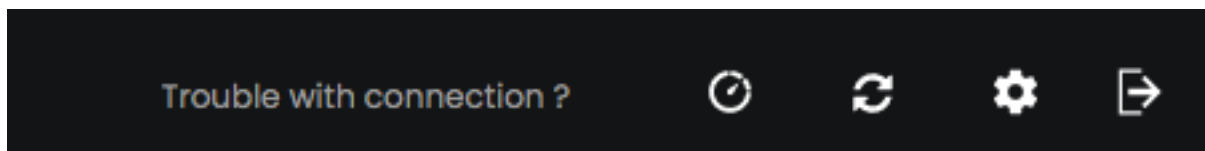
6 – Buttons functionalities

BUTTONS ON THE TOP

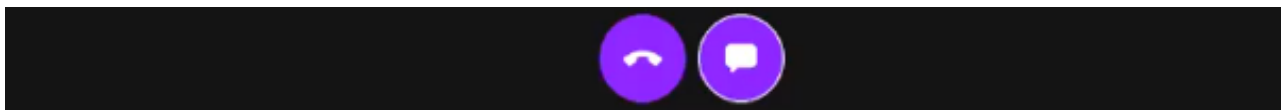


'**Interpreting**' is the button used to choose the language in which you want to hear the speeches (if different from the 'original') - You should not need it, because you will have already selected it at the beginning, when you entered the platform

If you **move the 'balls' to the right or left** with the mouse, you increase or decrease the volume of the speaker and interpreter, respectively; we recommend that you keep the volume of the language in which you have decided to listen high (whether you have chosen to hear the interpreter or the speaker = original)

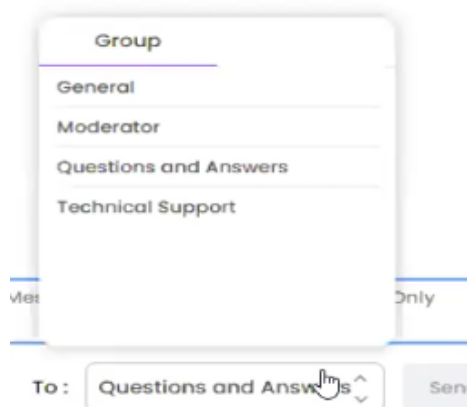


BUTTONS ON THE BOTTOM



By clicking on the **handset** symbol, you will exit the conference.

The **chat** symbol allows you to communicate in writing with different recipients:



- **General:** All connected people will read your message
- **Moderator:** Only the moderator will read your message
- **Question & Answers:** This is the option that we encourage you to use most of all - write your question using this item; speakers and moderator are at your disposal to clarify any doubts and respond to any request for clarification or simply to share your thoughts. You can send your questions / comments at any time, but the answers will be given in the dedicated session (from 12.00 to 13.00). Your questions will only be read by the moderator and speakers, not the other attendees as well.

Important! If you wish to remain anonymous, just specify it in your question: the moderator will read it without saying your name. If possible, specify which speaker you would like to receive the response from.

- **Technical support:** in case you are experiencing any problems with the platform, a person in charge of technical assistance is online for the duration of the meeting and is available to help you

Enjoy the meeting!