

GUIDELINES FOR EFTC 2021 PARTICIPANTS

The following information and general rules of conduct are provided to ensure a smooth and satisfactory participation in 2021 EFTC conference, based on participant's profile. If you need any further information, please reach the EFTC 2021 Local Organizing Committee at eftc2021@igi.cnr.it.

EFTC 2021 REGISTERED PARTICIPANTS (ALL)

- Use the latest version of the Zoom application. Please check if updates are available/needed selecting «*check for updates*» from the menu that opens by clicking the icon on the upper-right side of your zoom window.
- Join the daily session using your own personal zoom account, as to make clear for everybody else who is who in the room. Meeting ID and password are available in the Timetable and they will not change. To access the conference, participants will have to open the link enclosed in the first session of each day (by clicking the clip on the right-hand side of the block) having copied already the Meeting ID and Passcode showed in the pop up box. The Conference is always hosted by **EFTC 2021 CONFERENCE ROOM** zoom account.
- Sessions info and individual contributions (downloading abstracts/ppt/other materials) are available in Indico Timetable page (log in first with your lightweight CERN account!)
- Poster room's attendees must check the Menu page first to retrieve the information of the Breakout room(s) of interest, and then join the corresponding room(s). There is no admittance, so anytime it is possible to enter or leave the room.
- Extra Breakout rooms are made available every day to allow speakers and motivated participants to meet in a given room, where they may discuss further their work during the daily breaks.

POSTER PRESENTERS

The poster sessions will have a slot of 1 hour and 50 minutes (start 14.50- end 16.40).

Each poster presenter has been assigned an individual breakout room, where access is granted to all connected participants with no further authentication procedures or credentials, that is, participants are free to access and leave the room anytime they wish to. The complete list of poster presenters and their corresponding room is available [here](#).

All presenters are kindly requested to upload in Indico the material they wish to share, by clicking **My Conference --> My Contributions --> {Contribution Name} --> Presentation Materials**. **Upload must be completed three days prior to the start of the poster session the latest**. This will allow participants to download and look into presentations in advance. This material may likely look as either a standard one-sheet poster or a short pdf/ppt describing the work done and main conclusions/results. In case a presentation had not been uploaded in advance, the author(s) shall do so at their earliest convenience to make all conference material fully accessible to EFTC participants before the conference ends.

ORAL PRESENTERS

The time slot allocated to all oral presentations is 15' + 5' discussion (20' in total).

Presenters must be connected to the Conference Room Zoom session as it starts, so that the session chair can verify all speakers are there and announce them.

At scheduled time, presenters will share their screen and presentations. Being so, presenters must be prepared to share the window in which they have the ppt or pdf already open.

Although not mandatory, presenters are kindly requested to upload in Indico their presentations, clicking **My Conference --> My Contributions --> {Contribution Name} --> Presentation Materials**, **three days prior to the start of the oral session the latest**. In case a presentation had not been uploaded in advance, the author(s) shall do so at their earliest convenience to make all conference material fully accessible to EFTC participants before the conference ends.

INVITED SPEAKERS

The time slot allocated to all presentations is 35' + 5' discussion (40' in total) for **Tutorials** and 25' + 5' discussion (30' in total) for **Topical lectures**.

Presenters must be connected to the Conference Room Zoom session as it starts, so that the session chair can verify all speakers are there and announce them.

At scheduled time, presenters will share their screen and presentations. Being so, presenters must be prepared to share only the window in which they have the ppt or pdf already open.

Although not mandatory, you are kindly requested to upload your presentation (only ppt or pdf) in Indico, clicking **My Conference --> My Contributions --> {Contribution Name} --> Presentation Materials, one day prior to the start of your oral session the latest**. In case a presentation had not been uploaded in advance, the author(s) shall do so at their earliest convenience to make all conference material fully accessible to EFTC participants before the conference ends.