

INSTRUCTIONS FOR PARTICIPANTS

THE EDTNA/ERCA Spring Virtual Seminar

TECHNICAL PRE-REQUISITES

For correct function of the online Conference platform please follow the minimum system requirements:

- Microsoft Windows or Mac OS based device
- **Latest Chrome** and **Microsoft Edge** internet browsers (*other browsers are not fully supported*)
- Noise cancelling headphones with microphone to reduce background noise
- Stable Internet connection (minimum 10/10Mbps)

LOGIN

To attend the Virtual Conference, please visit the live conference website

(<https://edtnerca21spring.gcon.me/page/welcome-message>) and click the **User Login** link in the top right corner of the page.

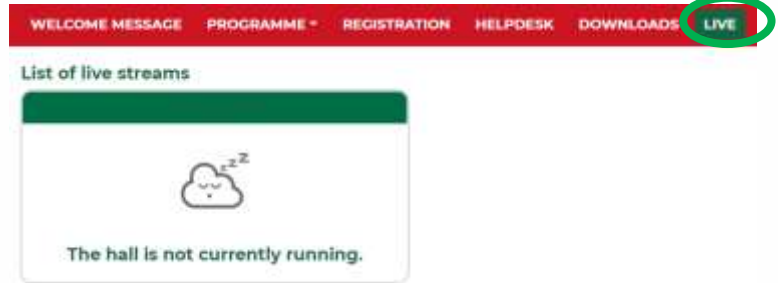


The site will request your login credentials (*email address and password*)

- On your first login attempt the site will ask you to provide your email address (*the e-mail address you were registering with*), your password will be automatically sent to this address (*it is coming from the e-mail address info@gcon.cz*).
- **!! Please note the LOGIN to the LIVE part of the Conference will be available for Participants from April 19) !!**

LIVE STREAM AND Q&A

To attend the running sessions, you can find the actual LIVE sessions under the Live Stream button. Here you can find your desired section/hall and the list of sessions will be presented to you. Please click on the room to enter the stream.



Under **Live Stream** there is a Virtual Room available according to the program:

- Once you click on the room, you enter live stream Conference.
- For having open program next to the live streaming, we suggest to open program on another tab of the web browser.

! While attending the live stream of the Conference participants have the option to raise their questions in 2 ways !

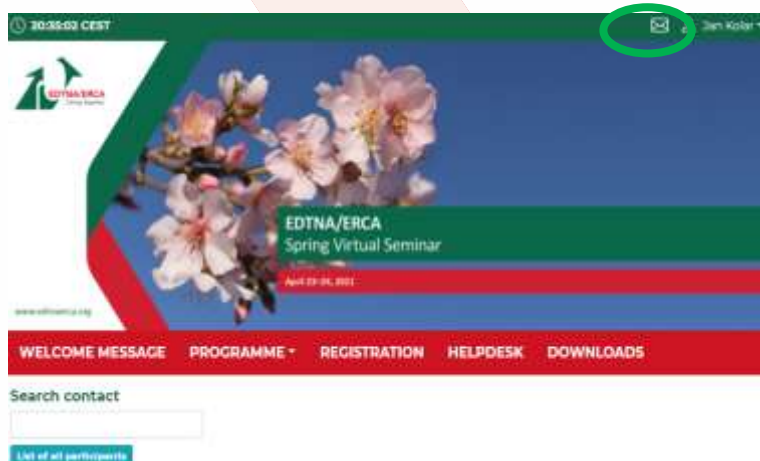


Questions: Serves as chat for the currently running presentation. It is closed when the presentation ends and cleared before start of next presentation.

Discussion: Is open for the whole room and available through-out the full duration of the event for continuous discussion.

! During your presentation, the questions are reviewed by the chair and will be read by him/her after your presentation ends.

NETWORKING



The networking feature enables you to connect with any participant of the conference through our secure platform, the same way as it allows everyone to connect with you. It is up to the contacted persons to decide if they want to network with you. No contact detail or personal information is shared between the two sides and the communication is managed only through the virtual platform. Networking is entered by clicking the **letter icon**.

Contacting someone

- In the networking page, please **enter the name** or better select your desired contact from the list and compose your message to them.
- Reply to message/ongoing networking

HELPDESK



In case you face technical difficulties and need support from our technical team, please contact us through the **Helpdesk** menu. Here you can find links to download system manuals or use the **Chat** option to communicate directly with our support personnel.

Type your message to the chat box and click **send**, this will add your chat in to our support queue and one of our agents

will reply to you as soon as possible.

- You can leave the chat and return to it at any time, it will stay saved for you.
- You can have the chat open in separate browser window while still watching the live stream or visiting other part of the online event.
- The Helpdesk operating hours will be posted soon