

GUIDELINES FOR PRESENTERS

The PRESENTERS of ORAL CONTRIBUTIONS are kindly requested to follow carefully the guidelines below to connect to their session. The full conference programme is available at <https://dragon-symp2021.esa.int/#programme>

1. **Create an account and complete your profile in Brella** in advance of the symposium start date, using the credentials and instructions you have received as a registered participant. If not done yet, please register [HERE](#).
2. If it is the first time you use WebEx you will be prompted to **download the desktop version (it is recommended to do it in advance)**. Please, note that LINUX system is not fully compatible with WebEx Events. You are kindly required to use Windows or Mac operating system.
Additional WebEx technical instruction are available on the website at <https://dragon-symp2021.esa.int/guidelines/> and at the following [link](#).
3. **On the day of the session, join Brella, navigate the Schedule tab and go to your session.** You will find a **WebEx Events join meeting icon** on the right side of the page. Click on the icon.
The Presenter should join the session 30 minutes prior to the actual start time. This will allow the technical host to promote you to the role of panellist. You will be able to test your audio/video connection and for us to make final checks and ensure that everything works properly.
4. As responsible for the session flow and according to the agenda, the co-chairs will announce the name of the Presenter and the title of the presentation, and will ask a technical host to launch the relevant pre-recorded presentation. Following the broadcast of the video presentation, they will ask the Presenter one/two questions, selected among those addressed by the audience in the chat. The Presenter will be invited by the co-chairs to unmute the microphone and answer the question(s). After the Q&As, the Presenter should unmute again.