



Online event • 11-12 March 2021

1st European Sample Preparation e-Conference

Organized by the EuChemS-DAC Sample Preparation Study Group and Network

Instructions



1st European Sample Preparation e-Conference | 11-12 March, 2021

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The event is supported by the **European Chemical Society**



This Webex event is hosted by

**Dipartimento di Scienza e Tecnologia del Farmaco,
Università di Torino, Italy**



The event is supported by **COST Action CA 16215 PortASAP**

“European network for the promotion of portable,
affordable and simple”



General instructions

Webex Meetings will be the e-platform used for this web conference. You may download the application here: <https://www.webex.com/downloads.html>

If you already have Webex installed on your computer/mobile, it is strongly recommended to download and install the latest Webex upgrades before joining the meeting, in particular, to participate in the Breakout sessions. Failing to do that might not permit you to join the Webex meeting and Breakout Sessions.

General instructions on how to use Webex and joining a meeting can be found at the [Cisco Webex Help Center](#).

The general instructions to Get Started with Cisco Webex Meetings for Attendees can be found [here](#).

Follow this [short tutorial](#) to get familiarized with the e-platform.

If there are any questions, please contact:

Assoc. Prof. Cecilia Cagliero at cecilia.cagliero@unito.it

During the event if there are any technical problems or requests you may contact:

cecilia.cagliero@unito.it

or

sampleprep@enveng.tuc.gr

Please note, that all participants are requested to **connect at least 10 min** before session/talks to ensure sufficient time for admission in the event.

Conference link

Only registered participants will have access to this Webex event.

The Webex link to the meeting is:

<https://unito.webex.com/unito-en/j.php?MTID=m2a3b7e35236c7f44283b5eb74b437b91>

Meeting number: 121 344 4894

Meeting password: 8zyYi7YdQw3

Instructions for the audience of oral presentations

- The microphones of the audience will be muted during oral presentations.
- It is recommended that you inactivate your camera during oral presentations.
- After each talk and depending on the time left, the chairs of each session will decide if there is time left for questions to be asked in public. In this case, the microphones will be unmuted and you may use your camera if you wish. **If you wish to ask a question please "[raise your hand](#)"** and wait for one of the session chairs to unmute you (see image below).
- If there is no time left for questions you may (i) use Chat to reach the speaker privately or (ii) ask the Chairs to create a Breakout session for discussing with the speaker the results presented.

Instructions for oral presenters

- Few minutes before the scheduled time of your presentation you will be notified by the Session Chair in a private message that your talk is next.
- You will be permitted to use your microphone and Share your Screen during your oral presentation. Please press share and choose the window of your PowerPoint or PDF file to initiate your presentation (see image below). More information on how to share can be found [here](#).

Instructions for poster presenters and the audience

All posters will be stored in this [Google drive](#)

During each Poster Session, two separate Breakout Sessions will be created. Please, see at this [link](#) the Best Practices for Participating in Breakout Sessions.

Please, note that the Breakout sessions are available only on the Cisco Webex Meetings Desktop App on WBS40.9 and later sites.

- The Attendees can choose which Breakout Session they prefer to join and open poster files stored in [Google Drive](#).
- The Poster Presenters **have to join** their assigned session.
- The Poster Presenters will have two minutes to present their poster.

Questions in the Breakout Sessions can be asked only using the Chat.

- Use Chat to address your question to the Chairs for the general broadcast of your question.
- Request the Chairs to create a Breakout Session for discussing with the poster presenter the results/conclusion.

Please note that at any time (i) you can use the Chat to interact with other participants and (ii) ask the Chairs to create a Breakout Session for you to interact with other participants

Share and “raise hand” icons

