

Instructions for online presenters consist of 2 parts – part for general attendance and part for the attendance with presentation.

### **1) Instructions for general online attendance**

Dear participants of the 14th Congress of Nutrition, you have registered to participate on the congress on-line and here are some information for your attendance.

On Sunday afternoon you will receive an e-mail with 6 links in total – one link for each Congress Room for each of 3 days.

You can join each session starting on Monday 8th November, 8:30 by clicking on the link in the email to join the meeting.

If you are joining the program before the host has started the meeting, please wait in the lobby until the host starts the program.

You can access the sessions that are on the program in Room A Donji Dorcol or Room B Shonda by choosing the link of the Room and you can leave the program in one room and switch to the program in the other room by choosing different links.

During the sessions you will be muted. Following the presentations, there will be a short Q&A session when you could ask the questions using the Chat option. The Session Chair will select and ask the lecturer some of the questions posted in the Chat.

Each Session will have a Host, a Session Chair, presenter(s) and participants.

Host: will be the the person that facilitates the use of the technology.

Session Chair will coordinate the Session, announce the presenters, communicate with the Host, and manage Q&A.

### **2) Giving the presentation**

If you are not attending the program from the beginning, please join the program by clicking the general link sent to all the participants for a certain day and Room at least 45 minutes before your designated time slot so we can assure your connections are working properly, but also that will enable you to estimate the time when your presentation will start.

The organizers decided for technical reasons to use your video pre-recorded presentations that you have sent already. During the presentation you will not have the ability to control the presentation yourself.

The Session Chair will announce your presentation and than the Host will start the pre-recorded video of your presentation.

After each presentation there will be a short Q&A session with the questions from the on-site audience and from on-line participants.

In order to enable the presenters to answer some of the questions from the audience or submitted in the Chat, the Host will send you 5-10 minutes before the beginning of your presentation an e-mail with a new link that will connect you to the special program channel where you will be unmuted for the necessary period of time. This will be a unique link for speakers, so please check your e-mail just before the starting time of your presentation. If you do not use this new link unfortunately you will not be able to answer the questions from the participants.