

# EFPTA 2021 conference: General instructions



Conference will be held online via the ZOOM platform. **Participants are advised to download a desktop application** to have better connection and to be able to use other online applications and resources during the sessions.



To enjoy interactive activities, **it is useful to have two devices available** (e.g., laptop for using ZOOM meeting and smart phone or tablet to participate in polls, quizzes etc.).



The login details will be sent to the speakers and registered participants approximately one week prior to the event. **Please do not pass on the login details to anyone.** Only registered participants and speakers will be admitted to join.



Please **mute yourself** when entering the conference. There will be chat facilities available during whole event. You can chat with a specific person or send comments to everyone. Questions can be asked via chat too.



**You do not need to leave the meeting during the breaks.** You may stay connected and use chat to contact people or ask questions if you like.



Saturday workshop session will be divided into two breakout rooms ABC and DEF. You can choose one of two options for each workshop slot. The instructions will be given at the beginning of workshop session.

# EFPTA

Mute yourself when entering the session.

Open the chat side panel.

Raise your hand when you want to say something or send your reaction.

Use chat to ask questions or share links.

Send message to all participants or to a specific person.

Chat

From Me to Everyone:

Welcome EFPTA 2021 conference.

To join the quiz, click on this link: [www.xxx.com/joinquiz](http://www.xxx.com/joinquiz) or go to [www.menti.com](http://www.menti.com) and enter the code.

To: Everyone

Type message here...

File

Mute Start Video Security Participants Chat Share Screen Record Reactions End